**National Association for Rehabilitation Leadership**

**Board Meeting Minutes**

**February 12, 2015**

**Teleconference**

**Attendees**

Carl Sabo -President\*, **Barbara Burke-President Elect\*,** Sharon Brown-Past President/Nominations\*, **Eleanor Williams-Treasurer + Awards\*, Terry Dailey-Secretary\***,AllisonFlanagan-Southeast Representative\*, **-**Northeast Representative\*, Gwendolyn McCarroll-West Representative\*, -Mid-States Representative**\*,** **Carl Flowers-Newsletter Editor**, **Evan Jones-Website, Ralph Pacinelli-Grants, Rosanne Renauer- 2015 NARL NRA Board Representative\***

Barbara Burke, NARL President Elect opened the meeting and welcomed everyone. A role call was made by Terry Dailey and recorded. A quorum was not established so the January minutes could not be approved.

*\*\* (A quorum equals the President or President elect plus 4 board members.)*

*Present at meeting in* ***bold*** *and board members noted by (\*).*

**Treasurer’s Report:** **Eleanor Williams**

Eleanor reported that she sent the report out through December 31, 2014. As of the end of December, NARL had 8,687.26 balance in our checking account plus $18,400.43 balance in our cash reserve account. Financially NARL is in a good position and all bills have been paid as of December 31, 2014. Evidently we are getting new members because every month there is money coming in under membership. Eleanor asked if Sharon has gotten an updated report from national on how many members NARL has but she plans to send Michael Romero an email and ask for that report. That report will tell us where we are with members through December 2014 to give us a base from which to increase membership this year. That is my report.

Barbara Burke said she has been talking to colleagues about becoming members and that it is not specifically for people who are already leaders in in different organizations. It is a great way to develop and learn leadership skills. Maybe that is a philosophy we could take to increase membership. Before I joined, I thought NARL was just for rehabilitation leaders – executive directors, supervising counselors so maybe just a different perspective on approaching rehabilitation professionals on the purpose of the organization.

Eleanor responded that maybe we need to review what is out on our website so that it’s more self-explanatory so the reader gets the message that NARL is for anyone in the rehabilitation field as far as leadership goes. Barbara said that a lot of people who work in rehab have a lot of innate leadership skills and this could be a great forum to expand that type of discussion and training.

**Membership Report Carl Sabo**

No report.

Eleanor said she would request tow reports from Michael Romero, one through December 31, 2014 so we know how we ended the year and one through January 31, 2015 so we know where we are right now. Once she has the reports she will forward them out to the board for the next meeting.

**Board Officer Elections: Sharon Brown**

No Report

**NRA Board Update:** **Roseanne Renaurer/Eleanor Williams**

Roseanne reported the conversation about updating the software that NRA is using to update its membership base. There has been a small committee identified to research the options of two potential types of software to track the membership base. The committee recommended one over the other because it was less expensive, easier to use, it was from a company better known for customer service and so the board approved it. Her impression was that they would be purchasing that software and implementing that. It will still be several months before the new software will be installed and able to be used to improve customer satisfaction.

Eleanor said the system NRA purchased was ‘IMIS”. The reason the board went with IMIS is because we can also do a whole new website with it. The other software required that we would have to buy something in addition to it to do a new website. That was one of the things we were hearing from our members is that we need a better website. One that is that is more user friendly, one that provides more information, and have blackboard conversations; we’ll be able to have specific sections for our student members and things like that. That is the reason we chose IMIS.

Evan asked if IMIS will allow divisions to have a website also. Eleanor responded yes, it will be a link. She said her understanding is that everything should be all inclusive once it is up and running. The reason it will take several months is because they have to convert everything over from the current system to the new system. During that time they will be running two systems for membership to make certain everything converts over appropriately. This process will take over a couple of months to complete appropriately. The other reason they are not doing it this month or next month is because of the registrations for the government summit because that is all hooked up into the current system we have.

Rosanne said another item discussed at their meeting was a letter Fred Schroeder received from a long time constituent of NRA from Ohio chapter. Essentially she was voicing her dissatisfaction with NRA particularly with the website and the fact that the website has not been updated in several years. She concludes the letter that she has sent her dues to her local chapter as opposed to sending it to NRA. Fred Schroeder authored a good response to her recognizing her concerns and advising her that we are in the process of responding to some of those concerns she made in the letter. There was discussion around this letter and whether we needed to do a broader response. Barbara’s opinion was that there is a level of dissatisfaction among some of the members of NRA in regards to what appears to be a lack of effort in terms of the website particularly. If not publicizing the letter it might be good to reference the need to be customer responsive, the fact that we are moving ahead updating the website and that national is providing rebates to the state chapters addressing both concerns. They left this issue open for the executive committee to consider in terms of whether they did or did not want to make any further response to this letter of disgruntlement and go from there.

Eleanor offered that this letter was not the only letter the board has received. A couple of them have been from the Ohio chapter. The Ohio chapter is going through a rough time now. It used to be the largest chapter in the NRA family but its membership has dropped off drastically. A lot of the decrease is due to the fact that the VR agency in Ohio was a strong supporter of NRA membership and also they would get the Ohio chapter to provide the in-service training for their rehab counselors. Now that has not happened and they don’t do it anymore and haven’t for several years. Without that support, their membership has dropped. The chapter is not being called upon to provide the training. The other piece is that the public employees are union and their attorney general ruled that they cannot hold office within the chapter or the national association because it is a conflict of interest. That is some of the background to help the NARL board understand the underlying issues in Ohio. We are working with Ohio and the people there in coming up with ideas to turn this around. There are a couple of people from Ohio that do sit on the national board. The woman who said she is not paying her dues to NRA but to the Ohio chapter is not really a member of the national or local chapter because you pays dues to NRA that makes you a member of a local chapter. What she did then was switch it to do a donation to her chapter. Dr. Schroeder has put in a lot of thought into the responses he has sent back to the individuals. Barbara agreed with Eleanor’s assessment. There are other states who also have unions and they are not having this issue.

Eleanor gave kudos to the PA chapter. They have over the last month or so they have increased by 20 new members. A number of them are students so kudos to PA chapter. Terry dais we started this movement when she was PRA president to initiate a mission of recruiting student members which they did. Then finding ways to keep them involved after graduation was the next concern. It has evolved and we now have student members on the board and our next president will be a student PhD candidate. They have an abundance of energy, creative ideas and are awesome with technology. Eleanor confirmed this as NRA has two student representatives to the board; one is a voting member and as she rolls of the other overlaps and will become the voting member plus we add another student member so we always have two students serving on the board. They do have energy levels and creativity that is phenomenal. Barbara suggested that we may want to survey the different states that are getting students involved how they are marketing them. Maybe that is something NARL can do to encourage more to become involved in leadership and join. Ralph said that the University coordinators of the Masters programs are committed to this is where it is coming from. We need to be doing more outreach and marketing to the Universities with Masters in Rehab programs.

**Website Update:** **Evan Jones**

Evan updated the website but he is still having technical problems with publishing it. He needs to call our website host when he is at home and try to work on this from home. He is not able to address this from work. He will work on this and we can expect updates shortly.

He reminded the board that when he is not having software issues he can update rather quickly and that the content comes basically from the board and members so anything you have and want on there-keep that in mind to send it to Evan.

**Ongoing NOTE\*\*-**Evan said as a reminder anyone can add information, pictures or a leadership article at any time by sending it to him and he will get it posted. A reminder is entered into the notes that we still need articles for our leadership forum as we have not placed a new one up in six months.

Our web address is: [www.narl.us](http://www.narl.us).

**Journal of Rehabilitation Administration Report:** **Carl Flowers**

Carl reported that the next issue of the journal and it will be going to the publisher in the next week or so. He responded to the question concerning the number of NARL members, he currently sent an email to the national office for a roster for mailing purposes. As of February 5, 2015 the number of NARL members mailing labels was 216. Carl offered to send the Excel file to Eleanor and she can sort by state if she wants.

**NARL Awareness and Marketing:**  **Russ/NARL Board**

No discussion.

**Newsletter/Contemporary Rehab Report** **Carl Flowers**

Carl said he received the NARL article on grants from Ralph and Carl Sabo and it has to be submitted to the National office.

**Committee Reports:**

**Membership:**  **Carl Sabo**

No Report.

**Lorenz Award:** **Carl Flowers**

Carl said we have a person who has been nominated for the Lorenz award and the link has been sent to Terry and Carl to approve the award nominee. If the nominee is approved this person will be highlighted in an article to be printed in the Contemporary Rehab as well.

Barbara asked for an explanation of this award.

Carl explained that it is an award the NARL put together years ago when the NARL board gave SIU a sum of money and SIU was to identify a candidate in the administration program to be eligible to receive a $500 annual award based on their criteria. It is given out at the college’s award night in April of each year.

Evan said Jerry Lorenz was a very well-known popular dynamic rehab administrator. He had a very untimely passing in a plane crash flying home from an NRAA event. (1985 or 1986) He was from Illinois. It was a tremendous loss to all who knew him and the profession. At that time we took donations and started up this fund to hopefully be self-sustaining for the award. It is important that we keep in mind his contributions and his memory. The award was meant to keep in mind his memory and be given to a up and coming student in rehab administration.

Back in 2000 when NRA was combining its divisions we decided that since that money was uniquely set aside that it might have a greater chance of preservation and sanctity by being a part of the University’s endowment and they also offered us a pretty good deal on the interest. So we made that transfer. Ralph dittoed Evan’s comments.

It is a National thing for one student but it is yearly. It is a cash honorarium. Barbara asked if anything is ever written about this in the newsletter and Carl said we general highlight the winner but maybe we need to highlight Jerry and why the award was designed in his honor. She felt it is important to highlight pioneer leaders in the profession and that is how we continue to grow.

**Nominations and Elections: Sharon Brown**

No report. We will need to discuss appointing someone to North Eastern and Mid- States.

**Awards:** **Eleanor Williams**

Eleanor reported that we have received none. Barbara asked what awards we give. Eleanor said we have not given awards for several years as we received no nominees. Eleanor explained we give:

* Mary Switzer Award for Rehabilitation Leadership, the highest award granted by NARL. It recognizes and honors outstanding rehabilitation leadership of the national scope either in the public and private sector.
* The Presidential citation is for distinguished service granted in exceptional rehabilitation service and administration, supervision, provision program planning and evaluation, research, teaching and legislation.
* The Guy F. Hubbard Award in recognition of the rehabilitation management practitioner who has demonstrated excellence in rehabilitation supervision or administration. That was named in honor of the late Guy F Hubbard who was the assistant director of the NC division of Vocational Rehabilitation.
* The Professional Programing Award presented to the state chapter with the most outstanding professional programing during the year. In addition to the plaque they will receive 50% supplement of the Professional Program Grant funds for the following year. (referred from the grants committee)

More detail is on the NARL webpage.

Nominations may be made by division members or state chapters. Barbara suggested we develop a NARL page or corner in the Contemporary where we can highlight these awards and honor the person the award was named for. Eleanor also suggested having Michael Romero send out an email blast to NARL members with this information. Evan suggested that if we do not get any nominations through our solicitations that the board should be able to nominate someone through our networking that would be deserving of at least one of these awards.

The awards are usually given at the annual National conference.

Roseanne said she is a past recipient of the Guy F Hubbard award and that she agrees that whatever we can do to recognize people and reaffirm their commitment. One nomination candidate was discussed. Barbara Burke said she would take the lead on this.

**Grants:** **Ralph Pacinelli**

Ralph said we have no new grant applications presently. After our last meeting he did update our grants announcement and used the protocol of sending it to Carl Sabo in Ohio who dutifully sent it to Carl in Illinois. And Carl in Illinois has I guess sent it to Fred Schroder to get it into the next issue of Contemporary Rehab.

Barbara asked for a grant explanation. Ralph said NARL supports professional development activities through the grants program two of a kind essentially. One for operations of your chapter, administration costs, things you might do to enrich and enhance your outreach for membership. The other type is for speakers or professional meetings and these awards approximates $250 and a special formula based on membership of a state chapter that can get it as high as $375. It is not a lot of money but it is an incentive to do some special programing within the state chapter of NRA/NARL division. This information is on our website; it describes the grants program and application process.

**Geographical Area Updates:**

1. **Northeast:**

No report. Representative needs to be appointed.

1. **Southeast:** **Allison Flanagan**

NRA conference planning is going on for Biloxi in October.

1. **Mid-States:**  **Barbara Burke**

No report. Need appointed new representative.

1. **West:** **Gwendolyn McCarroll**

 No Report.

**Old Business:**

**Constitution and Bylaws:**

Eleanor and Evan will continue to review and report back.

**New Business:**

Eleanor wanted to remind everyone about the Government Affairs Summit in March at Old Town Alexandria. The program has been tweaked this year with some new things added. There are a lot of good topics and if you have not attended before you will find it interesting and informative. On Tuesday we go to the Hill and a congressional panel on Tuesday plus lunch. Ralph is the chair for this event.

Barbara asked for a motion to adjourn. Carl Flowers moved that we adjourn and Eleanor seconded the motion to adjourn. All were in favor and the meeting of the meeting adjournment.

**NARL 2015 meeting dates as follows**:

**Our next meeting will be on March 12, 2015 at 11 AM MST/12 Noon CST/1 PM EST.**

 **Meeting Schedule for 2015:**

March 12, 2015

April 9, 2015

May 14, 2015

June 11, 2015

July 9, 2015

August 13, 2015

September 10, 2015

October 8, 2015

November 12, 2015

December 10, 2015

 Respectfully Submitted, Terry Dailey MA CRC LPC, NARL Secretary