

**National Association for Rehabilitation Leadership
Board Meeting Minutes
January 9, 2014
Teleconference**

Attendees*

Sharon Brown-President*, **Russ Thelin-Past President***, Carl Sabo-President Elect*, **Terry Dailey-Secretary***, Allison Flanagan-Southeast Representative*, Lori Bruch-Nominations/Elections, **Evan Jones-Website**, **Eleanor Williams-Treasurer + Awards***, **Ralph Pacinelli-Grants**, **Stephanie Prances-Northeast Representative***, Christopher Kempiski-NRA Representative*, Carl Flowers-Newsletter Editor, **Gwendolyn McCarroll-West Representative***, **Barbara Burke-Mid-States Representative***.

Sharon Brown-President welcomed everyone. A roll call was made by Terry Dailey and recorded. A quorum was established so the minutes from November 2013 and December 2013 were reviewed for approval. Stephanie motioned to approve the November 2013 minutes and Barbara second the motion, all were in favor so the November 2013 minutes stand approved; Eleanor made a motion to approve the December 2013 minutes and Gwendolyn made a second motion to approve the December 2013 minutes, all were in favor so the December 2013 minutes stand approved.

** (A quorum equals the President or President elect plus 4 board members.)
Present at meeting in bold and board members notes by (*).

Treasurer's Report:

Eleanor Williams

Eleanor said the latest financials she received were for September that we recorded in the December meeting. She said she had called Veronica at the national office and reported they advised her they are almost finished with the October financials and will send soon. As soon as she receives them she will send everyone a copy. She reported the preconference information our revenue we took in \$1222.50 and our expenditures were \$357.00 so we made money on the preconference. The December notes reflected that we have a budget of \$7,150 with receipts through September 2013 of \$3720.86 and with a balance of \$3429.14. The receipts are our income from membership. We had a total expense of \$9150.00 with disbursements of \$3,035.28 leaving us a balance of \$6,114.72. We have

\$10,702.33 in checking and savings with a cash reserve of \$18,400.43 leaving a total of \$29,102.76.

Membership Report

Sharon Brown

**Sharon reported that as of December we have 273 members.

Board Officer Elections:

Lori Bruch

Sharon reported that Lori was ill and could not attend today. Sharon welcomed our new Mid-states representative Barbara Burke.

Barbara gave a short synopsis of her career as a group introduction. She has been work with individuals with disabilities for 20+ years starting with the Office of Family Support with the State of Utah with adults without dependents who were unable to work for thirty days or more. Then she was promoted as an employment specialist with USOR-Utah State Office of Rehabilitation and became a counselor. So she has worked urban, rural and private. She is a single mom and her son is attending the University of Knoxville, TN and is the athletic trainer of the volunteer football team.

NRA Board Update:

Chris Kempski

Eleanor Williams reported that the second round interviews for the ED position were cancelled because there was a conflict in the scheduling for the interview panel. They will be rescheduled sometime in January. The first executive committee meeting is next week Tuesday the 14th and the executive Board meeting is on January 28th. Patricia Leahy is working on the GA Summit. We will be receiving information soon on helping her locate sponsors or exhibitors for the GA Summit to offset the expenses. The constitution and bylaws is coming up to be reviewed and updated due to some changes. A major change involves the secretary and treasurer positions both are for three years and both run out at the same time. They are looking at changing the bylaws to add one more year to one of those positions in order to get them on separate years for when they will run out. Another piece is the removal of board members. If the board recommends the changes then it will then come before the delegate assembly for a vote at our annual meeting at the NRA National Conference in Des Moines Iowa for Oct/Nov of this coming year. Also they have doing revisions to the Nominations Elections Assembly Manual, so that will come up to the board for discussion. Also they have a big overhaul on the Administrative Operation Manual that will be submitted

to the board for approval. Also Ellen Sokoloski is our new incoming NRA board president.

Website Update:

Evan Jones

Evan reported that he needs to do some work on the website to update the list of board members and officers. He said that he has not received any new information to post. He did renew our website registration for another three years so we are good to go for those website services we need and use.

Eleanor reminded Evan to submit the bill for website renewal for the treasury account so it can be paid.

Evan asked that this note be carried forward as a reminder in the minutes:

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.

Journal of Rehabilitation Administration Report:

Carl Flowers

No Report.

Leadership Training (Ideas and Assignments?)

Russ Thelin

This topic was postponed to later in the meeting.

NARL Awareness and Marketing:

Russ Thelin

Russ said that we have been talking about some strategies we can do specifically as a NARL division for some awareness and for some marketing to do some work toward enhancing the membership of our organization. We came up with a variety of some brainstorm ideas reflected in the minutes that were very actionable:

- Having officers join conference calls in regions or states (we need to get the word out that we can do this);

- Getting the grants availability included in the next Contemporary Rehab (Russ is going to do this. Ralph said that he had drafted something for Sharon's signature);
- Getting NRA to do a web blast on the availability of the training grants; and
- Integration and reaching out to the student population through our universities and colleges.
- Pursuing the restoration of the training funds within rehabilitation Services Administration for leadership training (note Ralph's comments *)

Recap Ralph's comments-*Ralph added that someone go after the federal partner and attempt to get restored the directed funding for leadership training programs whether they be degree oriented, continuing ed. oriented or just short term workshops. Ralph said the money he thought was gone or being directed otherwise so there is a need for someone to take up the role of engaging the federal partner regarding this issue. As it relates to leadership training NARL should be the ones to go about trying to get it restored. Ralph clarified the leadership training was multiple grants and multiple institutions to do very different kinds of training like one place was a master's degree granting program in rehab administration, another was continuing education basically, delivering short term training on decision making for example by region, so it was different types of training packages performed by different institutions. Money was directed a lot better than now. Recently the funds were directed to one grant to San Diego University. We've lost it all. Ralph said he was one of two who authored a concept paper in 1965 to convince the division of RSA training that we should authorize funding for specialized leadership training. We (RSA) funded three programs:

- One to St Thomas College in Minnesota
- One in Northeastern University
- One at Oklahoma when Voile Skerlock retired as state director and became the director of the rehab leadership training program at the University of Norman.

We are now a three billion dollar national program with eighty state rehab agencies and 25,000 employees 15,000 qualified rehab counselors and we did away with our leadership training? "We're crazy". Ralph continued to say "Look at how many times in the last fifteen years we have allowed the top job at the federal level to go unfilled. We have tolerated being without-one term most recently to go three consecutive years for being without the presidentially appointed confirmed by the full United States Senate, head of our program, we've allowed that. What is

wrong with us? Ralph continued, "This may be a lull in what is happening in the rehab profession and it's a good time to rest up but the storm is just around the corner with the rehab reauthorization process. This is scary. Ralph said we are exiting the time of peril and entering the time of terror for the rehab program/legislation." End recap of Ralph's comments from December meeting.

Russ asked Sharon how we can reach out to students. NCRE was suggested. Russ said he had a good working relationship with current or past president of NCRE to make a connection on how we can get this out to colleges and universities. He urged regional representatives to get the word out to their organizations that he and Sharon are available to speak at their meetings. As a place to start Russ said that he will work on the web blast, Contemporary Rehab and get information out to the colleges. It is a place to start and watch what happens. Then we can pursue other opportunities from there.

Russ will be at CSAVR Human Resources committee and Ralph suggested in regard to item number four that maybe Russ could get a charge to task the Human Resources Committee to ask its partner the federal office perhaps through a TACE center to collect information about what we're doing system wide in leadership training. That would be good for us to have that kind of profile for the nation. Then we could develop an agenda of how to attack the redirect of training funds to a leadership category or the old category of Rehabilitation Administration. Maybe through CSAVR we could get some of the "pick and shovel work" done for us by these existing grantees. Russ agreed. Russ stated that he thought there was some leadership development taking place in some smaller less coordinated ways. He will be sharing in his comments later in the meeting, a regional effort, how their regional states are working together. Russ suggested that we have this topic as an agenda item every couple of meeting just to update our direction and progress.

Newsletter/Contemporary Rehab Report

Carl Flowers

No Report.

Committee Reports:

Membership:

Sharon Brown

See previous report**.

Lorenz Award:

Carl Flowers

No Report.

Nomination and Election:

Lori Bruch

No report.

Awards:

Eleanor Williams

We have a set number of awards if we get nominations for we as a division, normally give out at the annual meeting. She said that over the last several years we have not received any nominations. There is a comment on the website that addresses awards, nominations and how you do this. She will get some update on the dates to Evan. There is a close date on when the nominations can be received but it is open all year. One is the Mary Switzer Award among others. She was hoping every board member would submit a nomination.

Grants:

Ralph Pacinelli

Ralph reported that there has been no activity since last month but we are starting a new year. We did update our announcement statement for Sharon's approval. It has a link to the NARL webpage. The statement was sent to Sharon and the next step will be she approves and then it will be sent to the National Office to be published in the next Contemporary Rehab.

Constitution and Bylaws:

Russ said that nothing has been done with this but that we do need to review our bylaws and update to reflect the voting changes.

(Continued from previous meeting is to note that since NRA has gone to electronic balloting and voting that we (NARL) need to review our bylaws so they they reflect the electronic voting and not be in conflict with NRA. Russ agreed to follow up on this with Sharon and Lori.)

EXCERPT FROM NRA CONSTITUTION RE ELECTION OF OFFICERS provided by Eleanor Williams

Section 3. Election of Officers

Officers shall be elected by a mail or secured electronic ballot. If an electronic ballot is used it must be a secure ballot procedure to be selected by the Executive Committee. The Election shall be conducted under rules/regulations adopted by the Board. Officers shall assume the offices to which they have been elected on January 1 subsequent to election.

Evan said the NARL bylaws are on the website. Need to go into get NRA Pat --- for approval before posted again. A copy of Bylaws updated under section 2 Election of Officers attached to January Minutes for board review before sending on to NRA.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said she had no new report since last month.

b. Southeast:

Allison Flanagan

No Report.

c. Mid-States:

Barbara Burke

No report. She asked for the 2013 minutes. Russ agreed to send them to Evan and Barbara. bburke@utah.gov

d. West:

Gwendolyn McCarroll

Oklahoma Rehabilitation Association did elect new officers and their new president is Tracy Brigam.

Old Business:

Sharon reminded that we still need information from board members to supply Terry with information for the matrix. Terry will send what was collected to Sharon and Barbara.

New Business:

Sharon asked for any other new business. Hearing none she turned the meeting over to Russ to present leadership training to the board.

Leadership Training

Russ Thelin

Russ described what they have been doing “developing and enhancing the leadership capacity of every member of their agency. Every person within the organization has a scope of influence, a scope of responsibility and in whatever place they find themselves, and they are leaders in that particular entity. Which means if you’re going to be a leader you need to have empowerment and it wasn’t that many years ago within the state office here in Utah that there was not a decentralization of power, authority and leadership as an agency. It was all very tightly held at our administrative office and even our regional directors and our

local supervisors were not able to make a lot of autonomous decisions to take autonomous action because they needed to have it approved at the top. The impact on that was really quite damaging to the way we were able to provide services to individuals. We are bringing on a lot of newer and younger rehabilitation counselors and other staff from a different generation who are not oriented to that same paternalistic organizational structure that took place.

So several years ago I approached our then executive director and said I would like to start a leadership development activity about how to function as leaders and get them some skills, to train and empower them to start engaging in some of this leadership activity. To try to change a culture within the entire agency. We call it leadership development. We started it in 2005 and it continues on to today. We have evolved into a whole new process now. What was once called the leadership development and the way we do business in rehabilitation-we now call in Utah-the rehab way. It is the way we do business. It is really geared on professionalizing every individual to engage in the capacities and scope that they have with leadership that is participatory. That is the background so you understand where we are coming from.

The process we went through in Utah started with that whole concept of participatory leadership challenging the notion that the only people that have great ideas, the only people that can move things forward are not those who are only in the upper administration positions in the agency or organization. This was difficult early on as there were some people that enjoyed having that kind of capacity in the upper administrative positions. With the support of the executive director we started implementing some strategies that are part of the leadership development that took place as Ralph has spoken about in the past through the Ramp program in Oklahoma, through the programs in San Diego State and other places including the concept I want to share with you today that comes from Cruises of Posner-the five leadership practices. They present these in a star format and there are five practices that if you follow them and you engage in them with repetitively and with strategy that will create a new culture of leadership that allows for participation of all and decentralizes power.

The first of these principles is challenging the process. What that says is take a look at the things you do naturally now, what is the process you engage in, what are those integrated and instilled rooms that you operate within and challenge them. Look at them. What are some things you can do and what are some things that you can allow others to do to challenge why do we do this this way. Why is it that we have to sign this form on triplicate? Why does it have to be in paper

format? Those types of things and you allow for your rank and file to challenge the way that you've always done things but in a way that is helpful to start to change the way you think and creates a vision of what could be as opposed to what is now again keeping in mind that you have to keep it in parameters that of rules, policies, laws and regulations.

If you get through that challenge and start to identify what is possible the next step in this five step leadership practices is *inspiring a shared vision*. This is the important part of leadership that comes from decentralizing it. If you can allow everyone in your organization to be inspired for a change that has been identified to do things differently – that inspiration is going to come when you allow them to be part of not only challenging that process but enabling them to contribute what that change is going to be.

First you find ways to challenge the process and then you inspire a shared vision by identifying what you're going to do- what's the vision of our challenge – then you empower people to become a part of that then you move to the third part of the leadership star/steps that is *enabling others to act*. Empowering people to do things on their own or to become participants in a larger activity to facilitate the change in a way that involves and includes the ideas of all, the consensus of all and allows for something to happen from a grass roots level rather than from the “ivory tower”.

So we talked about the first one is *challenging the process*, the second one is *inspiring a shared vision*, the third one is *enabling others to act*, and the fourth is *modeling the way*. This is where you take those things that come out of that vision and allowing people to engage in what they are doing to find points of success. Modeling the way is you set the example. If part of challenging the process is to let others be part of solution making, then set the example by actually letting other people participate and share their ideas and find victories, then recognizing them for it. You model what comes out of that activity.

Then the last one is you *encourage the heart*. That's where at the end of a process when you've tackled whatever it is you are going to tackle and you get to some desirable outcome that everyone is jazzed about, that increases morale, you start modeling that yourself, then you start to celebrate accomplishments. You recognize the contributions of everyone and in a small way you've changed the culture within that particular organization. You have set the stage now to go back to that first step to say look we've made a significant change here now we can challenge the process again and you start looking at higher level things because

you're now on a different plane and you inspire a new vision, and enable people to act in this new challenge, and model that way and you encourage the heart by celebrating that accomplishment, and recognizing people for the work that they've done and the contributions that they've made and that cycle goes on and on. That is what we have been doing for near nine years and it has evolved into a completely different agency with a whole different way of looking at things and with a lot of the identified issues and solutions to the things that we faced coming from the rank and file – the frontline staff – receptionist, secretaries, counselors and administrators to make an overall organization better. It has been quite remarkable to watch and see that happen.

That was the process that I wanted to share with you today-the five leadership practices of **challenging the process, inspiring a shared vision, enabling others to act, modeling the way and encouraging the heart.**” Russ asked Barbara to comment from a perspective of observing the process within the agency from a front line staff position.

Barbara said this process has a great deal of impact and that she finds it easier to talk about suggestions or ideas and have it accepted without her being seen as a troublemaker or being out of her element and as with any change it's hard it's a transition. People are slowly taking on “the rehab way” and understanding what VR is really all about. It has been a really good project and the process works really well.

Russ said he will forward a graphic of this principle. (Attached)

Stephanie asked how long it took for the leaders to sign up for this kind of change because their positions would be fairly threatened, did it happen because someone left or how did it happen?

Russ responded that it happened largely because he had moved into a leadership position and he saw what was happening, the morale changing and he simply approached their executive director and said “you know what-I think that we have an opportunity here to make some changes on how we do things. I talked pretty candidly about some of the other leaders in our midst that really were those kind of parental autocratic kinds of individuals and the executive director bought on. He bought into it and said you know what, I think you're right”. He actually took the lead and said we're going to start this process and he asked me to take that an run with it. When we started it was interesting because it depends which leaders you talk to. Once the executive director was on board, those local level leaders, those

regional leaders, those district leaders and office leaders became excited with the concept. They were tentative at first but there was a ground swell of this is really going to do something for us. Now those that were in the power-this was very challenging to them and they did not like it. They would boycott some of the meetings and find other reasons not to be there but the fact that we had the buy in from the top – the energy just gradually squeezed the others out and while they may not have entirely participated, they just kind of became silent in this and eventually they did move on. The energy around them took over that whole process. Back to your original question of how long did it take? It took for us to get through the first round of these five steps; it was eighteen months to two years.

Eleanor had volunteered to do training on leadership for the February meeting

See the NARL 2014 meeting dates as follows:

February 13, 2014
March 13, 2014
April 10, 2014
May 8, 2014
June 12, 2014
July 10, 2014
August 14, 2014
September 11, 2014
October 9, 2014
November 13, 2014
December 11, 2014

Our next meeting is for February 13, 2014.

Sharon asked for a motion to adjourn the meeting. Russ moved that we adjourn the meeting. Barbara made a second motion to adjourn the meeting. All in attendance were in favor. The meeting was then adjourned.

Respectfully Submitted, Terry Dailey, NARL Secretary

NARL National Association for Rehabilitation Leadership

Board Meeting
Thursday, 1/09/2014

11:00 AM MST/12:00 Noon CST/1:00 PM EST

Toll Free Number: 1-866-698-3846

Pass code: 9469950

Agenda

- | | |
|-------------------------------------------------|---------------------------|
| I. Welcome | Sharon Brown |
| II. Review Agenda | Sharon Brown |
| III. Roll Call | Terry Dailey |
| IV. Minutes of November 2013 & December Meeting | Terry Dailey |
| V. Treasurer's Report | Eleanor Williams |
| VI. Membership Report | Sharon Brown |
| VII. Board Officer Elections | Lori Bruch |
| VIII. NRA Board Update | David Beach/Chris Kempski |
| IX. Website Update | Evan Jones |

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|--------------|--------------------------------------------------------|---------------------|
| X. | <i>Journal of Rehabilitation Administration</i> Report | Carl Flowers |
| XI. | Leadership Training (Ideas and Assignments?) | Russ Thelin |
| XII. | NARL Awareness & Marketing | Russ/NARL Board |
| XIII. | Newsletter/ <i>Contemporary Rehab</i> Report | Carl Flowers |
| XIV. | Committee Reports: | |
| | Membership | Sharon |
| | Lorenz Award | Carl |
| | Nomination and Election | Lori |
| | Awards | Eleanor |
| | Grants | Ralph Pacinelli |
| | Constitution and Bylaws | |
| XV. | Geographical Area Updates | |
| | Northeast | Stephanie Pranses |
| | Southeast | David Beach |
| | Mid-States | Doris Illies |
| | West | Gwendolyn McCarroll |
| XVI. | Old Business | |
| | a. Board Matrix | |

XVII. New Business

XVIII. Adjourn

NEXT MEETING
Thursday, January 9, 2014
11:00 MDT/12:00 noon CDT/1:00 pm EDT

2014 Meeting Schedule:

January 9, 2014
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September 11, 2014
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November 13, 2014
December 11, 2014

**National Association for Rehabilitation Leadership
Board Meeting Minutes
March 13, 2014
Teleconference**

Attendees*

Sharon Brown-President*, **Russ Thelin-Past President***, **Carl Sabo-President Elect***, **Terry Dailey-Secretary***, Allison Flanagan-Southeast Representative*, Lori Bruch-Nominations/Elections, **Evan Jones-Website**, Eleanor Williams-Treasurer + Awards*, **Ralph Pacinelli-Grants**, Stephanie Prances-Northeast Representative*, Christopher Kempinski-NRA Representative*, **Carl Flowers-Newsletter Editor**, Gwendolyn McCarroll-West Representative*, **Barbara Burke-Mid-States Representative***.

Sharon Brown-President welcomed everyone. A role call was made by Terry Dailey and recorded. A quorum was established so the minutes from January 2014 were reviewed for approval. Russ motioned to approve the January 2014 minutes and Barbara second the motion, all were in favor so the January 2014 minutes stand approved. There were no minutes recorded for the February NARL board meeting was canceled.

*** (A quorum equals the President or President elect plus 4 board members.)
Present at meeting in bold and board members notes by (*).*

Treasurer's Report:

Eleanor Williams

The NARL budget income 1/1-12/31/2013 reflected that we have a budget of \$7,150 with receipts through December 2013 of \$5370.60 and with a balance of \$1779.40. The receipts are our income from membership and NRA Annual Conference (pre-conference). We had a total expense of \$9150.00 with disbursements of \$5286.72 leaving us a balance of \$3,863.28. We have \$10,014.70 in checking and savings with a cash reserve of \$18,400.43 leaving a total of \$28,415.13.

Membership Report

Sharon Brown

Sharon reported that as of November and December we had no new members.

Board Officer Elections:

Lori Bruch

No Report.

NRA Board Update:

Chris Kempski

No Report.

Website Update:

Evan Jones

No Report.

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.

Journal of Rehabilitation Administration Report:

Carl Flowers

Carl reported that he has sent mailing labels to Fitzpatrick concerning an upcoming issue so there should be an issue out of the JRA in the next two weeks. Carl said that the editor needs the names of the new NARL officers so the information can be added to the inside cover of the new edition. Carl asked that Sharon send that information to Bill Crimando@siu.edu. Sharon will take care of this.

Carl reported that there was only one eligible applicant for the NARL award this year. He sent the information to Terry and Russ; they have until March 19 to review that applicant to approve that person being awarded the NARL award. The University is very strict on meeting the requirements and this year's applicant did meet the criteria. She is a very good candidate. She is in their online masters of Rehab Admin program and the award will be announced on our honors awards day April 15th this year. Terry and Russ reported that they had completed the review process and approved. The issues were that there had to be two members of the NARL leadership board, Carl and one senior faculty member review the applicant. In the past Carl said that there scholarship committee would review the applicants and make recommendations to the board. The foundation auditors decided that they had not adhered to the process in the past so they are going strictly by the letter of the law this year. Carl thanked Terry and Russ for completing the process.

Leadership Training

Eleanor Williams

This topic was postponed to later in the meeting.

NARL Awareness and Marketing:

Russ/NARL Board

.No Report.

Newsletter/Contemporary Rehab Report

Carl Flowers

No Report.

Committee Reports:

Membership:

Sharon Brown

Sharon reported that as of November and December we had no new members.

Lorenz Award:

Carl Flowers

Carl reported that there was only one eligible applicant for the NARL award this year. He sent the information to Terry and Russ; they have until March 19 to review that applicant to approve that person being awarded the NARL award. The University is very strict on meeting the requirements and this year's applicant did meet the criteria. She is a very good candidate. She is in their online masters of Rehab Admin program and the award will be announced on our honors awards day April 15th this year. Terry and Russ reported that they had completed the review process and approved. The issues were that there had to be two members of the NARL leadership board, Carl and one senior faculty member review the applicant. In the past Carl said that there scholarship committee would review the applicants and make recommendations to the board. The foundation auditors decided that they had not adhered to the process in the past so they are going strictly by the letter of the law this year. Carl thanked Terry and Russ for completing the process.

Nomination and Election:

Russ Thelin

Russ said he would be reaching to recruit individuals that would be interested in being a candidate for officer positions for the next year.

Awards:

Eleanor Williams

No Report.

Grants:

Ralph Pacinelli

Ralph reported that there has been no new activity. There is still an outstanding issue with the Pennsylvania award. We heard from the president of PRA with respect confronted with not fulfilling the operationalizing the grant that NARL gave them for a very good reason. Ralph said it was up to Sharon to decide if we allow them to keep the money for another conference presentation, probably the same for at least six months to give us an approvable proposal or do we want to recall the \$250 dollars. Sharon said she supports the PRA keeping the money to resubmit an approvable proposal. Ralph said that procedurally Sharon needs to send an email to Rebecca to retain the \$250 and to continue to conduct a program we have already approved.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

No Report.

b. Southeast:

Allison Flanagan

No Report.

c. Mid-States:

Barbara Burke

No Report.

d. West:

Gwendolyn McCarroll

Sharon said they had their mid-year conference at Langston and it was very well attended, 100 people. (Rehabilitation counselors, practitioners and students)

Old Business:

Sharon reminded that we still need information from board members to supply Terry with information for the internal matrix for board members. Terry will send what was collected to Sharon.

Constitution and Bylaws:

(Continued from previous meeting is to note that since NRA has gone to electronic balloting and voting that we (NARL) need to review our bylaws so they reflect the electronic voting and not be in conflict with NRA. Russ agreed to follow up on this with Sharon and Lori.)

EXCERPT FROM NRA CONSTITUTION RE ELECTION OF OFFICERS provided by Eleanor Williams

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From January 2014 meeting: Evan said the NARL bylaws are on the website. Need to go into get NRA Pat --- for approval before posted again. A copy of Bylaws updated under section 2 Election of Officers attached to January Minutes for board review before sending on to NRA.

New Business:

Sharon asked for any other new business.

Sharon said Carl Sabo was joining us for the first time and asked if he would introduce himself to the board members in attendance. Carl said he is an assistant professor and program director at Wright State for the Rehabilitation Counseling program for three years. Prior to that he said he worked for 25.5 years with the State Agency in Ohio Rehabilitation Services Commission, recently renamed to Opportunities to Ohioans with Disabilities Agency. He worked as a rehab counselor in the Columbus, Ohio area for 20 years and for the last 4.5 years he was at the central office in several management positions. He has his Ph.D. in Rehab Services from the Ohio State University. He said he has been involved in the Ohio Rehab Chapter of NRA as president and is now past president.

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September 11, 2014

October 9, 2014

November 13, 2014

December 11, 2014

Our next meeting will be on April 10, 2014 from 1-2 PM.

Sharon asked for a motion to adjourn the meeting hearing no new business. Russ moved that we adjourn the meeting. Carl Sabo made a second motion to adjourn the meeting. All in attendance were in favor. The meeting was then adjourned.

Respectfully Submitted, Terry Dailey, NARL Secretary

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| Nomination and Election | Lori |
| Awards | Eleanor |
| Grants | Ralph Pacinelli |
| Geographical Area Updates | |
| Northeast | Stephanie Pranses |
| Southeast | Allison |
| Mid-States | Barbara Burke/Doris Illies |
| West | Gwendolyn McCarroll |
| XV. Old Business | |
| a. Board Matrix | |
| XVI. New Business | |
| XVII. Adjourn | |