

MIARP BOARD MEETING
September 7, 2006

Present: Glenda Stephens, Karen Starr, Laura Frailey, Joanne Pfeffer
Absent: Janine Holloman

The meeting was called to order at 8:35am. There were no minutes available from the prior August 10, 2006 meeting.

Treasurers Report:

The treasurer's report was given by Glenda Stephens via email report from Laura Frailey with \$10,818.16 in the account with a dozen vendors reported for the fall conference.

Conference Report:

CEU's: 5.5 CEU credits have been authorized by all issuing organizations per Glenda.

Hotel reservations: Karen Starr has made hotel reservations for all board members.

Business Meeting: Glenda will provide an update for this year's key issues, develop a welcome letter to conference attendees address membership and new conference committee to include board members at the registration table.

Glenda has made of the evaluation form, will work to complete a sign in form

Joanne will email brochure to Dave Campbell to send out to each vendor

Name tags will be completed, attendee lists the day before the conference

Glenda will prepare itinerary, Glenda will purchase folders

Joanne will receive CV's of presenter and MC this conference, with Karen, Glenda and Janine also speaking.

Glenda will leave the CEU forms, folders and evaluation forms at the Sheraton the night before (14th)

Laura joined group 8:44am

Laura will complete the sign in sheet and name tags (using supply from last year), each attendee will hand write name tags and provide contact information on sign in sheet

Karen has sign in sheet template and would like to include email and contact information on the revised form

Laura suggested handwritten contact sheet to provide updated information from each attendee

Laura will type out list and send to Bill

Karen is responsible for the luncheon and will make sure each speaker has the needed equipment

Laura will not present Transitional Work session in order to allow more time for Dr. David Estefan to speak.

Glenda will revise the schedule to address this change.

Gary Gray's session will stay the same.

Outstanding issues:

Laura will continue to work on the Treasurers report and forward information to Joanne following the conference.

At 6pm board members will meet/dinner to stuff materials and address last minute issues.

Joanne will include in email to Dave Campbell offer to extend early bird registration to September 11, 2006.

Group rate is offered for a minimum of 5 attendees per group (\$50.00/attendee)

Laura predicted approximately 50 people will attend, with 3-4 possible walk-ins

Next meeting date will be held on 9/14/06 at the hotel and Wednesday 11:30am October 11, 2006 at Bennigans, Lansing MI on South Saginaw (exit 93 west bound off I-96).

Respectfully submitted,

Joanne Pfeffer