

	MINUTES OF THE December 15, 2008 MEETING OF THE DIRECTORS OF THE COLLABORATIVE PRACTICE INSTITUTE OF MICHIGAN (CPIM)
CALL TO ORDER	The meeting was called to order by Danielle Smith at 12:05 p.m.
DIRECTORS PRESENT AND QUORUM	<p>The following Directors were present by teleconference: Danielle Smith</p> <p style="text-align: center;"> Deb Berecz Monika Sacks Barb Kessler Natalie Alane Carrie Cole Peter Everts Steve Fabick Marian Kromkoski Gary Rogow Randy Velzen </p> <p>Absent: Erika Salerno Jimm White</p>
APPROVAL OF AGENDA	Approved.
APPROVAL OF PREVIOUS MINUTES	November 17 minutes were approved.
TREASURER'S REPORT	Barb presented a preliminary budget. She will model the 2009 budget on the 2008 budget, reducing the amount for brochures, website revision, increased trainer expenses and fees and an allowance for a quarterly newsletter. For 2008, we budgeted \$27,700 income, but had \$10,000. We budgeted \$30,000 in expenses, but actually charged \$11,700. There is a need to increase our income for the future viability of the organization.
OLD BUSINESS	
A. Recruiting out-of-state trainers for May Training	Natalie reported on the training criteria that had been sent to board members. Minimum standards are based on IACP standards with some tailoring to CPIM standards. The length of the training has been increased to 18 hours, and will begin Thursday evening and last all day Friday and Saturday. Criteria were approved. The RFP will be due January 30, 2009. Hopefully the committee will have a recommendation at the 2/15/09 board meeting.
B. Program for January Annual Meeting and program	<p>Deb reported that flyers have gone out at least twice. The plan for the program is to have people meet with their individual practice group since goals will differ for each group.</p> <p>2 objectives for the program: 1) provide support and information to individual practice groups and 2) help individual members feel</p>

	<p>support in CP.</p> <p>Financially we need to earn \$5,400 to break even. We need at least 40 people to sign up.</p> <p>Deb will send out list of members by practice groups and encourage each group to divide the list allowing for personal contact.</p>
C. Nomination Committee Report	<p>Deb reported on the report that had been sent electronically to all board members in advance. New board members were approved: Lori Becker, attorney, Bloomfield Hills; Sharee Mosher Burkel, financial specialist, Chelsea; Judith Marjoram, Ph.D., mental health professional, Oakland Co.; Toni Wander, financial specialist, Ann Arbor. The recommendation was approved.</p> <p>Departing Board Members who are not seeking reappointment; Carrie Cole, Steve Fabick, Siri Gottlieb and Jimm White, were thanked for their service. Barb Kessler is also thanked for finishing up the year as treasurer and her offered help to the new treasurer.</p> <p>Deb also reported on the new officers for 2009.</p> <p>President: Deborah Berecz President-elect: Peter Everts Secretary: Natalie Alane Treasurer: Monika Sacks</p> <p>Monika will be president-elect for 2010.</p>
D. Notices for Committee Reports	<p>Danielle is still waiting for committee reports from some chairs. Please submit them as quickly as possible.</p>
E. Website Spam Issue	<p>Lori Becker will be working on building a screen.</p>
F. Membership Issues	<p>Deb requested current board members to welcome new board members. Deb wants to have a face-to-face meeting for the next board meeting. All board members are encouraged to personally attend the training on Jan. 9 and to attend a board meeting the previous evening, from 6:00 – 9:00 p.m. at Natalie Alane’s office. A block of rooms in CPIM’s name has been reserved at the Sheraton. See the flyer for details. Dinner will be provided at Natalie’s office.</p> <p>Preparation: Review the Strategic Plan and bring your copy, along with the organizational chart. Review and bring the by-laws. Send Deb the three objectives you have for CPIM for 2009 by Jan. 4, 2009, 9:00 a.m.</p>
COMMITTEE REPORTS	
a. Executive Committee	<p>The by-laws currently provide for the Executive Committee to select the in-coming officers. Danielle suggested that we develop a process for selecting officers in the future.</p>
NEXT BOARD MEETING	<p>In Person – January 8, 2009 at 6:00 p.m. – Natalie Alane’s office, 535 N. Capital Ave., Ste. A, Lansing. (517) 482-2000.</p>
ADJOURNMENT	<p>The meeting was adjourned at 1:11 p.m.</p>

**RESPECTFULLY
SUBMITTED**

Monika Holzer Sacks, Secretary