

MINUTES OF THE FEBRUARY 16, 2009 MEETING OF THE DIRECTORS OF THE COLLABORATIVE PRACTICE INSTITUTE OF MICHIGAN (CPIM)	
CALL TO ORDER	The meeting was called to order by February 16, 2009 at 12:04 p.m.
DIRECTORS PRESENT AND QUORUM	<p>The following Directors were present by teleconference:</p> <p>Deborah Berez, President Peter Everts, Vice President Monika Sacks, Treasurer Natalie Alane, Secretary Danielle Smith, Immediate Past President Lori Becker Sharee Burkel Marion Kromkowski Mary Lier Judith Margerum Erika Salerno Randy Velzen Toni Wander</p> <p>Absent: Gary Rogow</p>
APPROVAL OF AGENDA	Not discussed.
APPROVAL OF PREVIOUS MINUTES	Approved.
TREASURER'S REPORT	<p>Monika submitted the 2009 Budget for review. She reported that we only lost \$150 on the Annual Meeting & Training. In the budget, she included \$3,000 because providing the 6 existing PODs with \$500 each for marketing and public education purposes has been under discussion. Monika stated that we should think about trying to make up the \$3,000 through Basic Training income. The budget was accepted.</p> <p>The Board discussed whether to raise CPIM membership dues. Proponents of raising the dues suggested that dues are already very low, so members would understand the need to increase them, and that the increase would correspond to CPIM becoming more actively engaged with the membership through the newsletter, etc. Others felt that raising dues in this poor economy may discourage renewals. A motion to raise the dues by \$10 beginning April 1, 2009 carried. Monika and Deb will draft the announcement.</p>
OLD BUSINESS	No old business was on the agenda.
EXECUTIVE TEAM	Deb reported that the newsletter will launch next month. She also reported that the E-Board had discussed granting interested PODs

REPORT	\$500 for public education and marketing, an idea to be further developed by Monika, who will create a structure for applying for and accounting for the funds that will not be too onerous or micromanaged. The raise in dues will cover an additional \$500 if the Traverse City POD gets up and running (making 7 PODs). The Board would like a mechanism for PODs reporting back on how they used the money and perhaps for reporting that in the newsletter. Monika will email a draft of her proposal to the E-Board, who will then email it to the Board.
WRITTEN TEAM REPORTS	Website, Basic Training, and Protocol submitted written reports. Deb reminded the Board that teams should submit written reports and requests to be on the agenda by at least the Monday preceding each Board meeting.
LIVE TEAM REPORTS	
A. Advanced Training	Judy Margerum, AT team co-captain, reported that they have emailed Board members for input about AT topics, presenters, and logistics, and have received 6 to 8 responses. They are discussing proposing Michigan trainers who may come at a lower cost and who can present case studies in a training format. Members of the Board were strongly in favor of continuing AT. The AT team is to further develop ideas and proposals, including for the time of year the AT is held.
B. Newsletter	Rob Andretz, Newsletter team captain, could not participate in the meeting. Deb reported that the newsletter will be launched next month and will include a letter from her, information about the new teams, information about the upcoming basic training, and other items. The newsletter will be posted on the web and emailed to CPIM members. Lori will contact Rob about getting the newsletter in .pdf format. The board discussed the frequency of publication and determined that a quarterly distribution was best in this early stage but that in the future, perhaps the team could increase the frequency.
C. Basic Training	Natalie Alane, BT team captain, reported that two training teams submitted proposals for BT and that because the team was still in the process of evaluating the teams, researching, and conducting interviews, the BT did not have a recommendation today. The team will email its recommendation to Board members as soon as possible and will instruct Board members to accept or reject the recommendation within a short timeframe. The team was asked to submit the names of the trainers, the reasons for the recommendation, and the estimated cost per person. The Board agreed with Deb that Deb, Randy, and Peter will be excluded from the email and from conversations about specific training teams and decisions because they have applied as a training team.
NEXT BOARD MEETING	By teleconference on March 16, 2009, at noon.
ADJOURNMENT	The meeting was adjourned at 1:15 p.m.

**RESPECTFULLY
SUBMITTED**

Natalie Alane, Secretary