

	MINUTES OF THE OCTOBER 20, 2011 MEETING OF THE DIRECTORS OF THE COLLABORATIVE PRACTICE INSTITUTE OF MICHIGAN (CPIM)
CALL TO ORDER	The meeting was called to order by Monika Sacks at 12:00 pm
DIRECTORS PRESENT AND QUORUM	The following Directors were present telephonically: Lori Becker Dennis DeKok Natalie Alane Catherine Ellis Nancy Fishman Marian Kromkowski Ann-Marie Love Margo Runkle Michael Ryan Monika Sacks Toni Wander Absent: Peter Everts Paul Kowal Randy Velzen
APPROVAL OF AGENDA	Approved
APPROVAL OF PREVIOUS MINUTES	Approved
TREASURER'S REPORT Budget Presentation	These numbers include Basic Training. There was one change from Marian's numbers: expenses of \$425 that CPIM paid for CE credits. \$400 was reported as income as it was money coming in from the Up North POD to cover. Overall, Basic Training generated a profit of \$5,807.42 after all expenses and refunds were reported. The Family Law Institute will cost \$350 for the display and the Divorce Expo will cost \$424. Treasurer's Report was approved.
Basic Training	Marian and her committee (Margo and Carol) did a fabulous job on Basic Training. Marian sent the board a detailed report summarizing the Training. One issue arose when a Registrant of Basic Training complained of health issues due to believing there was mold in the conference room. The Registrant left the conference with her ride (another fellow Registrant) and both wished a full refund. CPIM refunded each \$520 out of their total \$595 conference fee. Both Registrants took home all of the conference material and CPIM was also out the cost of the pre-ordered food for these Registrants. Therefore, \$75 was withheld from the full refund. Also, at this time, the current refund policy is to not allow any refunds. CPIM made the

	<p>exception for this issue and will look into clarifying and fine tuning our refund policy going forward.</p> <p>Suggestions for next time: Review food options (less carbs) and dates (avoid major holidays and competing events) for future trainings. It is also suggested that local practice groups offer a local scholarship for Basic Training to encourage greater participation in each region. The IACP video was shown during lunch at this training but it is suggested that this (and other IACP benefits) be better highlighted during the training.</p> <p>It was discussed whether CPIM should invest in its own projector for trainings. Currently, CPIM has occasionally incurred additional costs for projector rental. This issue will be researched and determined at another time.</p> <p>New Trainees are already reporting to their local practice groups and seem to be assimilating nicely.</p> <p>Next Basic Training: May 2012 - Where should it be held? In Lansing? If so, the only date that the Lexington Hotel has available is the weekend of May 17th. Discussion was held regarding other geographical areas to consider. Areas such as Grand Rapids, Port Huron, Novi were discussed. After much discussion, it was decided that the Lexington in Lansing will be asked to hold the weekend of May 17th. Board members are charged with contacting their local groups and getting more feedback as to geographical location of the next training. Further discussion will be held next month with more feedback in regard to interest and location.</p>
Negotiation Training	<p>Scheduled for January 19/20 in Lansing at the Lexington. The contract with Marriott will be voided (per a request from Marriott). Cost of this training was estimated at \$495 when it was a longer training. The new suggested price is \$395 for this more condensed 2 day training. (9-5 on Thursday and Friday). This will also be our annual meeting.</p> <p>Discussion was held regarding members that attended last year for this same training and whether a discount could be applied or allowing attendance at just the annual meeting part.</p>
Public Communication Committee	<p>IACP has a fantastic resource for material. It is this committee's recommendation that CPIM's website offer a link to IACP's resource library.</p> <p>The committee will consider putting together a "road show" and will report on this next month.</p>
Website Committee	No report this month
Quality Assurance	More time is needed for revisions and edits on the article from this committee. It will be ready for the board next month.
Membership	Ann Marie reported that the committee is reviewing the goals as set at

Committee	the strategic planning meeting and prioritizing them.
Newsletter	<p>Ann Marie made a request for articles for the upcoming Newsletter (especially for the section of Members in the News). They are asking for questions to be asked/submitted for the section “Ask the Collaborative Professional”.</p> <p>September’s Newsletter was great!</p>
NEW BUSINESS	<p>Family Law Institute was highlighted and everyone was encouraged to attend. Attending members are also encouraged to sign up to work the exhibit booth for CPIM.</p> <p>Board Memberships will be reviewed and new board members will be considered. Nancy Fishman has left the board but has suggested another mental health professional to fill her spot. The Board will be reviewing qualifications and making decisions by the next meeting.</p>
NEXT BOARD MEETING	November 17, 2011 @ 12 pm (Telephonic Meeting)
ADJOURNMENT	The meeting was adjourned at 1:31 p.m.
RESPECTFULLY SUBMITTED	Lori D. Becker, Secretary