

MINUTES OF THE 1/14/10 MEETING OF THE DIRECTORS OF THE COLLABORATIVE PRACTICE INSTITUTE OF MICHIGAN (CPIM)	
CALL TO ORDER	The meeting was called to order by Peter Everts at 6:20 p.m.
DIRECTORS PRESENT AND QUORUM	<p>The following Directors were present in person:</p> <p>Peter Everts Monika Sacks Natalie Alane Deb Berecz Lori Becker Paul Kowal Marian Kromkowski Mary Lier Judith Margerum Jill Messer Randy Velzen Toni Wander</p> <p>Absent: Sharee Burkel Erika Salerno</p>
APPROVAL OF PREVIOUS MINUTES	Approved.
TREASURER'S REPORT	<p>Monika, outgoing treasurer, presented the year-end financials. She noted that some income for the January 2010 meeting is reflected. Our expenses were \$1,512.05 over what we budgeted, and we did not meet our budgeted income. Thus, \$7,000 was transferred from a CD because expenses exceeded income by \$5,615.55. It looks like we might break even for the winter meeting. Motion to approve the 12/31/09 report carried.</p> <p>Natalie asked for discussion on the 2010 budget. She explained that the basic training has lost money for several years due to a faulty spreadsheet calculation that caused the registration fee to be too low to cover costs. That is fixed now and we anticipate breaking even or close to it.</p> <p>Monika suggested we discuss whether to offer grants</p>

	<p>to the practice groups again.</p> <p>Monika also explained that \$625 was spent on a display that wasn't planned for in the budget. She suggested that we look at purchasing another one to use for public-oriented events (versus the one we purchased which targets professionals).</p> <p>Peter noted that thoughts about the budget should be developing during the process of forming teams for this year. He suggests that we look toward March as voting on a proposed budget.</p> <p>Marian expressed concern about the cost of the training in that it may be discouraging to potential trainees. This is an item for future discussion.</p>
<p>LEADERSHIP TEAM REPORT</p>	<p>Peter announced the new meeting schedule, which is the second Thursday of each month at 8:00 a.m. Two additional in-person meetings will occur in May just prior to the basic training and in September (date TBA).</p> <p>By-laws: Deb has volunteered to lead the charge to review the by-laws and report recommended changes to the board. Toni asked what needs to be changed. Deb said that there is a new procedure for electing officers that needs to be incorporated, a date needs to be changed, and a general review is appropriate because it's been 5 years since their adoption.</p> <p>Year in review: Peter asked for comments on accomplishments of the past year. The following were highlighted:</p> <ul style="list-style-type: none"> • Newsletter • Infusion of seed money into practice groups • Michigan basic training • In-person board meetings • Creative outreach by practice groups • Presence at the Family Law Institute • Procurement of great CPIM banner • Personal outreach to practice groups • Addition of 2 new practice groups • Growth in membership

	<ul style="list-style-type: none"> • Sustained growth of membership even with higher fees <p>Future planning: Peter asked what areas are ripe for growth, and what will be some upcoming challenges. The following were discussed:</p> <ul style="list-style-type: none"> • Randy expressed that there is the potential for disconnect with each other when working on teams because of distance. Deb and Toni reported great rapport among the protocols team. Perhaps the teams could be formed more based on geography. Monika suggested that the newsletter feature practice groups each month. Jill suggested a conversation via email among practice groups so that we set a norm of communication. Judith shared that one of her professional organizations has an annual retreat that provides an opportunity to really connect with the membership; perhaps we could also have such an event. <p>Team renewal: Peter explained the function of the various teams. He asked if there are additional teams needed. The protocol team has been phased out for now. The remaining teams are basic training, advanced training, newsletter, website, and public education. Peter invited members to join a team, with the caveat that joining a team means a commitment to being active on the team rather than leaving the bulk of the work to one person. Teams should form goals and strategies by the March meeting.</p> <p>Practice group liaison: Natalie suggested the formation of a practice group liaison team. Marian and Jill shared great ideas about what that type of team could do. Randy agreed this was a great idea for a tough challenge. The leadership team will discuss the matter and report back.</p>
<p>WRITTEN TEAM REPORTS</p>	<p>While not "team" reports, practice groups submitted year-end reports, which are contained in the board meeting packet. Neither Kalamazoo nor MacOakWay submitted a report. Michiana is missing, but Deb reports that they did complete one. These will be posted to the website. Monika suggested that we also</p>

	add a contact name & number for each practice group.
LIVE TEAM REPORTS	Instead of live reports, the board focused on team renewal.
A. Basic Training	Natalie suggested that the team transition each year after the basic training instead of in January so that no one transitions out a few months before the training. Natalie will continue leading the team; Toni and Jill will join the basic training team.
B. Advanced Training	The advanced training is tomorrow. Peter will be inviting each team leader to introduce him or herself and to explain the function of the team to the membership. Team leaders can then solicit team members from the general membership. Judy will remain the leader of this team.
C. Public Education	Ann Marie Love, Lori Becker, and Marian Kromkowski have joined the public education team. Lori will lead this team.
D. Newsletter	Deb reported that Rob Andretz is willing to continue with the newsletter team, as is Deb. Deb would like board members to commit to contributing to the newsletter. Members should look to their respective practice groups for contribution as well. Monika said we should be reminding members in the newsletter each month that we have a "members in the news" section on the web site. Deb and Rob will co-lead the team. Marian joined this team.
E. Website	Lori would like to transition off the website team. She explained that the team needs little to no technical background; the tasks are more creative. Randy suggested that he and Mary take on the website function.
F. Protocol Needs Assessment	Toni relayed the state of the protocols. They are now finalized and posted on the website. Deb suggested that we have a yearly review of the protocols.
Final matters	Natalie shared that she has been asked by the family law section of the state bar to comment about the UCLA. Monika said that the timing for comment is tight because the representative assembly of the ABA is taking the matter up in February, so it would be better to have that decision out before we comment. She will contact Kent Weichmann and ask him if we

	<p>can push the timeline back.</p> <p>Lori would like to discuss whether to have a baseline requirement that prior to joining CPIM, a member takes a mediation course.</p> <p>Randy commented that Zena is interested in joining a training effort in mediation for CPIM. Judy said that Zena is preparing a proposal to submit.</p>
NEXT BOARD MEETING	<p>The next board meeting is Thursday, February 11, 2010, at 8:00 a.m. by telephone.</p> <p>Call-in number: (218) 486-1600</p> <p>Access code: 702476</p>
ADJOURNMENT	The meeting was adjourned at 8:48 p.m.
RESPECTFULLY SUBMITTED	Natalie Alane, Treasurer (for Secretary Sharee Burkel Mosher)