**International Association of Rehabilitation Professionals**

**Rehabilitation and Disability Case Management Board of Directors**

**Minutes – July 7, 2014**

**Call to Order @ 4:05 Eastern Standard Time**

**Attendees :** Ed Steffan (Chair), Patrick Decoteau, Michel Lacerte, Chris Mathis (student member), Anthony Morin, Sara Shugars

1. Minutes were accepted from June 4th’s RDCM meeting
2. Tony indicated a final finance budget is in the process of being presented
3. Drs. Brian McMahon and Alan Bruce will be developing IARP webinars. Dr. McMahon’s webinar has been pushed back to August 7, 2014 due to a lack of advertising. Dr. Bruce’s webinar is currently in development.
4. We discussed the benefits of the movie/documentary Kathy Trumm participated in regarding the mention of IARP. We felt this could be a very helpful tool in garnering new members to IARP.
5. Sara Shugars volunteered to become the liaison to the Education Committee to help identify content for our RDCM section. Sara Shugars will serve as the representative of the RDCM board on the Education Committee and reach out to Pat Sistler regarding her input for the RDCM section.
6. Ed Steffan led a discussion of board member representation on committees. A specific discussion was held about the mission of the section board and how that might govern committee makeup and membership. Discussion emphasized that section board members should be able to bring section business and need to individual BOD committees to tap BOD resources and assistance. Sara Shugars volunteered to become the liaison to the Education Committee to help identify content for our RDCM section. Sara Shugars will serve as the representative of the RDCM board on the Education Committee and reach out to Pat Sistler regarding her input for the RDCM section. Chris Mathis volunteered to be the Membership and Marketing representative. Chris Mathis will work with Katherine Dunlap regarding how to approach marketing for the RDCM section and work to organize membership and marketing strategies.
7. Patrick Decoteau has asked that all RDCM board members send him answers to the following:
* When did you start working on the RDCM board?
* Were you elected for a term and if so, when did that term end?
* If you volunteered for the board, how long do you plan on assisting us?
* Please briefly describe why you became involved on the board and what you hope to accomplish.

Based on different section needs and development of section board responsibilities, Patrick Decoteau agreed to develop a grid/matrix of possible section strategic “threads” and will send it to Ed Steffan for review. This data will track transitions and how long members will serve on the board. It will then be distributed to section members for feedback.

1. Per Tony Morin’s communication with the international board, each section should create a video regarding case management and disability management. It was recommended the RDCM section create 2 three hour videos including audio with a powerpoint, with a tentative due date of January 1, 2015. Pat Sistler has the ability and means to help with webinar and section videos and could be contacted for us to proceed. Chris Mathis agreed to view the content, format, and stylistic videos created by the forensic and life care planning sections and develop an outline for how to proceed.
2. Tony Morin and Chris Mathis are looking to send a survey out to students in late-August,

early-September regarding mentor coaching and RDCM-specific items.

1. Michel Lacerte is assisting with the production of a disability management webinar
2. Per Carl Wangman, the Forensic Section Policies and Procedures Ed Steffan sent to the RDCM board would be best to model RDCM bylaws, policies, and procedures. We agreed we would review the forensic section’s policies and ask the board members who were unable to attend July’s meeting to review and submit comments and we can discuss at the next RDCM meeting. We should identify and take a look at IARP International goals and what we can do to help achieve those goals.
3. Meeting adjourned at 5:30 EST