URA Board Meeting Minutes

August 9, 2018

Buffmire Building, Salt Lake City / VISIONS System

Present: Paul Barnes, Lucas Moulton, John Miller, Tom Smith, Shannon Wilkinson, Bill Greer,

 Tyler Briggs, David Mouritson, Amber Liin, Gwen Solum

Excused: Jeremy Jensen, Amanda Riggs

1. Paul Called the meeting to order and indicated there was a quorum present.
2. Recap of July lunch and discussion.
	1. No voting occurred as there was no quorum.
	2. Most of the discussion revolved around the annual conference.
3. President’s Report (Paul Barnes)
	1. National Conference Update:
		1. URA Basket for National Conference (gathering a ‘flavor of Utah to take with)
			1. Some items have been collected, which include honey and jam (provided by Jamie Cheek).
			2. Other suggestions included Fry Sauce and Salt Water Taffy
			3. URA Board Members are encouraged to pick up items that represent Utah to include in the basket.
			4. Paul leaves October 9; please coordinate a drop of time with him prior to that date.
			5. See email sent from Paul for more information.
		2. Paul is co-resenting with Clarissa Anderson at National Conference.
	2. Awards for annual URA Conference
		1. Paul to send out an email with nomination forms attached.
		2. Awards include: Garth Eldridge Award, Rehabilitation Professional of the Year, Advocate of the Year, Support Professional of the Year, and Vendor of the Year.
		3. Nominations due September 10, 2018.
			1. May include a letter of support.
		4. Amber agreed to post the nomination form on the website.
		5. It was agreed that the individuals who nominate the chosen recipients for each award will be responsible to obtain a biography of the award winner and make sure the winner is invited and all efforts made for the winners to attend the conference.
		6. See email to come for more information.
	3. Membership numbers have increased to approximately 116 (up from approximately 90 last year) – URA website has accurate numbers for tracking and reporting.
		1. Continue to encourage people to become members.
		2. Remind interested parties that there are affordable monthly payroll deduction / payment plans for URA membership.
4. Financial (Shannon Wilkinson)
	1. Current Balances
		1. $18,133.49 in checking
		2. $10, 274.29 in savings
	2. Balance will fluctuate some with proposed national conference expenditures and profits from URA Annual Conference.
	3. Paul proposed the Board consider paying for Shannon Wilkinson (President-Elect) to attend National Conference.
		1. Lucas made a motion to support URA paying travel expenses for Shannon to attend National Conference.
		2. Gwen second the motion.
		3. All voted in favor. No ‘nay’ votes. Motion carried.
5. URA Conference
	1. Dr. Goldstein is no longer able to present
		1. Suggestion for replacement: DWS presentation on labor market information
			1. ONET, utilization of the DWS web page
			2. Bill Greer to set up speakers (2)
				1. 30-45 minutes each
				2. 1 labor market
				3. 1 on website navigation
	2. Suggested we change the theme
		1. Options
			1. Empathy, Empowerment, Employment
			2. Adapt, Overcome, and Succeed
		2. Adapt, Overcome, and Succeed chosen
			1. Fits in well with Dr. Shepherd’s discussion on addiction
	3. Food
		1. Suggested we use SLCC catering since they donated the venue
			1. Shannon to email out catering / dining options
			2. Buffet style lunch suggested
			3. Shannon to look into whether or not we can bring in outside food for a continental breakfast / snacks
	4. Venue
		1. Auditorium at SLCC
			1. Stadium seating
			2. Seats up to 300 people
			3. There is space for vendors to set up tables in the hallway where there will be a higher volume of conference attendee traffic
	5. Sponsors / Raffle
		1. Recommended to do a raffle again this year
			1. Last year it raised $500
			2. Paul challenges each board member to obtain at least one raffle item
		2. Paul and Shannon will email Amber sponsorship information as well as benefits of becoming a sponsor and Amber will generate a flyer to match the information on the website
		3. Agreed to raffle off a free membership (with the expectation that person would join the Board / assist with growing URA
	6. Attendees
		1. USOR members of URA will be sponsored to go
		2. Look at possible DSPD Conference attendees (see if an email can be sent to those attendees marketing our conference)
		3. Choose to Work / WDD (DWS)
	7. CEU’s – Jeremy is in charge of these. Lucas to help him.
		1. Looking at 4.5 CEU’s to be offered
	8. Schedule
		1. Registration 8-9
		2. Conference to start at 9
		3. Finish by 4:00 pm
	9. Assignments
		1. CEU’s – Jeremy (Lucas to assist)
		2. Registration – David & John (to be at the registration desk by 8:00). Amber will print out name tags based on registrations received the day before.
		3. Décor – Gwen (URA table cloth / table, set up vendor tables)
		4. Programs - Bill
	10. Elections
		1. David, Lucas, Amber, and Gwen’s positions.
		2. President Elect, Treasurer
		3. Karenita will fill one position (member at large)
		4. Look at replacing people from various agencies
6. Membership (Tyler)
	1. 127 members statewide at present time
	2. Paul would like the membership team to reach out to lifetime members to gauge investment, involvement
	3. Membership team will look at updating membership flyer
	4. Team working to gain familiarity with the website.
7. Website (Amber)
	1. Contact her with any access issues.
8. Brown Bag – Jeremy
	1. September 13 (after URA Board Meeting)
	2. VISIONS system statewide
9. JPD
	1. Brown Bag is August 17 from 10-12
		1. Will be broadcast live on Facebook
		2. Some USOR offices may not be available that day
	2. Suggested looking at a group rate for all future conferences (URA & JPD) to increase interest
10. New Business
	1. Bill informed the group of a Department of Labor meeting occurring on 8/9/18
11. Upcoming Events
	1. JPD Brown Bag August 17
	2. URA Board Meeting & Brown Bag – September 13
	3. URA Conference – October 26
12. Motion to end meeting – Gwen, second by Shannon
	1. Meeting Adjourned 11:54 am.