

**College of Vocational Rehabilitation Professionals
Executive BOD MEETING MINUTES DRAFT**

Meeting:	Executive Committee	Meeting Date:	Feb 8, 2016
Meeting Facilitator:	Sean FitzGerald	Time schedule:	3:00 p.m. EST
Attendees:	Roselle Piccininni Thea Aldrich Warren Comeau Janice Ray, Registrar	Absent:	Note Taker: Janice Ray
Item	Summary		Action Item Date of Completion
Call To Order	Called to order by Sean FitzGerald at 4:07 pm EST		
Roll Call Declaration of Conflict of Interest	Roll Call completed. No conflict of Interest declared.		
Approval of Agenda	Approved as presented.		
Approval of Minutes	Deferred to email vote:		Janice to send Minutes of 25 September to Exec Committee to review actions and date of approval.
Review of Action Items	Deferred		
New Business	<ol style="list-style-type: none"> 1. Registrar's Employment Contract 2. Update on Recent Meeting with VRA No confirmation on moving the RRP credentialing to CVRP 3. Membership Fees for 2016-2017 & 2017-2018 Fee increase discussed for 1 July 2016 Recommended annual renewal be increased to \$250.00 starting July 2016 and raised to \$275.00 for 1 July 2017 4. YTD Financial Update – reviewed by Treasurer 5. Update on CCVE First sitting tentatively scheduled for April, following a day of exam preparation as sponsored by CAVEWAS 		<p>Action: Sean to finalize details and distribute to Executive for review</p> <p>Action: Warren to continue in role with VRA for clarity on next steps</p> <p>Action: Recommended increase to be presented to BOD in March for approval</p> <p>Action: N/A</p> <p>Action: Janice working on the application for next phase of grandfathering and new applicants.</p>
Adjournment	Sean FitzGerald moved that meeting be adjourned at 5:04 p.m.		
Next Meeting	TBC as required		