

Meeting Minutes and Action Items

Date: 4/07/17 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors DRAFT

INVITEES/ATTENDEES	
Facilitator:	Rafael Saenz
Recorder:	Craig Kirkwood
Attendees:	Rafael Saenz, Cindy Williams, Craig Kirkwood, Rodney Stiltner, Kimberly Bigger-Hayes, Steve Glass, Natalie Nguyen, Stephen LaHaye, Emily Dyer, Kelly Martin, Rose Salzberg, Scott Anderson, Jenni Barnes, Thong Tran (confirm).
Guests:	<i>Bethany Baker, Ashley Street</i>

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	<p>Rafael Saenz initiated the meeting at 12:17P.</p> <p>Rafael noted that Riverside was opening a new hospital and recognized Cindy for her involvement with the ASHP Forecast Panel meeting.</p> <p>Rodney noted that Natalie (and Michelle Harrison) were included in the "Top 10 Under Ten" recognition at the VPhA meeting.</p>	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the March 3, 2017 call were distributed prior to the call.	Minutes from the March 3 call were approved.
3	<p>Old Business</p> <p>A. Leadership Retreat</p> <p>B. Fall Seminar 2017</p>	<p>Leadership Retreat will be held on June 16-17 (Friday - Saturday) at Wintergreen again this year.</p> <p>The Fall Seminar will again be at Kingsmill the first weekend in November. The Richmond Omni did not have sufficient space. For the Fall, Rodney noted we would like to attract 20 vendors for the reverse expo. Kim noted that we ideally should have a list of decision-makers who will be at the reverse expo available 30 days before the event. Member-driven programming will continue with a poll of members on meeting days for the next seminar's topics. Scott and Natalie volunteered to solicit using social media. Assignment of leaders to announce speakers will be done in advance.</p>	<p>RSVP immediately if you have not already.</p> <p>Pursue a central Virginia location for the Spring or Fall 2018 Seminar, to benefit Northern Virginia members. Consider Charlottesville (Omni or new Marriott, possibly). Set timeline for decision-maker attendees attending reverse expo to be known 30 days before the event. Natalie and Scott to solicit topics via social media. Determine mechanism and date for assignment of Board members to do speaker introductions.</p>

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	C. Spring Seminar 2018	This Spring Seminar weekend has conflicts with other events. Spring break for schools is a common conflict for Spring Seminar. The Board needs to strategize for determining a better weekend	Schedule this topic for future discussion, possibly the June Retreat.
4	<p>New Business A. PAC Leadership</p> <p>B. Current Spring Seminar Board Member Assistance</p>	<p>Lauren Schmidt is the VSHP lobbyist. PAC currently has a balance of \$ 3,743.81. Stephen noted that one can donate to it on the web site. Rafael added that members could join the PAC as another way to contribute. Kim recommended that we reinstitute silent auctions. Steve added that it was more active in the past; Sarah Colgan was the chair. Stephen added that Lisa Hammond was willing to chair it.</p> <p>Assistance is needed for active participation in Connect Live and for introducing the speakers. Members volunteered and divided shared in the tasks. Emily reminded Board members that a professional photographer was available for professional pictures.</p>	<p>Rodney to speak with Lisa regarding other members.</p> <p>Saturday afternoon sessions had lesser interest - consider no VSHP programming for Saturday afternoons in future seminars; okay for a special program</p>
5	Treasurer's Report	No report was presented. Kim thanked the Board members for assistance during her term.	
6	Secretary's Report	No report was presented.	
7	<p>President's Report A. Caroline Juran's Report at Commonwealth Leadership Forum</p> <p>B. Thank You</p>	<p>Rafael reported on Caroline's update from the Commonwealth Leadership Forum on Thursday. The advocacy for PTCB and the lack of renewal for a Virginia pharmacy technician exam leaves only the PTCB or a Board-approved training program as the means for technicians to become certified in Virginia. Additionally, the report on technician's salaries in the Commonwealth seemed incorrect for the average technician salary - this will be explored as we do want to ensure a livable wage.</p> <p>Rafael extended a "thank you" to all Board members for their work during his term.</p>	Follow-up with Caroline regarding the technicians' salary data.

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8	<p>President Elect's Report</p> <p>A. Membership Retention Task Force</p> <p>B. Board Leadership Retreat</p> <p>C. VPhA Engagement</p>	<p>Rodney reiterated that the areas for attention were Recruit & Retention, Engagement, and Mentorship. He encouraged all Board members to think about how we can retain engagement. He also noted an offer for new graduates to join at \$110/two years.</p> <p>Planning for the Board Leadership Retreat is ongoing.</p> <p>Engagement with VPhA has been postponed as the organization is struggling and the Executive VP is acting director.</p>	
9	Executive Committee Reports	No report was presented.	
9	<p>Executive Director</p> <p>A. Reverse Expo Summary</p>	Steve reported that 16 companies participated in a strong reverse expo, and that the revenue was significant. Positive comments were received or overheard by Board members in attendance.	
10	Regional Reports	No report was presented.	
11	Student Chapter Reports	No report was presented.	
12	Committee Reports	No committee report was presented.	
13	Other Reports	No other report was presented.	
14	Adjournment	The meeting adjourned at 1:15 pm.	For May, the Board conference call will be at 1P on Friday, May 5.