

Meeting Minutes and Action Items

Date: 1/06/17 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rafael Saenz
Recorder:	Craig Kirkwood
Attendees:	Rafael Saenz, Cindy Williams, Craig Kirkwood, Rodney Stiltner, Kimberly Bigger-Hayes, Steve Glass, June Javier, Sara Ladd, Natalie Nguyen, Lindsay Enzor, Scott Anderson, Kelly Martin, Sam Puckett, Rose Salzberg, Thong Tran, Amber Wesner, Matt Jenkins, Stephen LaHaye, Patrice Dupart, Celene Amabile

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome & Roll-Call	Rafael Saenz initiated the meeting at 1:02P with roll-call.	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the October 27 call were distributed prior to the call.	Minutes from the October 27 call were approved.
3	<p>Old Business</p> <p>A. Region 5 division update</p> <p>B. BOD conference call meetings</p> <p>C. House of Delegate representatives' term and phase-in elections</p>	<p>With the division of Region 5 approved recently, discussion on the placement of the boundaries was to conclude pending discussion with members from Surry and Isle of Wight. Sara noted that the Rosners are on the borderline and they would be OK with the plan. The discussion concluded with Surry and Isle of Wight remaining with Region 5.</p> <p>The poll results suggested that the first Friday of the month at 1P would be the best day/time. Attendance on the call was good.</p> <p>Craig Kirkwood reviewed the June 3 minutes, the June 23 minutes, the VSHP By-Laws, and the VSHP Policy & Procedure Manual regarding delegates to the ASHP House of Delegates. On June 3, the BOD approved a three-year term plan where each delegate would serve as an alternate for one year, then delegate for two years (along with delegate replacement if necessary) which was approved on August 25. The phase-in, considering that VSHP has four delegates and the years are to be staggered, was not determined. On June 23 as BOD announcements, Cindy Williams noted that the phase-in was not finalized and Craig added that this should be in place in January in preparation for the Virtual HOD; however, this item did not subsequently become new business. The VSHP By-Laws simply read that VSHP will conduct "the election to elect voting state delegates from among the active members" and relay the results to ASHP. The VSHP Policy &</p>	<p>The previously proposed division, with Isle of Wight and Surry remaining in Region 5, was approved. Current Region 5 members (old Region 5 and new Region 8 members) will continue to receive notices to keep them informed.</p> <p>BOD conference call will remain on the first Friday of each month at 1P.</p> <p>Steve and Craig to spell out the strategy and send to BOD members for an electronic vote to approve.</p> <p>Policy & Procedures to be updated to reflect the new plan with three-year terms, staggered for ensuring a delegate has at least one year of experience.</p>

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		<p>Procedures provide detail of the election process and expectations, and do note that "whenever possible, one delegate shall have served previously as an ASHP delegate." Nothing in the Policy & Procedures conflicts with the three-year, staggered term plan. Rodney stated and Steve confirmed that we could have up to four alternates. As a call for nominees was made, Stephan asked if they were aware of the three-year term; they were informed of the term to be multi-year given that one or more might have only one year. Scott asked if we need to make By-Law changes; Craig replied we did not with the intent to keep the By-Laws simple, but would need to change the Policy & Procedures accordingly. Steve discussed a strategy to communicate with all nominees (explain plan and confirm interest) and distribute a ballot that corresponded to experience/term. Discussion continued about alternates (interest if not elected; should attend RDC), and Rafael recommended that Steve and Craig spell out the plan for an electronic vote.</p>	
4	<p>New Business A. Commonwealth Leadership Forum 2017</p>	<p>Rafael noted the need to create a plan. He discussed VPhA participation with Dennis Smith, who recommended a hold on further discussion of collaboration until after the summer. Steve asked about the desire to combine it with the Spring Seminar, as done in the Fall. Rafael preferred to have it with the BOD Retreat for size and focus, as it helps with the BOD meeting. The planning committee was discussed - it has not formed yet, and last year's four members were noted. Rodney noted the economic value of pairing it with the Reverse Expo, which Kim confirmed. Subsequent discussion favored pairing with the Spring and Fall Seminars.</p>	<p>By voice vote of no objections, the Commonwealth Leadership Forum for 2017 will be paired with the Spring and Fall Seminars.</p>
5	<p>Treasurer's Report</p>	<p>No report was presented, but Kim will be working on it as the revenue stream will be known next week.</p>	
6	<p>Secretary's Report</p>	<p>No report was presented.</p>	

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7	President's Report	<p>Rafael noted the creation of the International Residency Accreditation Committee, a new commission at ASHP, and that he will be serving on it.</p> <p>Rafael noted the need for Commonwealth Leadership Committee planning committee membership.</p> <p>Reviewing Board of Pharmacy action, a request to extend the time until USP 800 compliance, which was conservative and well represented, was not approved.</p>	<p>No action required.</p> <p>Interested members should contact Rafael.</p> <p>No action required.</p>
8	<p>President Elect's Report</p> <p>A. Presidential Officers Retreat</p> <p>B. Opioid Task Force</p>	<p>Rodney summarized the Presidential Officers Retreat sponsored by ASHP in Dallas. He noted all states are struggling with membership, technicians, and provider status. Rodney noted that membership will be discussed on the next call and Steve added that numbers will be provided. Natalie asked about demographic trends; Steve noted that data are limited.</p> <p>Regarding opioids, Rodney noted that a few members have responded. The due date for response is Monday, 1/13 at 4P. The plan is to use one of the seminars for opioids which will meet the 2017 state reg.</p>	<p>Follow-up next call.</p> <p>Follow-up next call.</p>
9	Executive Committee Reports	No report was presented.	
9	Executive Director	<p>Student memberships have been added to the membership database.</p> <p>The Education Committee has a conference call scheduled for Friday 1/10 to discuss the Spring Seminar.</p> <p>VSHP Day on the Hill will be on Tuesday, 1/31. Notice was sent in the newsletter, along with a sign-up form. (Natalie added that she has contacted students and that 8A-12P will be take-back appointments. VPhA will have their day on Wednesday, 2/1, with an estimated 55 participants.)</p> <p>The ACPE Comprehensive Review has been scheduled for 9/1. Our processes have been updated over the past three years and there are no red flags. Steve will pull together a work group to prepare, as done before. (Sara volunteered to assist.)</p> <p>The ASHP House of Delegates election process has begun. Nominations are due today (1/6).</p>	No action required by BOD for any of these activities at this time.

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10	Regional Reports	No regional reports were presented.	
11	Student Chapter Reports	No student chapters provided reports.	
12	Committee Reports	No Committee reports were presented	
13	Other Reports	No liaison, historian or newsletter editor reports were presented.	
14	Adjournment	The call adjourned at 5:55P.	The next conference call is scheduled for Monday, 2/3, at 1P.