## Meeting Minutes and Action Items

Date: 7/14/17 Time: 12:00 PM
Location: Conference Call

## **VSHP Board of Directors**

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Facilitator:	Rodney Stiltner									
Recorder:	Craig Kirkwood									
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Attendees: Craig Kirkwood, Rodney Stiltner, Steve Glass, Kelly Martin, Rose Salzberg, Becky Collins, Kim Biggers-Hayes, Michelle Le, Scott Long, Matt Jenkins, Randall Puckett, Sarah Ladd, Nikki Gavva

AGENDA/DISCUSSION					
Item #	Statement	Comments/Action	Action/Follow-up		
1	Welcome, Introductions, Acknowledgements & Roll-Call	Rodney Stiltner initiated the meeting at 12:03P. New members to the Board were introduced: Scott Lang (Region 3 President Elect), Michelle Le (Board Member at Large), and Nikki Gavva (Student Chair of the Mentoring Committee). Rodney acknowledged Brian Baird's interview with ASHP regarding the Practice Advancement Initiative, albeit from a year ago.	A quorum of voting members was present; business to be conducted.		
2	Approval of Minutes	Minutes from the June 2, 2017 meeting were distributed prior to the call.	Minutes from the June 2 meeting were approved with two typo corrections (attendees' names).		
3	Standing Reports  A. Membership Report	Steve reviewed the membership numbers for 7/1/17 (corrected from 5/1/17). Rodney questioned the decrease in student and resident numbers relative to other dates; Steve confirmed the date of this report is a low point for student and resident numbers. The number of non-renewing pharmacists was the lowest in recent reports and the names of the non-renewing members continued to be sent to the Regional Presidents for follow-up. Rodney added that he will have Regional Presidents report back with feedback as follow-up. Rebecca noted that VPhA has students make phone calls for lapsed members. Rodney asked regional members how they had done the follow-up; Kelly and Rose had split the task for Region 4. Often the member would say they lapsed by mistake but the caller would not know if they did then renew or not - this functionality will be in MemberClicks with the current upgrade. Matt and Sara added that this feature would help close that loop.	Steve to revisit the non-renewals functionality after MemberClicks upgrade.		
	B. Financial Report	Kim reviewed the P&L statement for second half of the FYTD (January through June). Income from Spring Seminar registration fees and member dues was down, and the Spring Seminar cost more this year; however, these were offset by vendor exhibit income. The increased in cost for the Spring Seminar was due to the extra day for the CLF; next	Steve to send flyers used last year to Board of Directors for feedback.  Task force to pursue options for increasing income.		

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		year this will be a separate line item. Some suggestions were offered for increasing income: increasing fees for Reverse Expo; pursue non-pharmacy vendors (e.g., gown & donning, reverse distributors, thermometer monitoring); and have directors/CFL members reach out to their vendors. A task force was formed to explore options with Kim, Matt, Kelly and Rodney volunteering.			
	Old Business  A. MemberClicks Upgrade	MemberClicks is the membership management software for handling dues, notices, seminar registrations. Steve said the upgrade is almost done and on-target to be completed by August 1.	No action or follow-up required.		
4	B. ACPE Report	The self-assessment report is due by 9/1 to ACPE. Steve had no news to report. Rodney asked what the report entails and Steve noted it is primarily a review of the structure and comparative review relative to the standards. He will receive a report before January with an approval period of 1 to 6 years.	No action or follow-up required. Contact Steve if you would like to assist with the report preparation.		
	New Business  A. Commonwealth Leadership Forum, Fall 2017	Rodney provided an overview. The Fall CLF session will be held on November 2, immediately before the Fall Seminar. Pharmacy directors will be invited and each may bring one guest. 5 hours of CE will be offered. Topics include succession planning; reimbursement; collaborative practice; BoP regulation changes and innovation; leadership pearls; and DEA Q&A. Lunch will be provided from 12-12:30. The Reverse Expo will follow. 4 members of VPhA will be invited. The Board agreed to invite the 4 SoP Deans in Virginia.	CLF Committee members to find or confirm speakers, and invite VPhA members and Deans.		
5	B. Action Items from Retreat and Committee Assignments	This discussion was tabled.	Reschedule for next BoD call.		
	C. Announcements	<ol> <li>Communication Committee chair - still looking</li> <li>Linda Tyler will be the ASHP representative and speaker at the Fall Seminar. She will be invited to CLF on Thursday.</li> <li>Education Committee will have a call on July 18. Plan on 2-3 hours of CE and 1 hour panel during management forum on USP 800.</li> <li>Regional Presidents will have a call on July 20</li> </ol>	To assist the Education Committee, send seminar ideas to Steve and Scott.		
6	Treasurer's Report	No report was presented.			
7	Secretary's Report	No report was presented.	HOD report will be submitted in August		

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8	President's Report	Rodney received a summary of the Retreat (prepared by VCUHS residents) and recapped the items covered: finances and dues; infographics about membership; engagement and membership; PAC activities (Lisa engaged); review of website (Cindy's husband); and a discussion of clinical group involvement with ASP/ID (SIGOVA) as an example within VSHP.	The summary will be distributed and reviewed in preparation for future action.		
9	President Elect's Report	No report was presented.			
10	<b>Executive Committee Reports</b>	No report was presented.			
11	<b>Executive Director</b>	No report was presented.			
12	Regional Reports	Region 1 - Matt: planning for their first meeting (August 30) and working on CE currently Region 3 - Randall: had a meeting (same day as Retreat) and went well; planning for follow-up in Fall Region 4 - Kelly: first event to be on July 19 (n=27 to date); monthly +/- CE and focus on membership Region 5 - Sarah: met on June 7 (Alexion sponsored); next meetings planned for July and September Regions 2, 6, 7 & 8 - no report was presented			
13	Student Chapter Reports	No report was presented.			
12	Committee Reports	Rebecca Collins gave an update about the Student/Resident Committee. Several potential members expressed interest and have joined - the members will be formally recognized and the list will be send to Steve. Student content will be discussed on the Education Committee call. She prepared a letter for Rodney to send to all new residents in Virginia.	Rebecca to complete letter for Rodney to send to incoming pharmacy residents.		
13	Other Reports/Miscellaneous				
14	Adjournment	The meeting adjourned at 12:59 pm.	The next Board conference call will be at 1P on Friday, August 4.		