

Meeting Minutes and Action Items

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| Date: 6/2/17 Time: 1:00 PM Location: Conference Call |
| VSHP Board of Directors |

| INVITEES/ATTENDEES | |
|---------------------------|--|
| Facilitator: | Rodney Stiltner |
| Recorder: | Craig Kirkwood |
| Attendees: | Craig Kirkwood, Rodney Stiltner, Steve Glass, Kelly Martin, Rose Salzberg, Becky Collins, Kim Bigger-Hayes, Patrice Duparte, Giovanni Zonatta |

| AGENDA/DISCUSSION | | | |
|--------------------------|---|---|--|
| Item # | Statement | Comments/Action | Action/Follow-up |
| 1 | Welcome, Introductions, Acknowledgements & Roll-Call | <p>Rodney Stiltner initiated the meeting at 1:05P.</p> <p>Rodney reminded the Board about the VSHP Leadership Retreat to be held in two weeks, on 6/16-17, at Wintergreen.</p> <p>Steve Glass noted the Virginia Delegates would be soon headed to the House of Delegates meetings at the ASHP Summer Meeting. Delegates and an alternate had attended the Regional Meetings. One hot topic will be medically assisted suicide.</p> | <p>A quorum of voting members was present; business to be conducted.</p> <p>A written report will follow after the House of Delegates (and the Retreat).</p> |
| 2 | Approval of Minutes | Minutes from the May 11, 2017 meeting were distributed prior to the call. | Minutes from the May 11 meeting were approved . |
| 3 | Standing Reports A. Membership Report B. Financial Report | <p>Steve reported that the membership numbers were consistent with last month's with no significant changes. New members offset some non-renewals. The names of the non-renewing members (about 10-12) will be sent to the Regional Presidents. Rodney added that he will follow-up with the Regional Presidents about the non-renewals.</p> <p>Kim reported that for the FYTD ending May, we were up \$16K, due to seminar and exhibitor fee primarily, compared to last year. For the Morgan Stanley account, we are at \$270K (due to increasing about \$2K per month recently) and the account will need a rebalance in the investment %'s.</p> | <p>Steve to send Craig the report for distribution with the minutes.</p> <p>Kim to send Craig the report for distribution with the minutes.</p> |
| 4 | Old Business A. Leadership Retreat B. MemberClicks Upgrade | <p>Steve will send out the confirmation numbers for the condos next week. Rodney thanked Kim for securing the leadership speaker, Mark Warner (not the senator). VSHP is paying a speaker's fee for him, but he is promised to be good. Leadership and membership will be the topics for Retreat business.</p> <p>MemberClicks is the membership management software for handling</p> | <p>No action or follow-up required.</p> <p>No action or follow-up required.</p> |

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| | C. ACPE Report | <p>dues, notices, seminar registrations. Steve said the upgrade is progressing nicely. It should be complete by the end of July and it will much appreciated.</p> <p>The self-assessment report is due by 9/1 to ACPE. After 7/1 Steve will be contact those who volunteered in April to assist. Everyone with experience is welcome to help.</p> | No action or follow-up required. Contact Steve if you would like to assist with the report preparation. |
| 5 | New Business | No new business was discussed. | |
| 6 | Treasurer's Report | No report was presented. | |
| 7 | Secretary's Report | No report was presented. | |
| 8 | President's Report | Rafael could not attend the call. | |
| 9 | <p>President Elect's Report</p> <p>A. Membership Retention Task Force</p> <p>B. Commonwealth Leadership Forum</p> <p>C. Committee Chairs</p> | <p>Rodney reminded the Board that he is looking for members of the Membership Committee.</p> <p>The next Commonwealth Leadership Forum will be held on November 2, 2017. The planning committee will meet to discuss the program.</p> <p>Rodney is seeking those interested in being a Committee Chair.</p> | <p>Contact Rodney if you would like to lead or participate in one of the three subgroups of the Membership Committee.</p> <p>No action required.</p> <p>Contact Rodney if you would like to become a Committee chair.</p> |
| 10 | Executive Committee Reports | No report was presented. | |

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| 11 | <p>Executive Director</p> <p>A. Regional Meetings</p> <p>B. Spring Seminar Follow-up</p> <p>C. ACPE Processing of CE</p> | <p>A. Steve requested that each Regional President send Steve a notice of any upcoming meetings so that he can distribute them.</p> <p>B. All CE and honoraria from the Spring Seminar have been processed.</p> <p>C. Steve noted that ACPE is hard-nosed about those who miss deadlines for processing CE. There is a 60 day deadline , then it shuts off and there are no exceptions. Rodney asked what is the current timeline of reminders, and Steve replied: announcement and instructions are in the registration and the materials; 2-3 reminders are sent; and a "non-responder last call" is sent. The Board felt these were more than adequate reminders.</p> | <p>Regional Presidents to send Steve notices of upcoming meetings.</p> <p>No action required.</p> <p>No action required.</p> |
| 12 | Regional Reports | <p>Region 1 - no report was presented.</p> <p>Region 2 - Patrice had nothing new to report.</p> <p>Region 3 - no report was presented.</p> <p>Region 4 - Rose noted the CE program on 6/3 with RPhA (VPhA), which had 20 registrants to date (hoping for 40).</p> <p>Regions 5, 6, 7 & 8 - no report was presented</p> | |
| 13 | Student Chapter Reports | No report was presented. | |
| 12 | Committee Reports | <p>Rebecca Collins reported about the Student/Resident Committee. The Committee consists of Rebecca, Rodney, Bethany Baker (VCUHS), Ashley Street (VCUHS) and Payal Kakadiya (VCUHS), and recently met. Letters were sent to incoming residents and new P1 pharmacy students. Engagement ideas included a residents' research forum; a preceptor development session; and a student-resident sharing of experiences. There will be some upcoming events in the next few months. She has identified all residency program directors in Virginia and is preparing a letter for Rodney to send out. Virginia has about 100 residents. Rodney added that we need to capture them for the 1-2 years as residents. as well as the students.</p> | Rebecca to complete letter for Rodney to send to incoming pharmacy residents. |
| 13 | Other Reports/Miscellaneous | | |
| 14 | Adjournment | The meeting adjourned at 1:55 pm. | The next Board conference call will be at 1P on Friday, July 7. This may need to be adjusted. |