

**Meeting Minutes and Action Items**

Date: <b>3/03/17</b> Time: <b>1:00 PM</b> Location: <b>Conference Call</b>
<b>VSHP Board of Directors</b>

<b>INVITEES/ATTENDEES</b>	
Facilitator:	<b>Rafael Saenz</b>
Recorder:	<b>Craig Kirkwood</b>
Attendees:	<b>Rafael Saenz, Cindy Williams, Craig Kirkwood, Rodney Stiltner, Kimberly Bigger-Hayes, Steve Glass, Natalie Nguyen, Stephen LaHaye, Emily Dyer, Celene Amabile, Kelly Martin, Thong Tran, Amber Wesner</b>

<b>AGENDA/DISCUSSION</b>			
<b>Item #</b>	<b>Statement</b>	<b>Comments/Action</b>	<b>Action/Follow-up</b>
1	<b>Welcome, Introductions, Acknowledgements &amp; Roll-Call</b>	<p>Rafael Saenz initiated the meeting at 1:03P.</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	<b>Approval of Minutes</b>	Minutes from the February 3, 2017, call were distributed prior to the call.	Minutes from the February 3 call were approved.
3	<p><b>Old Business</b></p> <p>A. Board meeting at the Spring Seminar</p> <p>B. Leadership Retreat</p> <p>C. Spring Seminar update</p>	<p>The Spring Seminar will follow the template used in the Fall Seminar, with no good time for a Board meeting. Possible options are lunch, breakfast or during a session; however, each option has its conflicts.</p> <p>We are planning for a Leadership Retreat at Wintergreen again this year, including a keynote speaker on leadership. We are looking at a few dates in May or June.</p> <p>Board members were reminded to register and make their hotel room reservations. Steve noted that the ability to sponsor a student is available. Kim asked about the practice of "comping" the registration for leaders who attend the reverse expo, as this was inconsistent in the Fall. Steve explained that the practice started a few years ago and it was not communicated that it would not continue at the past Fall Seminar, so some were allowed. Kim requested clarification that we would not continue this practice, to which board members agreed. Steve added that about 40 members had registered to-date, which is</p>	<p>Steve will send a Doodle poll for Board members' availability.</p> <p>Steve will tally the Doodle poll results.</p> <p>The practice of "comping" registration for leaders to attend the Spring (or Fall) Seminar in order to improve attendance at the reverse expo is discontinued. A brief statement (e.g., "the reverse expo is an extension of the Commonwealth Leadership Forum and no meeting compensation will be offered" or "compensation has been discontinued") will be issued.</p>

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		typical for 5 weeks in advance.	
4	<p><b>New Business</b></p> <p>Organizational Affairs - revision of Chapter 3. Committee Chair Duties</p>	An update of Chapter 3. Committee Chair Duties was presented by committee chair Celene. The document review was initiated by Celene in the late summer, with feedback from Steve and Craig. The revision has material and editorial changes. The Board agreed to provide more opportunity for feedback with comments being collated for the Board.	Make the revision available to board members for review. Schedule for a future board conference call.
5	<b>Treasurer's Report</b>	No report was presented.	
6	<b>Secretary's Report</b>	No report was presented.	
7	<p><b>President's Report</b></p> <p>A. Pharmacy Technician Stakeholders' Conference</p>	Rafael reported on the Pharmacy Technician Stakeholders' Conference held in Dallas on February 14-16. PTCB, ASHP, and APhA were among those with representation. The goal was to establish a minimum standard for entry into the practice; however, the groups could not agree on the standard. In general, the standard set by PTCB and ASHP was higher than community pharmacy believed. ASHP will collate the comments, including a draft statement from Rafael and Walmart. Rafael recommended that VSHP and Virginia move toward a higher standard. Discussion ensued regarding the best strategy, and a timeline for this late Spring was recommended.	Plan to pursue VSHP agreement at the April meeting, with movement to the Board of Pharmacy in May or June.
8	<p><b>President Elect's Report</b></p> <p>A. Opioid Task Force</p> <p>B. Membership Retention Task Force</p>	<p>Rodney reported no follow-up since the January meeting or the Opioid Task Force. Consideration for an opioid track in the future was requested. For the Spring Seminar, there will be 1 hour of opioid CE.</p> <p>The Membership Retention Task Force (Rafael, Rodney, Emily, Natalie and Cindy) had a call with good discussion last week. Areas for attention were Recruit &amp; Retention, Engagement, and Mentorship. Emily's progress with Mentorship was recognized. Actions taken include reaching out to students and faculty advisors, including a request for the personal email address for each graduating P4 and reaching out to directors of pharmacy for email addresses of pharmacists and technicians; responses so far have been good. Task Force members noted current needs: solid recommendations and to meet again (Emily); volunteers to be identified (Rodney); and posting of committee leaders [and members, plus regional leaders] on the web site. Steve said that he will update the lists, Stephen noted that the leaders of committees are listed in the Contacts section of the web site, but could be put on an own page if desired. Steve added that membership increased and is now at its highest since 2014.</p>	<p>The Opioid Task Force will regroup.</p> <p>Membership Retention Task Force to have another call. Update the web site for Committee leaders and members.</p>

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9	<b>Executive Committee Reports</b>	No report was presented.	
9	<b>Executive Director</b> A. Annual State Executives Conference  B. Thank You	Steve reported that he was at the Annual State Executives Conference at ASHP on Sunday and Monday. The goal is to improve two-way communications between ASHP and the state chapters. Leading discussion topics were BPS and working with millennials.  Steve extended a thanks to all working on memberships.	Steve will share with others if interested.
10	<b>Regional Reports</b>	No report was presented.	
11	<b>Student Chapter Reports</b>	No report was presented.	
12	<b>Committee Reports</b>	Membership: Emily provided an update on the Member Benefits and Services Committee. For the discussion board, they are awaiting an upgraded to Member Clicks. Donna Shuler has been working on social media with a plan for once-weekly posting from Membership. At the Spring Seminar, professional photography services will be provided.	Notify Emily when Member Clicks upgrade is complete.  Identify the photographer(s) for Spring Seminar.
13	<b>Other Reports</b>	No other report was presented.	
14	<b>Adjournment</b>	The call adjourned at 1:56 pm.	For April, the Board will meet at the Spring Seminar (rather than a call).