

Meeting Minutes and Action Items

Date: 5/11/17 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rafael Saenz
Recorder:	Craig Kirkwood
Attendees:	Rafael Saenz, Craig Kirkwood, Rodney Stiltner, Steve Glass, Stephen LaHaye, Emily Dyer, Kelly Martin, Rose Salzberg, Scott Anderson, Thong Tran, Randall Puckett, Becky Collins

AGENDA/DISCUSSION			
Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	<p>Rafael Saenz initiated the meeting at 1:05P.</p> <p>Steve Glass noted that Erin Hickey (SVSHP at VCU) received the ASHP Student leadership award.</p> <p>Rodney gave a shout-out to Virginia HOD representatives and alternates who attended the Regional Delegate Conferences (Kelly, Craig, Scott & Caitlin).</p> <p>Rafael noted that tomorrow will be graduation day for VCU and other schools of pharmacy.</p>	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the April 7, 2017 lunch meetings were distributed prior to the call.	Minutes from the April 7 meeting were approved (with confirmation of Thong Tran's attendance).
3	<p>Old Business</p> <p>A. Leadership Retreat</p> <p>B. Spring Seminar 2017</p>	<p>Steve reminded all that the Leadership Retreat will be held on June 16-17 (Friday - Saturday) at Wintergreen and to let him know if you will be attending. Rodney noted that he was still working on the program, and that speakers recommended by Beverly Black were asking \$3K-5K. He added that Friday would be the best of the two days to come if limited to one day, for membership (including engagement and mentorship), leadership and strategic planning; the Board meeting will be on Saturday morning.</p> <p>Steve provided a re-cap of the Spring Seminar weekend. Financially, the Spring Seminar was a success: exhibit revenue was up \$18K (mostly due to increased reverse expo participation); estimated net income was increased by \$7K (estimated \$45K this year). Speakers have already received attendees' feedback. The Education Committee has already received feedback for the strengths and weaknesses of the</p>	<p>RSVP immediately to Steve if you have not already.</p> <p>No action or follow-up required.</p>

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		<p>program, and is considering this feedback as they work on the Fall Seminar. Craig noted that attendees would like more practice-related topics (rather than therapeutics) in future educational offerings. Scott is assessing the 152 topics and comparing to recently presented topics. Steve noted this work will be done soon so that the Fall Seminar program will be done in July with an August 1 save-the-date announcement. Rafael noted the positive comments and the great progress.</p>	
4	<p>New Business A. MemberClicks Upgrade B. ACPE Report</p>	<p>Steve said the MemberClicks upgrade will be a 30-60 day process as it will move to a new platform. VSHP will have new capabilities, such as husband & wife mailings, and new features, such as automatic emailing when dues are due. Stephen asked if there will be a change in fee structure and Steve noted there will be - in our favor slightly (fee + transaction % changing to flat fee only).</p> <p>The ACPE report is due September 1, 2017. Steve could use assistance especially if one is familiar with the ACPE standards. They will select 3 programs over the past five years for audit. Rodney asked how often the report is due; Steve replied at best every six years (but often 3+3). Rafael asked Steve if VSHP processes CE for any other state; Steve replied it does for Delaware; Rafael recommended the School of Pharmacy if anyone else asks.</p>	<p>No further action or follow-up needed.</p> <p>Contact Steve if you would like to assist with the report preparation.</p>
5	Treasurer's Report	No report was presented.	
6	Secretary's Report	No report was presented.	
7	<p>President's Report A. Thank You</p>	Rafael extended a "thank you all very much" to all Board members and committee leaders (including June, Celene, Lisa and Rebecca) for their work during his term.	No action required.

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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. Commonwealth Leadership Forum</p> <p>D. Committee Chairs</p>	<p>Rodney noted continued effort for the Task Force at the Board Leadership Retreat. He reiterated that the areas for attention were Recruit & Retention, Engagement, and Mentorship, and asked for possible leaders of each group.</p> <p>Planning for the Board Leadership Retreat continues.</p> <p>The next Commonwealth Leadership Forum will be held on November 2, 2017 (Fall Seminar will be November 3-4, as a reminder).</p> <p>Rodney is seeking those interested in being a Committee Chair.</p>	<p>Contact Rodney if you would like to lead one of the three subgroups.</p> <p>Contact Rodney if you would like to lead one of the three subgroups.</p>
9	<p>Executive Committee Reports</p>	<p>No report was presented.</p>	
9	<p>Executive Director</p> <p>A. Membership Report</p> <p>B. Financial Report</p>	<p>A membership report was distributed with the agenda. Steve noted the increased in number of pharmacist members from last quarter. Other member categories remain unchanged (+3 members). A total of 86 non-renewals was noted - Steve sends the Regional Presidents the non-renewal names and requests to contact them. Rodney asked for a copy of the non-renewal names. Rafael acknowledged the improvement.</p> <p>A financial report (Profit & Loss Comparison) was distributed with the agenda. Overall, it has been a good revenue year to-date.</p>	<p>No action required.</p>
10	<p>Regional Reports</p>	<p>No report was presented.</p>	
11	<p>Student Chapter Reports</p>	<p>No report was presented.</p>	
12	<p>Committee Reports</p>	<p>The Legislative Committee met on May 7 to discuss BoP regulations review and to consider how to encourage more communication from the committee to VSHP members on recent changes. The BoP was happy to have a VSHP representative at the BoP meeting. Lauren spoke before the BoP and was effective.</p> <p>Rebecca Collins noted that the Student/Resident Committee has not met yet, but it will be a project in the near future.</p>	<p>No action required.</p> <p>Schedule meeting in near future.</p>
13	<p>Other Reports</p>	<p>No other report was presented.</p>	

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14	Adjournment	The meeting adjourned at 1:55 pm.	For June, the Board conference call will be at 1P on Friday, June 2.