

Meeting Minutes and Action Items

Date: 11/03/17 Time: 10:15 AM Location: Fall Seminar, Williamsburg
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rodney Stiltner
Recorder:	Craig Kirkwood
Attendees:	Rodney Stiltner, Craig Kirkwood, Steve Glass, Michelle Le, Scott Lang, Natalie Nguyen, Scott Anderson, Rafael Saenz, Randall Puckett, Cindy Williams, Celene Amabile, Brian Baird, June Javier, Matt Allsbrook, Emily Dyer, Lisa Hammond, Matthew Jenkins, Arpit Mehta, Kimberly Miller, Amber Wesner, Amber Lawrence, and Julianne Fallon (guest)

AGENDA/DISCUSSION			
Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	Rodney opened the meeting with all attendees introducing themselves. Rodney acknowledged that two deans (DiPiro [VCU] and Mayhew [Appalachia]) were in attendance at the seminar.	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the October 6, 2017 meeting were distributed prior to the call. A motion was made to approve the corrected minutes; the motion received a second.	Minutes from the October 6 meeting were approved.
3	Standing Reports A. Financial Report B. Membership Report	With Kim out of the country, Steve summarized the financial report: income will be > \$100K for this Fall Seminar, in comparison to about \$70K for Fall Seminar 2016. Steve distributed the report which showed an increase among the pharmacist, new practitioner, and student categories. For residents, we have 120 residents in 30 programs across Virginia; however, only 33 are VSHP members. A discussion ensued regarding what increase in growth would be realistic; 10% in all categories was repeated.	No action required.

Meeting Minutes and Action Items

AGENDA/DISCUSSION			
Item #	Statement	Comments/Action	Action/Follow-up
4	Old Business	The 2018 Spring Seminar will be held in Richmond. The contract with the Marriott Short Pump has been finalized. The date is about April 14, 2018. The 2018 Fall seminar will be held in Williamsburg.	No action required.
	A. 2018 Meeting Locations	Members noted that Williamsburg works well for November and considered whether the 2019 Fall seminar should be held there. The group softly considered options for the 2019 Spring seminar, including Charlottesville (Board Head Inn?) or Fredricksburg. Cindy noted that non-traditional locations work better for Board Retreats.	No action required.
	B. Commonwealth Leadership Forum	Rodney noted that attendance at yesterday's meeting was good. Several VPhA members were in attendance. They will bring a reverse expo (n=28 at this meeting) to their meetings. In the future, time at lunch will be increased to allow networking (and an alternative to roundtable). A revised planning committee is forming. Rafael added that one of the goals from the 2016 Retreat was to have a joint meeting with VPhA to drive practice in Virginia.	Revised CLF planning committee to provide longer lunch for networking.

Meeting Minutes and Action Items

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
5	<p>New Business</p> <p>A. GMS Contract Review</p> <p>B. Student and Resident Committee</p> <p>C. PAC Update</p> <p>D. Controlled Substances Enduring Program</p>	<p>Rodney opened the discussion about the performance with the general management service by asking for concerns. Several members expressed specific concerns, mostly related to the organization and communication with the Fall seminar or with poor communication between monthly conference calls. Further discussion focused on alternative management schemas and current contract obligations. Rodney concluded that he and Cindy would determine a plan for improvement</p> <p>Becky reported, for the Student and Resident Committee, that welcome letters were sent to all residents and students. They will be starting a monthly webinar CE series, resident-driven, on December 1. They are considering a residency research forum in August, and may use a hospital location with a mid-day meal supplied. The Board discussed possible locations. This would be a full day program which would be discounted for VSHP members. ASHP would be contacted for speakers. The Committee will solicit speakers from each site as well. Additionally, they plan to offer CPR training at the Spring seminar (like VPhA offers immunization training); students will need to pay \$50 and possible providers noted.</p> <p>Lisa reported that the PAC fund is at \$400 now - that is the lowest amount ever. VSHP cannot hold a raffle like it did many years ago as the documentation requirements are overwhelming and not worth small contributions from many contributors. A silent auction, with the donor completing a form, may be viable. Possible ways to minimize the documentation burden, by using the member database, were discussed. All agreed that Lauren needed to be present for further discussion.</p> <p>Steve noted that the April 2017 (Spring seminar) session regarding controlled substances was recorded, and asked if we could post it on the web and make it available. Discussion focused on whether we should charge or not. The Board concluded that for members it should be free, but for non-members it will cost \$20. Steve added that the controlled substance program being presented at the seminar will suffice.</p>	<p>Rodney and Cindy to determine a plan.</p> <p>Committee to continue planning for the Spring seminar.</p> <p>Arrange for Lauren to be on the next conference call with Lisa when this will be further discussed.</p> <p>Steve to make program available at determined prices.</p>

Meeting Minutes and Action Items

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
5 Cont'd	E. Appointments F. Legislative Committee	Andi Gundlach was nominated for Region 4 President and June Javier was nominated for Region 8 President. Cindy motioned for approval; Craig seconded the approval; the voted was for approval. Natalie reported that the Legislative Committee has not met because of the legislators' schedule. She noted a plan to work with the VPhA representative. Cindy asked if now was the time to inject ideas for the late Winter; Natalie replied that it is too late already, especially since legislators were being conservative with elections this year. The group is practicing watchful waiting and learning when to act within January 10 to March 10. The legislators will meet in the Pocahontas Building while the Assembly Building is gutted. They have requested a smaller presence this year. Last year was confusing with back-to-back pharmacy days. If joint effort between VSHP and VPhA, then collaborate but will use separate letterhead. Brian asked what will be a mechanism for issues that VSHP and VPhA do not agree on; Natalie replied that they were considering a reception with a small physical presence but a large virtual presence.	Andi and June will complete the current term and the next term. Committee to continue work for later Winter activity.
6	Treasurer's Report	No report was presented.	
7	Secretary's Report	No report was presented.	
8	President's Report	No report was presented.	
9	President Elect's Report	No report was presented.	
	Immediate Past President's Report	No report was presented.	
10	Executive Committee Reports	No report was presented; Executive Committee did not have a call.	
11	Executive Director	No report was presented.	
12	Regional Reports	All Regions - no reports presented	
13	Student Chapter Reports	No report was presented.	
12	Committee Reports	No additional committee reports were presented.	
13	Other Reports/Miscellaneous	Emily noted, for the Mentorship Committee, that 3 Board members were mentoring 11 members.	
14	Adjournment	The meeting adjourned at 11:30 am.	The next Board meeting will be a conference call on Monday, December 1, at 1P.