

Meeting Minutes and Action Items

Date: 10/06/17 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rodney Stiltner
Recorder:	Scott Lang
Attendees:	Rodney Stiltner, Steve Glass, Michelle Le, Scott Lang, Natalie Nguyen, Scott Anderson, Rafael Saenz, Randall Puckett, Cindy Williams, Celene Amabile, Brian Baird, June Javier, Adrienne (Rafael's student), and Andi Scott

AGENDA/DISCUSSION			
Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	<p>Rodney opened the meeting with shout-outs to UVA for receiving the Residency Excellence Award for their PGY1 program.</p> <p>Cindy has been asked to represent at the Round Table for USP Initiative on Opioid Prescribing and Dispensing.</p> <p>Rafael introduced the group to Adrienne, who is a P4 student.</p>	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the September 8, 2017 meeting were distributed prior to the call. A typo was caught: the number of residency programs in Virginia is 30, not 300. A motion was made to approve the corrected minutes; the motion received a second.	Minutes from the September 8 meeting were approved.
3	Standing Reports A. Financial Report	The financial report was distributed by Steve prior to the call. Steve echoed the points that Kim mentioned in the September call. Numbers are similar to last year's, with revenue higher for 2017. Steve pointed out that, in general, the costs of running the seminars stays in the ballpark. Similar costs tend to be speaker's fees and hotel fees. He pointed out that variability will play a factor when switching the formats of the program (i.e., adding a Leadership Forum in place of a sponsored lunch can increase costs). In general, VSHP is seeing an increase in exhibit sales for the seminars over the past few years. The thought is that bringing in more exhibitors and more variety,	Rodney called on the Executive Committee to think globally to bring in revenue for the association.

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	B. Membership Report	<p>will make VSHP more attractive to potential members. It was mentioned that Baxter will be an exhibit vendor at the upcoming seminar.</p> <p>ACPE fees were recently paid. Half are paid in 2017 and half in 2018.</p> <p>Steve pointed out that the website was updated to include a membership level for Joint Membership, which does offer a savings to couples' registration.</p> <p>Steve reported that our current membership numbers do not reflect the receipt of 132 student membership forms that came in from ACP on 10/5. The lack of pharmacy resident memberships was brought into question. Steve reminded us that VSHP relies on the Residency Program Directors at the different sites to update information at the ASHP and VSHP levels. Cindy mentioned that she would reach out to her RPD to try to figure out if there is a reason why this is so.</p> <p>Natalie suggested an email blast to all members to promote recruitment at the individual member level, and Andi suggested potential incentives for new members and current members who recruit new members. Cindy suggested the idea of reduced registration fees for the first meeting attended by new members.</p>	
4	Old Business	Michelle asked about the question from the last meeting as to whether VSHP could offer reduced membership fees for those persons registered as mentors. That expectation was discussed and referenced back to previous years' decision to not reduce fees for members. At this time, a discount will not be afforded to mentors.	

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		Steve encouraged everyone to review the updated website. Cindy's husband has offered to review the website for areas where user experience can be improved.	
5	<p>New Business</p> <p>A. Notification of Early Bird Registration</p> <p>B. Grant Committee</p> <p>C. Membership Committee</p> <p>D. Board Meeting at the Fall Seminar</p>	<p>Michelle suggested that for future seminars, there should be a published deadline for early bird registration.</p> <p>Brian spoke about the Grant Committee and its need for funding. He proposed that an additional line item be added to the 2018 Budget to provide a definite set of monies for grants. He suggested that a portion of excess revenues could be used to fund the grant program. Brian suggested a minimum ear-mark of \$20,000 be set. It was discussed that the Fall Seminar executive committee meeting would be a good time to discuss this question and have an answer for Brian around December 1.</p> <p>Rose has stepped down as chair of the Membership Committee.</p> <p>There will be a Board Meeting at the Fall Seminar on Friday 11/3 from 10:15 to 11:15.</p>	<p>Schedule funding for the Grant Committee on the November 3 agenda.</p> <p>Rodney called for recommendations to fill Rose's chair position.</p>
6	Treasurer's Report	No report was presented.	
7	Secretary's Report	No report was presented.	
8	President's Report	No report was presented. (See New Business)	
9	President Elect's Report	No report was presented.	
	Immediate Past President's Report	Rafael will be on site at ASHP to discuss the feasibility of a singular technician training program. He will also be attending a conference on technician stakeholders.	
10	Executive Committee Reports	No report was presented; Executive Committee did not have a call.	

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11	Executive Director	Steve announced that an outside company can facilitate CE opportunities within meetings.	Steve will send out that information.
12	Regional Reports	Region 1 - not present; no report Region 2 - not present; no report Region 3 - Randall: there will be a meeting in Lynchburg on November 15, and a meeting in Roanoke on November 16 Region 4 - Andi: there will be meetings in Richmond on October 19, November 15, and in January 2018 Region 5 - not present; no report Region 6 - not present; no report Region 7 - not present; no report Regions 8 - no present; no report	
13	Student Chapter Reports	No report was presented.	

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12	Committee Reports	<p>Legislative Committee: Natalie remarked that most of the conversations have been over email. Natalie and other committee members have attended BOP meetings to discuss topics such as the proposed USP <800> updates, which have been pushed back. Committee members will be meeting with the VPhA lobbyist to determine if some of VPhA’s and VSHP’s lobbying efforts are aligned. With the General Assembly building under construction, there is not an ideal place to meet the lobbyists. There is talk about a “Virtual Lobby Day.” There will be increased transparency for the association to relay actual monies spent on PACs. This information will be more available to members.</p> <p>Membership Committee: Rodney talked about the association’s push to gain more members. There is an initiative to foster new membership by sponsoring members. Steve said that the website has been updated to allow a registering member to invoice their sponsor for payment of their membership.</p>	
13	Other Reports/Miscellaneous		
14	Adjournment	The meeting adjourned at 2:01 pm.	The next Board meeting will be at the Fall Seminar, at 10:15A on Friday, November 3.