

**Meeting Minutes and Action Items**

Date: <b>9/08/17</b> Time: <b>1:00 PM</b> Location: <b>Conference Call</b>
<b>VSHP Board of Directors</b>

<b>INVITEES/ATTENDEES</b>	
Facilitator:	<b>Rodney Stiltner</b>
Recorder:	<b>Kelly Martin - Recorder; Craig Kirkwood - Typist</b>
Attendees:	<b>Rodney Stiltner, Steve Glass, Kelly Martin, Kim Biggers-Hayes, Michelle Le, Scott Lang, Kim Miller, Sara Ladd, Matt Jenkins, Natalie Nguyen, Rebecca Collins, Scott Anderson, Matt Allsbrook, Rafael Saenz, Amber Wesner, Courtney Nixon. Arpit Mehta</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>	Rodney initiated the meeting. Rafael announced that UVA had received the ASHP Residency Excellence Award. Kelly announced that she is moving to St. Louis.	A quorum of voting members was present; business to be conducted.
2	<b>Approval of Minutes</b>	Minutes from the August 4, 2017 meeting were distributed prior to the call. Michelle asked about the proposal for reduced fee for mentors; Rodney replied he would follow-up with Craig.	Minutes from the August 4 meeting were approved.
3	<b>Standing Reports</b>  A. Financial Report  B. Membership Report	Kim noted the numbers were similar to last year; however, revenue is higher and we are financially better. The main revenue sources are the Fall Seminar, the Spring Seminar, and membership. Kim will be setting up a call for a group regarding the Reverse Expo plan for the Fall, and there has been a good flow for exhibits so far this Fall. The management contract appears to be on-track and Steve is getting paid.  Steve announced that the new MemberClicks system is being used and the membership database transferred to it; verification of transfer of each member is on-going. Regarding residents, we have about 30 programs and 100 residents in Virginia. Regarding students, some schools of pharmacy pay for all of their students to be VSHP members. For couples membership (joint membership), Matt suggested that this could be an opportunity to increase membership and this should be broadcasted.	If not done so yet, please send out reverse expo flyers as soon as possible.  Steve will advertise the joint (couples') membership in the newsletter and on the web site.
4	<b>Old Business</b> [None]	[No Old Business was conducted]	
5	<b>New Business</b>  A. Scheduling of Regional Events  B. Announcements	Regional Presidents were reminded to be cognizant of religious holidays when scheduling programs and events.  Steve announced that we are now on the new membership management platform.	
6	<b>Treasurer's Report</b>	No report was presented.	

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7	<b>Secretary's Report</b>	No report was presented.	
8	<b>President's Report</b>	<p>Rodney reported we are close to having the Fall Seminar established. Steve is getting the web site ready for registration.</p> <p>He thanked Rafael, Cindy, Kim H and Kim Burgner for getting speakers for the Commonwealth Leadership Forum which will be held on Thursday, 11/2. Linda Tyler is confirmed to speak. Rodney is still working to get Caroline Juran from the BoP. CE hours will be provided for the CLF.</p> <p>Rodney is working with Rose to increase membership. Some Board members are sponsoring new practitioners (Rodney and Michelle).</p> <p>Forty members have volunteered to be on committees.</p>	
9	<b>President Elect's Report</b>	No report was presented.	
	<b>Immediate Past President's Report</b>	Rafael continues to be engaged with ASHP stakeholders regarding technician training. A group, with representation from all pharmacy practice settings, came to a consensus. Their work will be published, and discussion about pay did occur. VSHP can take the lead nationally to promote the creation of advanced practice technicians.	
10	<b>Executive Committee Reports</b>	No report was presented; Executive Committee did not have a call.	
11	<b>Executive Director</b>	Steve announced that Beverly Black will retire from ASHP at the end of August, and questioned what recognition should VSHP give (e.g., thank you card or gift card?). Sara, Rafael and Michelle suggested a thank you card would suffice.	Steve to send a thank you card on behalf of VSHP to Beverly Black.

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12	<b>Regional Reports</b>	<p>Region 1 - Matt: meeting last month was successful; invited former members to encourage them to rejoin</p> <p>Region 2 - Not present; Steve noted a meeting in September</p> <p>Region 3 - Randall &amp; Scott: the vendor had to back-out of the last meeting because of finances; will have an event in late October or early November</p> <p>Region 4 - Kelly: the meeting on August 16 was successful with about 45 attendees; another event is scheduled for Septembr 12 (about Opdivo); future programs scheduled for October, November and January; Andi Grundlach is taking over as point of contact</p> <p>Region 5 - Sarah: a promotional program has been lined up; had an event conflicting with a religious holiday that has been rescheduled</p> <p>Region 6 - not present; no report</p> <p>Region 7 - Amber: no meeting yet has been set for this Fall; planning CE presentations</p> <p>Regions 8 - no present; do have a meeting coming up in Newport News</p>	
13	<b>Student Chapter Reports</b>	No report was presented.	
12	<b>Committee Reports</b>	<p>Student &amp; Resident Committee - Becky noted they had put together the letters for the residents and students. For residency preparedness, Emily Dyer and Nikki Gavva are putting together mentorship ideas. For the Spring, looking at a NAPLEX review and prep for APPEs. A letter is being prepared to send to the school liaison for student involvement.</p> <p>VSHP continues to need a Communications Committee Chair.</p> <p>No Legislative Committee report today.</p>	
13	<b>Other Reports/Miscellaneous</b>	<p>It was noted that the VSHP web site needs updating (several items).</p> <p>The Board will meet at the Fall Seminar, probably on Friday at lunch.</p>	
14	<b>Adjournment</b>	The meeting adjourned by 1:00 pm.	The next Board conference call will be at 1P on Friday, October 6.