

**Meeting Minutes and Action Items**

Date: <b>1/12/18</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>Ashley Street</b> (for Craig Kirkwood)
Attendees:	<b>Rodney Stiltner, Steve Glass, Ashley Street, Scott Lang, Natalie Nguyen, Cindy Williams, June Javier, Scott Anderson, Rafael Saenz, Matt Allsbrook</b>

**AGENDA/DISCUSSION**

Item #	Statement	Comments/Action	Action/Follow-up
1	<b>Welcome, Introductions, Acknowledgements &amp; Roll-Call</b>	Rodney thanked the members for joining the call and supporting VSHP. Students should be reminded to participate in the monthly call.	A quorum of voting members was present; business to be conducted.
2	<b>Approval of Minutes</b>	Minutes from the December 8, 2017 meeting were distributed prior to the call. A motion was made by Cindy to approve the minutes with one correction; the motion received a second by Scott Lang.	Minutes from the December 8 meeting were approved.
3	<b>Standing Reports</b>  A. Financial Report           B. Membership Report	Steve summarized the financial report: total income for 2017 was \$240,000, which is a 13% increase from 2016. Income increased 30% from Spring Seminar and 13% from Fall Seminar. Member dues increased 1.4%. Total expenses for 2017 was \$180,000. Net income increased 135% from previous year. Rodney and Steve commented that growth came from improving seminars and restructuring reverse expo and exhibit times. Rodney reminded about importance of vendor support of VSHP and suggested looking at other types of vendors, such as financial counselors. Kudos to all involved.  Steve summarized membership report: Membership is currently at 985, trending in the right direction. Rodney discussed the number of non-renewals and the opportunity to recapture pharmacists. Goal set to target 1000 members by March 1 <sup>st</sup> , 2018. Cindy added that she learned about Ohio's recruitment strategies and will share with committee.	Membership committee to work towards goal of 1000 members by March 1, 2018.           Cindy to bring notes from Ohio's membership strategies to the membership committee.

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4	<p><b>Old Business</b></p> <p>A. ASHP House of Delegates</p>	<p>The request for nominations for the ASHP House of Delegates concluded today. Steve will create ballot based on bios submitted of nominees. This will be sent out to ASHP pharmacists members for voting and will conclude at the end of January. Results to be submitted to ASHP. There are 2 open positions and currently 3 candidates interested. Rodney added that participating as a delegate is a great learning opportunity, and experience is not needed.</p>	<p>Steve to create ASHP House of Delegates election ballots and send to membership. Results of election to be announced to membership and submitted to ASHP.</p>

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5	<b>New Business</b>		
	A. Red Cross Training	Steve reported progress on setting up Red Cross Training, which is the initiative the student/resident committee has been coordinating. This would be a BLS class for students and other members to attend on the Saturday of Spring Seminar. The Red Cross requires a contract to be signed which needs board approval. Cindy clarified that the \$250 site fee will be split amongst members attending. Steve stated that the registration fee can be adjusted as needed. Cindy motioned to approve signing the contract for Red Cross training at the Spring Seminar, Scott Lang seconded. Motion passed.	Red Cross training contract approved and will be signed.
	B. June Board Retreat Dates	Steve shared the proposed June board retreat dates: June 8 and 9 or June 22 and 23. These dates will be sent to Board via Doodle Poll to determine first choice. Steve will verify whether Wintergreen is available then; if not another site may have to be selected.	Board members to vote on Doodle poll for Retreat date. Steve to verify Wintergreen is available.
	C. 2018 Budget	Steve reported on the 2018 Budget: It is conservative on incoming expenses based on previous years. Some expense contractually obligated. There is a new line item for the Grant Committee (\$5000). Budgeted expenses: \$197,000. Net income: \$19,000. Kim has reviewed. Rafael motioned to approve budget, Cindy seconded motion. Motion passed.	2018 budget is approved.
D. Virginia Pharmacy Congress	Rodney summarized the recent VA Pharmacy Congress meeting. Topics included ASHP pharmacy technician standards, membership strategies, and round-table updates. Technician consensus conference occurred in February 2017. Updated standards for technician accredited education and training. The new standards propose 2 levels of practice (entry level and advanced) with separate requirements. A draft of standards to be published in a month, with a 2 month window for public comment. VSHP to send out to Board and membership for review. New standards to be effective as of January 2019.	Board members to receive draft of standards for review.	

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5 Cont'd	<p>D. Grant Committee Policy</p> <p>E. 2018 Fall Seminar</p> <p>F. ASHP Diversity Whitepaper</p>	<p>Other technician-related topics included compensation and career ladders. Rodney reminded the group that ASHP is recruiting members for their new Pharmacy Technician Forum and to share this with their technicians. Rafael expanded on the new CPhT standards and shared that he sets on the standards writing group. There is a reduction of 20% of current standards, which will go into advanced training standards that are site-based rather than didactic learning. Hospitals may be made an “advanced training site.” Cindy emphasized importance of sharing this information with members and the length of the open comment period.</p> <p>Rafael reported that there are 5 seats open on the Board of Pharmacy for turnover, with 3 that cannot be renewed. Ellen will be moving from the board to a paid position with the BOP. The BOP may be publishing a guidance document for fentanyl patch disposal.</p> <p>Steve has sent the Board of Directors the draft Grant Committee policy and procedure for review. Board will vote next meeting. Rodney pointed out that the committee originally requested \$20K; the board elected to allot \$5,000.</p> <p>Steve reported the 2019 Fall Seminar dates are being planned. Since the Thursday night of the seminar falls on Halloween, feedback says that will adversely affect attendance. No other dates are open at Kingsmill, so other locations may need to be selected.</p> <p>ASHP Diversity Whitepaper has been sent to board members. Rodney discussed how this is a good reminder to think about tolerance and inclusion, and opportunities to improve. This applies to organizations and practice sites.</p>	<p>No further action needed.</p> <p>Steve will follow-up.</p> <p>No further action needed.</p>
6	<b>Treasurer's Report</b>	No report was presented.	
7	<b>Secretary's Report</b>	No report was presented.	

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8	<b>President's Report</b>	Continuing to focus on membership. There is a PAC committee call today; planning more awareness on PAC at next seminar. Mark Hickman will be replacing Lauren Schmitt as the lobbyist, since Lauren is now working for the Lt. Governor-Elect's office. Membership still a big issue and Rodney is working on getting the committee together. There is a meeting next Monday to talk about Commonwealth Leadership Forum.	
9	<b>President Elect's Report</b>	We are sending out request for proposals for Spring Seminar today. Tight timeline. Scott Anderson reported that members' suggestions for topics are similar to previous years, so the committee needs to decide how much to vary from requests.	
10	<b>Immediate Past President's Report</b>	No report was presented.	
11	<b>Executive Committee Reports</b>	No report was presented.	
12	<b>Executive Director</b>	No report was presented.	
13	<b>Regional Reports</b>	All Regions - no reports presented	
14	<b>Student Chapter Reports</b>	No report was presented.	
15	<b>Committee Reports</b>	Legislative Committee: Legislative Day – 1/31, only two registered so far, participation capped at 30. No Drug Take Back approved due to smaller location. Faculty/students have reached out to get involved; will have to prioritize student to pharmacist ratio. Legislative/Regulatory Committee meeting to next week to review bills. No reception this year for Legislative Day.	
16	<b>Other Reports/Miscellaneous</b>	Rodney: Great Virginia reception at Midyear, about 300 participants, site was good, recruiting for HSPAs. Hats off to VCU for coordinating. Thanks to all that came.	
17	<b>Adjournment</b>	The meeting adjourned at 2:00 pm.	The next Board meeting will be a conference call on Friday, February 2, at 1P.