

Meeting Minutes and Action Items

Date: 6/09/18 Time: 10:00 PM Location: Wintergreen
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Cindy Williams
Recorder:	Craig Kirkwood
Attendees:	Steve Glass, Rodney Stiltner, Kim Hayes, Cindy Williams, Scott Anderson, Scott Lang, Celene Amabile, Randall Puckett, Matt Jenkins, Kathy Koehl, William Lee, Katelyn Hipwell, Tolu Akinbo, Jack Lemanowicz, Natna Meskel, Margaret Morales, Emily Scott

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	No acknowledgments were offered.	
2	Approval of Minutes	Minutes from the May 2018 call will be distributed prior to the next call for email approval vote.	Minutes from the May call were distributed by email during the meeting; approval will be by email.
3	Standing Reports A. Financial Report B. Membership Report	Kim reviewed the account statement and the profit & loss report. The account is healthy with a good balance between cash and bonds. For the P&L report, VSHP saw increase revenue from the Spring seminar (increase vendors and attendees). Steve presented the membership report. Total number of members slid to 992. Discussion focused on learning our potential number of members through state pharmacist workforce and ASHP data. A recommendation was made for directors to provide new hires with VSHP information.	The Membership Committee will add the action of directors with new hires as another means for increasing membership.
4	Old Business A. Fall Meeting Exhibit Fees B. 2019 Seminar Meeting Locations C. VPhA Collaboration	The Board had previously approved the increase vendor fees (\$1500 for both days and \$3000 for both days plus reverse expo). The content of the letter to go to the vendors was reviewed. Spring -Williamsburg; Fall -Richmond. So Fall 2018 and Spring 2019 will be in Williamsburg; options for relaxing meal event will be explored. Note that the Spring 2019 meeting will be moved to mid- to late March to avoid April conflicts. For Richmond in Fall 2019, Rodney and Cindy are evaluating locations (Kroger on the southside, Short Pump Hilton). Agreement that collaboration with VPhA will continue to increase.	Steve and Cindy to continue with letter to vendors. Squirrels baseball game set for July 2018 in Richmond - on website if interested.

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5	<p>New Business</p> <p>A. Board of Directors' Conference Calls</p> <p>B. Review of Spring Seminar Feedback</p>	<p>The first Friday of July is in Independence Day week which may cause conflicts. General flavor was to continue on Fridays in the early afternoon; however, the first Friday of each month was not good for all. Short-term plan is to move to the second Friday of each month. The option of meeting every other month (possibly for 90 minutes) was discussed, since the Board is not required in by-laws to meet monthly. Initial advantages and disadvantages were stated. Executive Committee will need to meet more than 4 days before the Board call.</p> <p>During the Retreat (held on the prior day, Friday), feedback from the Spring Seminar was reviewed for possible improvements to the Fall Seminar. The following opportunities were identified and recommended: implement badge identifiers; ensure all materials are VSHP branded; prepare a slideshow for showing during breaks and at lunch; highlight Andy Anderson and offer the inaugural Lifetime Achievement Award; add a 15 minute block to update the membership; have VSHP pens available (and other bling); and have earlier communications with vendors [see Retreat notes for details].</p>	<p>July meeting to be on the second Friday of the month, early afternoon. Subsequent meeting schedule will be further discussed.</p> <p>The Board approved these actions and assignments were made.</p>
6	Treasurer's Report	The audit of the 2017 records was not included in the approved 2017-18 budget. The expense is \$7500. The Board approved the expense.	
7	Secretary's Report	No report was presented.	
8	President's Report	No report was presented.	
9	President Elect's Report	Discussion of the draft agenda for the upcoming June Board Retreat. Agenda will be sent to board members at least two weeks prior to meeting.	
10	Immediate Past President's Report	<p>Rodney noted that Paul Walker will be the ASHP liaison for the Fall Seminar. Discussion about the Fall CLF included addition of Crucial Conversations, a DEA presentation (1 hour, Ruth Carter), a change management session (1 hour, may become theme of CLF), and a round table (Hot Topics, 1.5 hours).</p> <p>A reminder of the request to complete the USP 797 survey from the Board of Pharmacy.</p> <p>A brief discussion followed on how to make the Reverse Expo better: resuscitate a committee with an industry rep (Shannon Goldwater was recommended); and enforce prompt change of vendors (explore mechanisms, e.g., a bell).</p>	

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11	Executive Committee Reports	No report was presented.	
12	Executive Director	Steve notified the Board that he would be out of the country from 7/5 to 7/15. Please contact him with any requests in advance of the vacation.	
13	Regional Reports	No regional reports were presented.	
14	Student Chapter Reports	No report was presented.	
15	Committee Reports	Education Committee: Reflecting on feedback from the Spring Seminar, speakers must be a member of VSHP unless they are an invited guest approved by the Executive Committee (and probably are receiving an honorarium). Information previously sent on the educational proposals, including the Pearls, is to be sent to CLF members to reach directors. The timing of the Awards ceremony was briefly discussed, as well as the limited number of nominations historically received.	Education Committee to consider moving the time of the awards from evening to day, and determine the best day.
16	Other Reports/Miscellaneous	No other reports were presented.	
17	Adjournment	The meeting adjourned at 10:55 am.	The next Board meeting will be a call on July 13, the second Friday of the month.