

**Meeting Minutes and Action Items**

Date: <b>3/02/18</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>Craig Kirkwood</b>
Attendees:	<b>Rodney Stiltner, Craig Kirkwood, Steve Glass, Kim Hayes, Cindy Williams, Matt Allsbrook, Matt Jenkins, Natalie Nguyen, Sara Ladd, Scott Anderson, Scott Lang, Lisa Hammond, Amber Weisner, Mark Hickman</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>	<p>Steve requested that all members on the call to email him for confirmation. He added that if the BoD call calendar invite does not show a report to be presented, to let him know at that time.</p> <p>Rodney noted that we have reached 1,000 members - more discussion with the membership report.</p>	A quorum of voting members was present; business to be conducted.
2	<b>Approval of Minutes</b>	Minutes from the February 2, 2018 meeting were distributed prior to the call.	Minutes from the February 2 meeting were approved.
3	<p><b>Standing Reports</b></p> <p>A. Financial Report</p> <p>B. Membership Report</p>	<p>Kim led the review of the financial report. Not all financial items had been received for the report; will see recovery over the next few months. No concerns at this time.</p> <p>The current membership has reached 1000 members! Rodney noted that the trend was good and we want to continue. A survey will be going out in April which should give feedback on how we can improve. He added that we need to look at different rates and automatic renewal, make meetings fun, work with the Schools of Pharmacy more than we have, and do some things differently. Cindy added that a renewed member from NC is tracking membership and the increase may not be what we think it is. She added that the residents could be an area of focus. Sara Ladd voiced concern that her numbers were decreasing, sponsors want to see practicing pharmacists in attendance rather than retirees, and recruitment within one organization may be improving. Rodney and Cindy responded that tracking membership by region would be useful.</p>	

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4	<p><b>Old Business</b></p> <p>A. Membership Survey</p> <p>B. June Retreat Dates</p>	<p>Membership survey will be distributed in April.</p> <p>Steve announced the Retreat dates will be June 8 and 9, at Wintergreen.</p>	<p>Membership survey to be completed and distributed.</p> <p>More information will be distributed as we get closer.</p>
	<p><b>New Business</b></p> <p>A. Spring Seminar</p> <p>    i. Speakers</p> <p>    ii. Exhibitors</p> <p>    iv. CLF</p> <p>    v. Registration</p> <p>    vi. Moderators</p> <p>B. Education Committee Update</p> <p>C. Communications Committee</p> <p>D. Student and Resident Committee Update</p>	<p>Progress with the Spring Seminar is good overall. The Education Committee reviewed proposals and selected some. All submitters have been notified. Some unselected topics may become webinars with or without CE.</p> <p>Multiple emails, which included the agenda, have been sent to vendors. Ten to 15 have committed so far. Steve will provide weekly updates.</p> <p>Deadline for the CLF agenda is today - about 99% there, with one speaker remaining. Send 3 updates to Directors of Pharmacy and known managers.</p> <p>About 20 members have registered so far, which is good for 6 weeks before the program.</p> <p>For moderators, we will sign-up in advance to greet and moderate.</p> <p>See Spring Seminar (above)</p> <p>The members discussed the need to enhance the web site and be more engaged with social media (e.g., Facebook). The group will get back together soon.</p> <p>Steve noted that there were no signees for the Red Cross session planned. A firm deadline will be given to potential students.</p>	<p>Schedule next group call.</p> <p>Send firm deadline to students for Red Cross program.</p>



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6	<b>Treasurer's Report</b>	No report was presented.	
7	<b>Secretary's Report</b>	No report was presented.	
8	<b>President's Report</b>	CLF will be held on 4/12. Please plan to attend.	
9	<b>President Elect's Report</b>	Cindy spoke to the students at Hampton School of Pharmacy. Rodney added that we should speak to all Schools and offered to speak at Appalachia. Lisa for Shenandoah.	
10	<b>Immediate Past President's Report</b>	Steve (for Rafael) noted he has not received many nominations for future officers.	
11	<b>Executive Committee Reports</b>	No report was presented.	
12	<b>Executive Director</b>	No report was presented.	
13	<b>Regional Reports</b>	Matt & Matt noted they were planning for next month and came across a CE issue; this will be sent to Steve.  There will be a Region 4 meeting on 3/22.	
14	<b>Student Chapter Reports</b>	No report was presented.	
15	<b>Committee Reports</b>	See New Business for updates from the Membership Committee, Education Committee, and Student and Resident Committee	
16	<b>Other Reports/Miscellaneous</b>	No other reports were presented.	
17	<b>Adjournment</b>	The meeting adjourned at 2:00 pm.	The next Board meeting will be at the Spring Seminar, Friday, April 13, from 12:15-1:15P. No call on April 6.