

**Meeting Minutes and Action Items**

Date: 5/03/18 Time: 1:00 PM Location: Conference Call
<b>VSHP Board of Directors</b>

<b>INVITEES/ATTENDEES</b>	
Facilitator:	<b>Cindy Williams</b>
Recorder:	<b>Cindy Williams</b> (Craig Kirkwood formatted only)
Attendees:	<b>Steve Glass, Kim Hayes, Cindy Williams, , Natalie Nguyen, Scott Anderson, Scott Lang, Rafael Saenz, June Javier, Gayle Scott, Celene Amabile, Emily Dyer, Rebecca Collins, Tolulope Akinbo</b>

**AGENDA/DISCUSSION**

Item #	Statement	Comments/Action	Action/Follow-up
1	<b>Welcome, Introductions, Acknowledgements &amp; Roll-Call</b>	No acknowledgments were made.	
2	<b>Approval of Minutes</b>	Minutes from the March 2, 2018, call and the April 6, 2018 meeting were distributed prior to the call.	Minutes from the March call and the April meeting were approved.
3	<b>Standing Reports</b> A. Financial Report B. Membership Report	Steve stated the date was too early in the month for full financial report.  Steve presented membership numbers as of May 1. Report now includes a breakdown by region. Kim discussed concerns about pharmacist members. With the new categories developed, there has been a 10% increase overall in pharmacist membership, but this still needs to be a focus.	When report is completed, Steve will forward to the board.  Cindy Williams encouraged any board members interested in membership to dial in to the membership committee calls.
4	<b>Old Business</b>  None		
5	<b>New Business</b> A. Spring Seminar Recap  B. Fall Meeting Exhibit Fees	Steve provided a financial recap of the Spring meeting. The meeting had similar attendance to the prior meeting, but much more engagement from vendors, resulting in a larger profitability. Rodney mentioned feedback related to the open discussion section of the Commonwealth Leadership Forum and a suggestion on how to make that session better.  The Board had discussed previously the need to increase vendor fees once meeting attendance has increased. Discussed feedback from vendor survey. Motion to increase fee structure to be \$1500 for both days (eliminate option for single day) and \$3000 for both days and reverse expo. Motion to include letter to vendors with	Will take CLF suggestion to the CLF planning committee.  Steve to forward vendor comments from spring meeting to the board. Steve and Cindy to draft a letter to vendors.

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	<p>C. 2019 Meeting Locations</p> <p>D. PAC Update</p> <p>E. Grants Committee Update</p> <p>F. June Board Conference Call</p> <p>G. VPhA Collaboration</p>	<p>response to feedback from Spring meeting and include the fall seminar dates along with the new fee schedule. Both motions passed.</p> <p>Spring -Williamsburg; Fall -Richmond: discussion of holding Spring 2019 meeting in Williamsburg due to lack of availability Fall 2019 and the need to identify alternate location in Richmond with better meeting space. Rodney and Cindy are evaluating locations in Richmond that can better accommodate the vendor showcase with room for lunch as well as a better layout for sessions. Scott Anderson motioned that Executive Committee determined dates for meeting, but to notify Board of dates for any additional input before finalizing. Motion passed.</p> <p>The PAC hosted a table at the Spring meeting and collected over \$1000. The effort raised awareness of the PAC and contributed to the PAC balance. The goal will be to continue this at future meetings to build on success.</p> <p>No report</p> <p>Motion to cancel the June board conference call due to the scheduled board retreat. Motion passed.</p> <p>VPhA has expressed interest in greater collaboration between VPhA and VSHP. This effort was started with VPhA attendance at the CLF last year. There is a joint social event planned for July 2018 in Richmond for a baseball game (details on website). Rafael mentioned that the original goal of the CLF was to include pharmacy leaders from all practice sites.</p>	<p>Executive Committee to finalize date for Spring 2019 and explore locations and dates for Fall 2019.</p> <p>Check out the details of the joint social Squirrels baseball game planned for July 2018 in Richmond on website if interested.</p>
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>	No report was presented.	
9	<b>President Elect's Report</b>	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.	

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10	<b>Immediate Past President's Report</b>	1 <sup>st</sup> annual VSHP Residency Research Forum to be held August 17 at UVa. VSHP will need to reimburse UVa for expenses. Rafael will not be present at the Board Retreat due to a conflict but wants to continue to be engaged in VSHP after he leaves office. Rafael announced that he is seeking Board Chair of the Board of Pharmacy. The Board of Pharmacy will have 6 of the 10 seats change in July.	
11	<b>Executive Committee Reports</b>	No report was presented.	
12	<b>Executive Director</b>	Steve reminded Board members to RSVP for board retreat ASAP so that Steve can finalize room assignments.	
13	<b>Regional Reports</b>	<p>Region 3: Scott Lang reported that no meetings scheduled. Having difficulty due to large geographic footprint and difficult to engage both Lynchburg and Roanoke. Cindy Williams stated that Bill Lee has expressed interest in getting more engaged.</p> <p>Region 8: June Javier discussed need to continue to engage with local schools of pharmacy. Cindy Williams discussed non-branded educational sessions: March meeting (biosimilars), May (monoclonal antibodies), June (immune globulin). Cindy mentioned potential of VSHP webex in June (in conjunction with in person Region 8 meeting) featuring Patti Kienle on USP 800 with nursing focus.</p> <p>Region 1: Scott Anderson announced upcoming meeting on May 9.</p> <p>Region 2: Working with several vendors on meeting for May 22.</p> <p>Region 5: Upcoming dinners on biosimilars and hyponatremia.</p>	
14	<b>Student Chapter Reports</b>	No report was presented.	
15	<b>Committee Reports</b>	Rebecca Collins gave update on Student and Resident Committee. For the August residency forum, they have speakers already arranged for financial planning, statistics and organizational change. Will be looking for additional speakers. Rebecca gave a brief update on the student practice advancement initiative work and upcoming letter that would be sent to Virginia health system pharmacy leaders.	
16	<b>Other Reports/Miscellaneous</b>	No other reports were presented.	
17	<b>Adjournment</b>	The meeting adjourned at 1:58 pm.	The next Board meeting will be at the Retreat.