

Meeting Minutes and Action Items

Date: 2/02/18 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rodney Stiltner
Recorder:	Craig Kirkwood
Attendees:	Rodney Stiltner, Craig Kirkwood, Steve Glass, Kim Hayes, Rafael Saenz, June Javier, Sara Ladd, Scott Lang.

AGENDA/DISCUSSION

Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	Rodney thanked Natalie for her efforts with Legislative Day. This year it was a combination of VPhA in the morning and VSHP in the afternoon.	A quorum of voting members was present; business to be conducted.
2	Approval of Minutes	Minutes from the January 12, 2018 meeting were distributed prior to the call. A motion was made by Scott Lang to approve the minutes; the motion received a second by June.	Minutes from the January 12 meeting were approved.
3	Standing Reports A. Financial Report B. Membership Report	<p>Not all financial items had been received for the report. Steve will update it when information is complete. The 2016 audit report is expected soon and Steve will share it. A new audit company will be preparing the 2017 year audit.</p> <p>The current membership is 14 bodies shy of reaching 1000 members! All classes of members increased except associates and residents. Non-renewals remain a challenge (they are YTD in the report, for all 2017). Names continue to be sent to the regional presidents. Scott asked how many of our pharmacists are retired, as sponsored programs desire active pharmacists to attend. Steve replied that there is a retired dues category; however, the retired pharmacists are merged with the active pharmacists in the report. Steve estimated that 50-60 of the pharmacists are retired. Scott suggested that we track them. Steve replied that we do if they chose the retired dues rate, but if they do not then they appear active. Rodney offered that the retirees may not be aware of the retired member rate.</p>	Schedule 2016 audit report review on a future agenda.

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4	<p>Old Business</p> <p>A. ASHP House of Delegates</p> <p>B. Red Cross Training</p> <p>C. Grant Committee Policy and Procedure</p> <p>D. Membership Survey</p> <p>E. June Retreat Dates</p>	<p>The ASHP House of Delegates election results were tabulated. Caitlin Hipwell and Natalie Nguyen were elected to three-year terms (1/1/18 to 12/31/20). They will join Scott Anderson (two years remaining) and Lisa (last year). Alternates have been notified, as well as all candidates.</p> <p>See Student and Resident report</p> <p>Steve distributed the Grants Policy and Procedures with Executive Committee comments. The document has been sent to Brian for his review. The Board decided to bring it back in March, and it will be sent in advance. A March approval would work in the cycle timeline. Craig commented that it was a great submission.</p> <p>The Membership Committee confirmed they wanted a membership survey. VSHP will borrow from the Georgia Society's survey as a good place to start.</p> <p>Steve noted that the two proposed Retreat dates (June 8 and 9 or June 22 and 23) were tied in the preference tally. To break this deadlock, Steve will reword the question to ask what is one's first choice, and can one attend the other date.</p>	<p>Delegates will soon prepare for their duties.</p> <p>Schedule for March agenda.</p> <p>Membership survey to be completed and distributed.</p> <p>Look for a revised Doodle poll via email and respond accordingly.</p>

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5	<p>New Business</p> <p>A. Membership Committee Update</p> <p>B. Education Committee Update</p> <p>C. Student and Resident Committee Update</p> <p>D. Region Presidents Update</p>	<p>Rodney reported that the committee had a good meeting. VSHP was wondering what Sentara’s policy is on attendance at professional meetings. Rodney offered to send a letter. Rafael noted UVA has a similar policy, but a pharmacist is representing herself or himself, and is not a representative of the organization, when attending a VSHP program. Scott noted that a pharmacist attending a program does need to sign in and include their organization. Scott asked if this previous letter, when Brian was VSHP President, was available.</p> <p>Steve noted that today was the deadline for submitting a proposal for support from VSHP for a Spring Seminar speaker or program.</p> <p>The committee met yesterday. Red Cross training to be offered at the Spring Seminar was reviewed. Schools will be notified.</p> <p>The plan for a Residency Forum to be held at the beginning of the residency year was discussed. It would provide a better transition to residency training, and would include IRB information, stats review, and time management. The committee stepped back and surveyed RPDs whether this training is needed. Steve noted that a similar program in Georgia is well attended each year. Board members were asked to discuss if this program would be helpful, and to reply to Becky. Rafael questioned the resistance to such a program. Kim questioned why anyone would be opposed. Craig added that he already replied with support and offered some desired sessions that VCUHS does as part of their residency orientation.</p> <p>Steve reviewed the vacancies and current changes in regional presidents. The Board approved Tolulope Akinh (INOVA) to replace Patrice.</p>	<p>Steve to check for the prior letter sent to Sentara from years ago.</p> <p>Notify schools of pharmacy about Red Cross training at Spring Seminar.</p> <p>Committee to collate the replies.</p> <p>Steve to notify Tolulope.</p>

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6	Treasurer's Report	No report was presented.	
7	Secretary's Report	No report was presented.	
8	President's Report	No report was presented.	
9	President Elect's Report	No report was presented.	
10	Immediate Past President's Report	No report was presented.	
11	Executive Committee Reports	No report was presented.	
12	Executive Director	No report was presented.	
13	Regional Reports	All Regions - no reports presented.	
14	Student Chapter Reports	No report was presented.	
15	Committee Reports	See New Business for updates from the Membership Committee, Education Committee, and Student and Resident Committee	
16	Other Reports/Miscellaneous	No other reports were presented.	
17	Adjournment	The meeting adjourned at 2:00 pm.	The next Board meeting will be a conference call on Friday, March 2, at 1P.