

**Meeting Minutes and Action Items**

Date: <b>12/8/17</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 Bigger Hayes, Michelle Le, Scott Lang, Natalie Nguyen, Cindy Williams, Lisa Hammond, Lauren Smith, Andi Gundlach, Sara Ladd, Patrice Dupart, Becky Collins, Boshra Seyed</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>Rodney opened the meeting with a review of the VSHP Vision Statement and Mission Statement.</p> <p>Steve acknowledged UVA's receipt of the ASHP outstanding residency program award. Craig recognized the success of the Virginia Reception at the Midyear Clinical Meeting (MCM), as 293 Virginians (present or past) attended. Rodney acknowledged VCU student Brooke Brown's presentation at the MCM, and that she is only a P3. Cindy acknowledged the research topics and posters from the throughout the Commonwealth and the good networking promoted. Rodney recommended that we increase each institution's presence at the MCM, especially when it is held on the East coast. Cindy, Rodney and Steve attended the affiliate volunteer workgroup session on Sunday about strategic planning. Rodney attended preceptor development training on Saturday and recommended that we have ASHP come to Virginia for a training session with VSHP sponsoring it.</p>	<p>A quorum of voting members was present; business to be conducted.</p> <p>Return to ASHP preceptor development training Is Virginia with VSHP sponsorship on a future agenda.</p>
2	<b>Approval of Minutes</b>	<p>Minutes from the November 3, 2017 meeting were distributed prior to the call. A motion was made to approve the minutes with two corrections; the motion received a second.</p>	<p>Minutes from the November 3 meeting were approved.</p>

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3	<p><b>Standing Reports</b></p> <p>A. Financial Report</p> <p>B. Membership Report</p>	<p>Steve summarized the financial report: income will be &gt; \$100K for this Fall Seminar, which was a net increase of 32% over Fall Seminar 2016. Rodney noted that we need to share these numbers with the membership to show how successful the reverse expo is.</p> <p>Steve distributed the report which showed an increases among the pharmacist, new practitioner, and student categories. Kim noted that we need to increase the membership, and suggested a new members goal of 25 for technicians. While techs are not the focus, someone questioned if Ohio sponsors their techs. Cindy added that membership needs to be more comprehensive than sponsoring membership and should show value. From other organizations, ideas such as support for a virtual tech study group for PTCB exam or a webex learning tool for CE at lunchtime. What will give techs value? Rodney, Cindy and Kim will ask their techs what they value. Cindy noted we have the survey from last year and could start there. Others agreed, but added that they we need to focus on pharmacists, and students and residents.</p>	<p>No action required.</p> <p>Steve to share results of tech survey from 2016 with Rodney, Cindy and Kim.</p> <p>Rodney, Cindy and Kim to discuss the potential value of VSHP with their technicians.</p>
4	<p><b>Old Business</b></p> <p>A. 2018 Meeting Locations</p>	<p>The 2018 Spring Seminar will be held in Richmond at the Marriott Short Pump. The dates are April 12-14, 2018.</p> <p>The 2018 Fall seminar will be held in Williamsburg at Kingsmill. The dates are November 1-3, 2018.</p>	<p>No action required.</p> <p>No action required.</p>

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5	<p><b>New Business</b></p> <p>A. PAC Update</p>	<p>Lauren Smith, the VSHP Lobbyist, attended the call to review PAC guidelines. Lauren noted that the rules are not so prohibitive that we could not hold raffles or pass the hat; however, anonymous donations cannot be made. In a question and answer format, she answered: raffles that collect information are not acceptable, as raffles are akin to gambling; these rules are not new and have been in place for years; a silent auction is OK but is a lot work; common fundraisers are not the most efficient considering time/effort (or even money) you have to put into the effort; it is most effective to make it part of the culture (e.g., all board members will give \$250 for each \$1 from membership, or a "\$250 campaign" from each member); the old VSHP PAC was effective because it requested monies often; and a portion of dues should NOT go into the PAC. One board member noted that VPhA no longer has a portion of dues rolling into their PAC but instead asks for it separately.</p> <p>Board members discussed the current use of MemberClicks (e.g., donation to PAC is there now but no default) and how to improve it (increase its visibility). Michelle noted the need to note the PAC's true value. Rodney recommended having a booth at each seminar. Lisa and Lauren further acknowledged the need to instill value of the PAC. Cindy suggested having the first 30 minutes of the seminar be set for a VSHP update which would include the value of PAC; she added that ASHP has a reception with a gift bag for PAC donors. Kim offered the goal of having 30 people contribute to the PAC during a seminar with progress updates. Craig recommended having a speaker at lunch to promote the PAC; Cindy noted that officers had talked during lunch in prior years. Discussion circled back to the gift bag concept - a minimum gets the gift bag, but \$100 gets a golf shirt (or similar). Craig suggested the progress updates between presentations in all tracks. Natalie offered the advocacy bag and/or pin, with holding a membership meeting including recognition for those doing more - this should be considered for the Spring meeting. Rodney questioned whether this would replace a sponsored lunch or could be part of a sponsored lunch.</p>	<p>Rodney to put out a call for other VSHP members to join the PAC committee.</p> <p>PAC committee members to consider the stated (and future additional) efforts to increase PAC visibility, such as contributor gift bags and other swag.</p> <p>Steve to arrange for PAC committee to meet during Spring seminar with Lauren.</p>

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5 Cont'd	<p>B. ASHP House of Delegates</p> <p>C. ASHP Presidential Officers Retreat recap</p> <p>D. ASHP call for officers</p>	<p>Lauren further commented, in response to questions: donors' information must be collected; however, it was clearly defined what information was required; the concept of pushing VSHP members' information into a PAC donor database was not done with other clients, and should not be necessary if donations are made online; the State Board of Elections requires the filing of donations, and office staff can do it.</p> <p>Rodney concluded that we have a lot of opportunities with a better understanding of expectations; we should create a fact sheet for the newsletter and regional meetings; we need to increase the number of members with Lisa on the PAC committee; we should do a dog-n-pony show about PAC; and we should shoot for a goal of \$5K - or should it be \$2.5K? - as we have many initiatives to support. Cindy and Natalie offered to join the PAC committee; Elsbeth is already a member. Michelle offered another suggestion of donor stickers for those who contributed to PAC prior to the meeting (after starting the push one month before the seminar). Rodney will put out the call for members to join the PAC committee, and the group will meet with Lauren during the Spring seminar.</p> <p>Steve noted that for the ASHP House of Delegates this year, VSHP has two openings, each for a three-year term. This was sent to the membership in an email.</p> <p>Steve and Rodney attended the ASHP Presidential Officers Retreat. The focus this year was on diversity and inclusion. Rodney will send out a white paper article that was key for the discussion. Rodney questioned whether VSHP was diverse; Cindy replied that we can improve and that circulating, engaging and following-up with members is needed to maintain diverse membership. Other topics at the Retreat were succession planning, collaborative practice agreements, the opioid crisis, and antimicrobial stewardship.</p> <p>Steve referred Board members to an email from ASHP calling for officer candidates. Steve noted that one must resign from a VSHP office if one becomes an ASHP officer.</p>	<p>Steve will coordinate the collection of candidates with the subsequent election.</p> <p>Rodney (via Steve) will distribute the white paper article.</p> <p>No further action needed.</p>

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6	<b>Treasurer's Report</b>	No report was presented.	Steve and Kim will have the draft budget ready for the January Board call.
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>	No report was presented.	
10	<b>Immediate Past President's Report</b>	No report was presented.	
11	<b>Executive Committee Reports</b>	No report was presented; Executive Committee did have a call and discussed the House of Delegates positions, PAC, and the agenda for the next BoD call.	
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>	No additional committee reports were presented.	
16	<b>Other Reports/Miscellaneous</b>	Sara reported that non-members are attending meetings but not joining VSHP - what should she do? Rodney noted that this had happened before with VSHP meetings. Steve recommended asking a representative to say it is only for VSHP members.	
17	<b>Adjournment</b>	The meeting adjourned at 2:00 pm.	The next Board meeting will be a conference call on Friday, January 5, at 1P.