

Meeting Minutes and Action Items

Date: 2/03/17 Time: 1:00 PM Location: Conference Call
VSHP Board of Directors

INVITEES/ATTENDEES	
Facilitator:	Rafael Saenz
Recorder:	Craig Kirkwood
Attendees:	Rafael Saenz, Cindy Williams, Craig Kirkwood, Rodney Stiltner, Kimberly Bigger-Hayes, Steve Glass, Sara Ladd, Natalie Nguyen, Lindsay Enzor, Scott Anderson, Kelly Martin, Rose Salzberg, Amber Wesner, Stephen LaHaye, Celene Amabile, Emily Dyer

AGENDA/DISCUSSION			
Item #	Statement	Comments/Action	Action/Follow-up
1	Welcome, Introductions, Acknowledgements & Roll-Call	<p>Rafael Saenz initiated the meeting at 1:03P with roll-call.</p> <p>Cindy was recognized for her renewed appointment to the ASHP Forecast Panel, for 2018-2022.</p> <p>Rafael recognized Natalie's effort in the coordination of the Lobby Day. He added that the number of RXs collected was great.</p> <p>Rafael noted that he was headed to Dallas for the Technician Consensus Conference, and added that PTCB already caved on the position. Rodney noted that the support was still not adequate, the timing was odd, and that they were trying to get people back on track.</p>	<p>A quorum of voting members was present; business to be conducted.</p> <p>Steve noted that the Go-To-Meeting invitation will be different each month.</p>
2	Approval of Minutes	Minutes from the January 6, 2017 call were distributed prior to the call.	Minutes from the January 6 call were approved.
3	<p>Old Business</p> <p>A. House of Delegate representatives' term and phase-in elections</p> <p>B. Review of Strategic Goals for 2016-2017</p>	<p>The ASHP House of Delegate election ballots have been tabulated with the following results:</p> <p>Craig Kirkwood - 1 year term Lisa Hammond - 2 year term Kelly Martin - 3 year term Scott Anderson - 3 year term</p> <p>Rafael led a review of the Goals from the Strategic Plan. The following updates were noted:</p> <p>Goal: Member engagement through value-added products and services</p> <p>1. To improve communication among the society</p> <ul style="list-style-type: none"> • Discussion board system 	<p>Delegates will receive ASHP emails and are to join in for the March virtual meeting and plan for the Regional Delegate meeting.</p> <p>Alternates will be identified per voting results and contacted by Steve.</p> <ul style="list-style-type: none"> • The project of creating a discussion board had been delegated to a member; Rafael will discuss with Emily prior to further review at the next Board meeting.

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		<ul style="list-style-type: none"> • Leader spotlight and member spotlight <p>3. Improve student outreach initiatives</p> <ul style="list-style-type: none"> • Re-establish mentorship program • Ensure Fall AND Spring Seminar student programming <p>Goal: To empower and equip members to be leaders in the profession</p> <p>1. Sponsor ASHP Bootcamp</p> <p>2. Continue Commonwealth Leadership Forum</p> <p>3. Provide leadership education</p> <p>Goal: To position VSHP to be a financially sound organization for the next 10 years by increasing value and revenue</p> <p>1. Vendor reverse exposition</p> <p>2. Sponsor-a- student, sponsor-a-tech</p> <p>3. Collaborate with other organizations to fill gaps</p>	<ul style="list-style-type: none"> • Steve send an email requesting participation; Board members are encouraged to reply. • This was done; new applicants are identified each month. • Need to ensure student programming in future <p>This has been on-hold per Rafael. Cindy added we cannot use ASHP materials verbatim (Lindsay Enzor has slide content). Only a few topics from Strategic Planning align with CLF attendees' needs. To be further assessed.</p> <p>Done - hardwired into organization These provide a working agenda for the next session.</p> <p>Kim was recognized for her work with this. We have a new way forward with vendors and tied nicely with CLF. Recommendation was made to drop this as a continuing goal.</p> <p>Rafael will talk with Scott about this for the Spring Seminar and Fall Seminar.</p> <p>Rodney provided a succinct update of changes at VPhA. VPhA does want to collaborate with VSHP. Tentatively to invite Johnny Moore and another VPhA member to April's CLF.</p>
4	<p>New Business</p> <p>A. Board meeting at the Spring Seminar</p> <p>B. Leadership Retreat</p>	<p>The Spring Seminar will follow the template used in the Fall Seminar, with no good time for a Board meeting. Options include a breakfast meeting or a meeting that conflicts with a session.</p> <p>We are planning for an Leadership Retreat at Wintergreen again this year, looking at a few dates in May or June.</p>	<p>Watch for a Doodle poll.</p> <p>Watch for a Doodle poll.</p>

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5	Treasurer's Report	<p>Kim noted revenue of \$10K from the Fall Seminar, and a net of \$11K from the seminars in 2016. Expenses were down; revenue was up. We have \$84K in checking and \$260K in investments. We will need to rebalance the investment account slightly to correct allocation.</p> <p>Rodney asked about the PAC fund - Kim replied that she did not manage that account; Steve added that Lauren does and will check it. Natalie asked if she could receive the PAC information as well. Discussion followed about whether Kim should be involved with it.</p>	[Note: Documents were submitted immediately after the meeting.]
6	Secretary's Report	No report was presented.	
7	<p>President's Report</p> <p>A. Commonwealth Leadership Forum</p>	Rafael noted the Commonwealth Leadership Forum will meet on Thursday before the Spring Seminar, from 10A-5P. This will be paired with the reverse expo. Discussion will focus on directors' challenges and what-is-keeping-you-awake-at-night issues, as well as a leadership fund.	No action required.
8	<p>President Elect's Report</p> <p>A. Opioid Task Force</p> <p>B. Virginia Congress Update</p> <p>C. Membership Drive</p>	<p>The Opioid Task Force met on Monday, 1/13. Topics discussed included identifying prescribing patterns; naloxone education; offering an opioid track at a seminar; pain management; and an update from Matt. Programming ideas were discussed, and potential inclusion with the CLF was noted. Rodney thanked all who participated in the call.</p> <p>Rodney and Janet Sylvester are two of the VSHP representatives at the Virginia Congress. Technician certification and collaborative practices were discussed; collaborative practice templates will be shared and Caroline may allow them on the Board of Pharmacy web site.</p> <p>Rodney noted a membership drive will be conducted in the future.</p>	<p>Further consideration for presentation at the Retreat and/or at CLF.</p> <p>Follow-up next call.</p> <p>Follow-up on next call.</p>
9	Executive Committee Reports	No report was presented.	

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9	Executive Director		
	A. Membership Report	Steve provided a Membership Report. Initial discussion focused on growth over the past year, but not compared to a few years ago. The following discussion followed: Kim expressed displeasure over the percent of pharmacists who are members of VSHP. Rodney agreed and noted we need a membership drive. Natalie and Kim offered methods to assess how members feel involved. Rafael noted Board members need to take a role, beginning at their own sites. Rodney noted the need for data, including members per site. Joint membership with ASHP deserves discussion. Rafael noted the need for services that will draw pharmacists in, and we need to create these. Cindy suggested making personal calls to non-renewing members; Emily questioned if emails were being sent to non-renewing members from within the regions. Steve said no emails go out; Rodney offered to take it on and Cindy offered to help. Rafael said the Board must discuss it, and redirected discussion to working towards growth and retention. Rodney offered we had options. Rafael stated we are forming a Membership Retention Task Force and that Emily is to look at services we provide (with talking points). Members volunteered: Emily, Rodney, Cindy, Kim and Natalie. Rodney noted the group will give a report at the next Board meeting with focus on assessment and options.	Membership Retention Task Force to provide a report at the next Board meeting.
	B. Recognition of Reports	Steve acknowledged and thanked the groups who submitted reports.	No further action required.
10	Regional Reports	Region IV submitted a thorough report of the region's activities.	No further action required.
11	Student Chapter Reports	The Shenandoah University chapter submitted a complete report.	No further action required.
12	Committee Reports	The Legislative Committee submitted a thorough report on VSHP's Day on the Hill 2017. The Organization Affairs Committee provided a succinct report of its work and upcoming plans. Member Benefits and Services Committee submitted a report.	No further action required.
13	Other Reports	A call for posters for the Spring Seminar was distributed.	No further action required.
14	Adjournment	The call adjourned at 5:55P.	The next conference call is scheduled for Friday, 3/3, at 1P.