

December 8, 2009

7:00 am

SPA Board Minutes

Frankie Doodles Restaurant

Meeting called by: Brenda Bray, SPA President **Type of meeting:** Monthly Board meeting

Facilitator: Brenda Bray, SPA President **Note taker:** Andrew Helm, Brandy Singer

Attendees: Mike Glockling, Sue Kellogg, Brenda Bray, Colleen Terriff, Cris DuVall, Lori Ruff, Michelle Sodorff, Brandy Singer

Absent: Michael Brandt, Bill Fassett, Andrew Harbison, Rebecca Hille,

Minutes

Agenda item: Approval of Minutes from 11-10-09 **Presenter:** Brenda Bray

Discussion: Minutes are accurate as to what happened during the meeting. Comment: SPA winners made it into the Spokesman Review

Conclusions: Minutes approved for the meeting of 11-10-09 without objection

Agenda item: Board Election Results **Presenter:** President Bray

Discussion: Results announced:
Michael Brandt – President
Michael Glockling – Vice President
Sue Lienhard – Board Member
John Griffith – Board Member

Conclusions: Congratulations to our incoming leaders, and thanks to our outgoing leaders!

Action items:	Person responsible	Deadline
✓ Alert incoming board members of the results	Brenda Bray	ASAP

Agenda item: Relay for Life Team in Medical Lake **Presenter:** Lori Ruff

Discussion: May 14th and 15th – request for SPA sponsorship in the amount of \$75 (in Feb or March) . SPA sponsorship is described online as an activity that SPA is a part of, and promotes in the community.

Conclusions: \$75 sponsorship approved unanimously

Action items	Person responsible	Deadline
✓ Lori to work with Michelle to get the check	Lori Ruff and Michelle Sodorff	

Agenda item: Responsibilities of the Board Members **Presenter:** President Bray and others

Discussion: Purpose is to clarify the responsibilities, appointment of the Executive Vice-President, and financial responsibilities. Important to help the Board Members know what to do and what responsibilities are.

All Board Members:

- Need to add “Participate in email communication” to list of responsibilities
- Comment – Possible advantage in changing language describing board members seeking donation to be a suggestions rather than an expectation. Consensus to keep it an expectation.

CE Chair:

- Suggestion to amend language in responsibilities to say “arrange advertising for CE events”
- Comment - don't need to put each month into the listed expectations for the calendar)
- Comment - Important to keep a monthly activity as a member benefit. Membership numbers may be increasing as a function of benefits.
- Comment - Cannot hold an event if there is no funding.
- Comment - Keep the options of WSU Spokane as a venue because of central location, good parking, and space.
- Comment - May need to begin charging more for CE events. Compare dues for ARNP CE's, dental society, gives a good perspective on what we're charging our members.
- Suggestion to add “Care of Equipment” to the list of responsibilities - Need to keep track of projector, red suitcase, and other equipment.
- Comment - WSPA will submit Jeff Rochon's CE, but Dr. Banks' CE will need to be submitted by SPA.

Treasurer:

- Comment - Not confident that we have all 7 years of records that we're supposed to have. Brenda Bray has some boxes of SPA materials that she can look at to see if these are the rest of the records.
- Comment - Need to make sure Michael Brandt has CE fees and organize speaker fees (W-9 form you give to the CE speaker and get those to the treasurer).
- Need to add “File appropriate tax forms annually” to the list of responsibilities. this point to the Treasurer Duties.
- Comment - SPA didn't file taxes last year → Michelle sought opinion the accountant at SHMC (Harley) to get some perspective on how to clean that up.
- Clarification – The invited CE speaker gives SPA a copy of W-2, we give the W-9 to the sponsor of the event, and SPA files a 1099 and 999 annually as a non-profit.
- Comment - Internal audit? Is SPA at risk if we were to be audited? Probably not – we're small potatoes.

Executive Vice President - Appointed:

- Comment – What's the difference between VP and EVP? The EVP does a lot more of the time consuming day to day activities. Also a way to create a position that gives an ability to keep contributing after maxing out their office terms (as in Bill Fassett's case). Position created to cover what Margueritte Villars and Doug Crafton used to do.
- Comment - Need to follow up on the money request to Purdue to get a grant to fund the SPA Drug Alert.
- Comment – there are possible advantages of removing the words “interpretation of the by-laws” from the responsibilities.

Vice President:

- Suggestion – Add “Other assignments as prescribed to aid the President” to the list of responsibilities

President:

- Suggestion - Add descriptions about (1) Newsletter articles, (2) Public interface for SPA, (3) Other bullets to be added as needed by Brenda.
- Comment – Brenda knew she did a lot more than what was on her list! All agreed.

Banquet Chair:

NOTE: An email from Brandy Singer detailing these responsibilities was sent to Brenda Bray, but

did not make it onto the draft sheet in time for the board meeting.

- Comment – Main three points of responsibility for this position: (1) Banquet, (2) Raffle, (3) Get a speaker/presenter for the event.
- Comment - Need to create a method for passing details of responsibilities and resources along during transition when new people assume responsibilities
- Suggestion – Add a specific descriptive line as follows to the listed responsibilities "transition incumbent to present position." (thank you, Cris Duvall for the wording)

Past President:

No change to listed responsibilities.

Technician Member:

- Suggestions for responsibilities: (1) Representation of Tech members, (2) Liaison to WSPA and the technicians academy, (3) Coordinate with CE chair to make sure there is a technician event annually.
- Comment – Possible 4th responsibility organizing sponsorship of a Relay for Life team? Probably not, this something that Lori does on her own.

-----Andrew Helm Excused from Meeting: Stopped Taking Minutes Here-----

Conclusions:

Action items:	Person responsible	Deadline
To revise as suggested/approved above – see attachment below with all changes included	President Bray	ASAP

Agenda item:	Drug Alert Program	Presenter:	Bray
Discussion:	Deferred – Bray and Kellogg to finalize during early 2010		
Action items	Person responsible	Deadline	
✓			

Agenda item:	CE Update	Presenter:	Glockling
Discussion:	Michael Brandt and Mike Glockling working on a transition plan; Will likely have fewer formal CE programs – the goal is to sponsor quarterly programs. Discussion occurred about supplementing CE the other months with local speakers who do not have large expenses (travel, honoraria etc). Other ideas for reducing CE costs include reducing speaker fees, changing venues and possibly discontinuing the breakfast meetings due to poor attendance. Continued discussion on this item will occur at the January 2010 meeting.		

Agenda item:	WSPA Update	Presenter:	Terriff & Duvall
Discussion:	Fall meeting was a success with good attendance and positive response in programming; Up-coming CE events: New drugs/new laws and Case Management program 1/24/10 in Seattle and April, 2010 in Spokane; CE & Ski in Sun Valley, Idaho 2/17-2/21/10; legislative issue regarding lawsuit for AWP objection - judge will hear on 12/11/09;		
	For the near future focus - interpretive services to be a pharmacy responsibility if/when DSHS stops paying for such language services.		

Responsibilities of Spokane Pharmacy Association Board Members and Elected/Appointed Positions

New: December 7, 2009 (to be reviewed/updated each year in October prior to election of new Board Members)

All Board Members

- Attend Monthly Board Meetings (Every month except July and August)
- Attend two CE events to assist CE Chair
- Attend Annual Awards Banquet in Fall
- Donate or seek donation for one raffle item for Annual Awards Banquet
- Contribute to Newsletter, as needed
- One Board Member (who is not a signee on the bank accounts) assigned to collect mail from PO Box.
- Participate in e-mail communication
- Maintain appropriate records which will be transitioned from the incumbent to the new board member
- Recruit new active/elected members

CE Chair - Appointed

- Develop Annual CE Calendar (typically no CE in July, August, December)
- Obtain funding for CE events.
- Arrange advertisement for CE events
- Maintain required CE records
- Distribute CE certificates
- Maintenance and storage of equipment (LCD projector, screen)
- Submit W-9 tax form to sponsoring pharmaceutical companies upon request
- Collect W-2 tax form from speakers (provide to Treasurer)

Treasurer - Appointed

- Maintain financial records electronically
- Keep original financial information (receipts, invoices, deposits, etc)
- Provide financial report at each Board Meetings (profit and loss statement, Balance Sheet, others as necessary)
- Deposit money received by SPA to appropriate bank account
- Ensure President, Vice-President, and CE Chair have SPA debit/credit card.
- Maintain appropriate signatures on file with bank.
- Write checks for necessary bills
- Track use and collect receipts for credit card/debit purchases from President, Vice-President, and CE Chair
- File appropriate tax forms annually with the federal government (10-99, 9-99)

Executive Vice President - Appointed

- Develop and maintain current membership roster.
- Coordinates organizational communication including the following:
 - Blast e-mails to individuals
 - Blast Faxes to pharmacy locations
 - Distribution of newsletters
 - Electronic voting
 - Oversight of SPA website
- SPA Drug Alert Program
 - Screen submissions of Drug Alert forms.
 - Distribute Drug Alerts to pharmacies through communication channels.
 - Conduct quality assurance activities for the SPA Drug Alert Program.
- Other duties as assigned

Vice President - Elected

- Run Board Meetings if President unable to attend
- Assist with interpretation and update of constitution and by-laws.
- Other duties as assigned

President - Elected

- Run Board Meetings
- Coordinate Newsletter (including President's message)
- Represent organization to the public at large
- Manage annual board election
- Assist all board members with their assignments/responsibilities
- "MC" Annual Awards Banquet
- Other duties as assigned

Pharmacy Technician Representative

- Provide voice for pharmacy technicians members
- Serve as liaison to WSPA pharmacy technician group
- Coordinate with CE Chair to arrange an annual pharmacy technician education event
- Other duties as assigned

Annual Awards Banquet Chair – Appointed

- Coordinate Annual Banquet – determine venue, solicit vendors, send invitations, secure CE speaker (if utilized)
- Coordinate Awards – call for nominations, obtain award plaques
- Coordinate Fundraiser – obtain donation items, organize fundraiser at banquet

Past-President

- Advisory to President and to Board
- Other duties as assigned

Student Pharmacists (3rd Year and 4th Year)

- Manage Raffle Program at CE Programs for Marguerite Villars Scholarship Fund.
 - Obtain raffle items
 - Sell raffle tickets
- Assist at CE events.
- Recruit student pharmacists to join SPA.

Student (4th Year) – Secretary

- Record and provide minutes of each board meeting to the President.