

# SPA Board Minutes

Frankie Doodles Restaurant

---

<b>Meeting called by:</b>	Brenda Bray, SPA President	<b>Type of meeting:</b>	Monthly Board meeting
<b>Facilitator:</b>	Brenda Bray, SPA President	<b>Note taker:</b>	Andrew Harbison, student rep.
<b>Attendees:</b>	Michael Brandt, Brenda Bray, Cris Duvall, Andrew Harbison, Sue Marchi Kellogg, Michelle Sodorff,		
<b>Absent:</b>	Rebecca Hille, Bill Fassett, Michael Glockling, Andrew Helm, Lori Ruff, Brandy Singer, Colleen Terriff		

## Minutes

---

<b>Agenda item:</b>	Approval of Minutes from 6-9-09 and 7-30-09	<b>Presenter:</b>	Brenda Bray
<b>Discussion:</b>	None		
<b>Conclusions:</b>	Minutes approved for the meeting of 6-9-09 and 7-30-09		

---

<b>Agenda item:</b>	Pharmacy Technician Student Status	<b>Presenter:</b>	Brenda Bray
<b>Discussion:</b>	Draft of changes to SPA Constitution and Bylaws was presented that includes pharmacy technician students being eligible for membership. Some minor suggestions for amendments were made.		
<b>Conclusions:</b>	The changes to the SPA Constitution and Bylaws were approved by the Board and will be posted for member review before a vote by members.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Post the proposed changes of the SPA Constitution and Bylaws to the website for membership review	Sharon Fassett	N/A	
✓ If/when changes approved, contact will be made with local pharmacy technician training program directors	Brenda Bray	N/A	

---

<b>Agenda item:</b>	Follow Up – SPA Drug Alert Survey Results	<b>Presenter:</b>	Sue Marchi Kellogg
<b>Discussion:</b>	Overall there was a positive reaction to the survey. We faxed about 100 surveys to operating pharmacies and received 49 responses. One suggestion was to simplify the Drug Alerts form. A suggestion from the Board was to spell out Spokane Pharmacy Association at the top of the form and put “service provided by SPA” at the bottom of the form. Brenda will discuss with a contact in law enforcement about sending out robbery updates. We need to start tracking alerts, including the number, what type of alerts are being sent out, and reasons alerts are not being sent. Bill Fassett will be sending out the Drug Alerts through his computer.		
<b>Conclusions:</b>	The Board approved to continue SPA Drug Alerts with a new amended form. The new form will be sent out with the next newsletter. Will discuss with Bill Fassett about tracking Drug Alerts.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Edit and amend the current Drug Alerts form	Sue Marchi Kellogg	N/A	
✓ Attach new Drug Alerts form to the next SPA newsletter	Andrew Helm	N/A	
✓ Keep track of Drug Alerts if possible	Bill Fassett	N/A	

---

<b>Agenda item:</b>	Committee Report - Financials	<b>Presenter:</b>	Michelle Sodorff
<b>Discussion:</b>	We are about \$10,000 negative net income for 2009 but we were \$7-8,000 positive at the end of 2008 therefore for 2008-2009 we are about \$2000 negative. On the Profit & Loss printout, it is not		

transparent that we paid \$2,500 to the WSU Scholarship fund this year. Michelle informed us the money transfer can be seen in Quickbooks, but it is hard to have it print out on paper.

**Conclusions:** We would like the Profit & Loss printouts to be more transparent with where the money is, or where it has gone to. It would be nice to include the scholarship fund under program income, with sub topics that includes scholarship money from raffle, membership, and donations.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Adjust the Profit & Loss printout to be more transparent with where the money is and where it goes.	Michelle Sodorff	N/A
✓ Adjust how scholarship money is reported on the Profit & Loss printout	Michelle Sodorff	N/A

---

**Agenda item:** Committee Report – Annual Awards      **Presenter:** Brenda Bray

**Discussion:** Brandy Singer would appreciate help recruiting vendors for the banquet. We have started to receive award nominations. A physician from the WSU Sleep and Performance Research Center will be the speaker.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Vendor form submission	Vendors	9-30-09
✓ Invitations sent out	Brandy Singer	Sept 09
✓ Award nominations	Board members	Aug/Sep 09

---

**Agenda item:** Committee Report – CE update      **Presenter:** Michael Brandt

**Discussion:** None

**Conclusions:** Steve Setter will present Parkinson's CE on September 16<sup>th</sup> and 17<sup>th</sup>.  
Colleen Terriff will present a Flu Update CE October 14<sup>th</sup> or 15<sup>th</sup>.  
We will have to start looking for a new CE chair for next year as Michael Brandt will be stepping down.

---

**Agenda item:** Committee Report – Student Update      **Presenter:** Andrew Harbison

**Discussion:** We still have five donations for raffle items for the student scholarship. The Board prefers this new format for reporting meeting minutes to the old one.

**Conclusions:** The current format for reporting meeting minutes will be maintained.

---

**Agenda item:** Committee Report – Membership Update      **Presenter:** Michelle Sodorff

**Discussion:** Sharon Fassett is continuing to track membership for Spokane Pharmacy Association. Currently there are ~230 SPA members for 2009. It has come to the Boards attention that some email services block emails from SPA.

**Conclusions:** We will attempt to keep members email addresses updated. There will be a new sign-in form at the next CE.

---

**Agenda item:** Committee Report – WSPA/Statewide update      **Presenter:** Cris Duvall

**Discussion:** Immunization training will be September 16<sup>th</sup>. Currently about 6 people signed up for the training. One WSPA member requested that local job announcements through SPA for the Spokane area because all of the WSPA job announcements are for the west side of the state.