

January 12, 2010

7:00 am

SPA Board Minutes

Frankie Doodles Restaurant

Meeting called by: Michael Brandt, SPA President **Type of meeting:** Monthly Board meeting

Facilitator: Michael Brandt, SPA President **Note taker:** Andrew Harbison, Andrew Helm, student reps.

Attendees: Michael Brandt, Brenda Bray, Cris Duvall, Bill Fassett, Michael Glockling, Andrew Harbison, Andrew Helm, Sue Marchi Kellogg, Sue Lenhardt, Lori Ruff, Michelle Sodorff, Colleen Terriff

Absent: Rebecca Hille

Minutes

Agenda item: Approval of Minutes from 12-08-09 **Presenter:** Michael Brandt

Discussion: None

Conclusions: Conditionally approved minutes for the meeting of 12-08-09.

Action Items	Person Responsible	Deadline
<ul style="list-style-type: none"> Email any recommendations for changes to Michael Brandt 	All Board Members	02-09-10

Agenda item: Pharmacy Legislation Day **Presenter:** Andrew Helm

Discussion: Pharmacy Legislation Day is February 9th in Olympia, Washington. Washington State University is going to send about one hundred students over in two buses. Students will spend the day lobbying with legislators, providing awareness for legislators and opens avenues for advocacy in the future for pharmacists and pharmacy students. Andrew Helm, Cris Duvall, and Bill Fassett will be attending. The Dean, the student organization, Fred Meyers, and Bartell's have all donated money, however, they are still \$3500 short. Andrew Helm requested SPA to donate \$250 to help pay for the buses.

Conclusions: Approved for SPA to donate \$250 to WSU Pharmacy Legislative Day fund.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> Send donation check to WSU College of Pharmacy 	Michelle Sodorff	ASAP

Agenda item: Conflict of Interest **Presenter:** Michael Brandt

Discussion: We must individually fill out conflict of interest paperwork and keep in a file because we are a non-profit organization. If you have a conflict of interest at any point, you must verbally disclose it, then you can still contribute to the discussion, you would not be allowed to vote though.

Conclusions: Conflict of interest forms need to be filled out by all board members.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> Email the correct conflict of interest forms to the Board 	Bill Fassett	ASAP
<ul style="list-style-type: none"> Print out, sign, and bring the conflict of interest form to the next SPA Board meeting 	All Board Members	02-09-10

Agenda item: Greater Spokane Substance Abuse Council **Presenter:** Brandt/Glockling

Discussion: The contact person has talked with SPA in the past. She is currently revamping the Rx-Watch and Meth-Watch programs. She gives talks free of charge.

Conclusions: We will keep this in mind for a potential CE in the future; possibly a combination CE or a 4-6 hour

CE seminar

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> Consider this person as a potential CE speaker 	Mike Glockling	N/A

Agenda item: Board Member Responsibilities **Presenter:** Michael Brandt

Discussion: The new responsibilities reflect the changes made during the last SPA Board meeting. Colleen Terriff is going to send in WSPA Liaison responsibilities. Bill Fassett, as the Executive Vice President, is not proposing to take over the web master responsibilities, just maintain the current roster, distribute membership cards, and maintain official copies of files, documents (everything except Treasurer records). He will also work closely with and be the contact for the webmaster. EVP position falls under the authority of the President to appoint committees. Bill has established voicemail and fax numbers for SPA, although we may have to change to e-fax someday because the fax is not currently 24hrs 7days a week. There were questions raised about the sustainability of these responsibilities. Michelle Sodorff is willing to continue as Treasurer for one more year. Treasurer is an appointed position; therefore it does not have to be a board member. Questions about purchasing QuickBooks or other financial programs.

Conclusions: Approved for Bill Fassett to remain the registered corporate agent for SPA and he was appointed the Executive Vice President. Michelle Sodorff was appointed SPA treasurer for 2010.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> N/A 	N/A	N/A

Agenda item: SPA Drug Alert **Presenter:** Bray/Kellogg

Discussion: The form will be updated, including the new voicemail number and a cover letter, and sent to all pharmacies in the Drug Alert system. The pharmacies will then need to save it, or access the form from the SPA website, and dispose of all old SPA Drug Alert forms. Brenda Bray is talking with the Spokane Police Dept about timely reporting to us about pharmacy-related crimes. A DEA agent based in Seattle is interested in our program because they have an Rx Drug Diversion program. She will meet with Michael personally. Bill can set up an email account for SPA Drug Alerts. Mike has attempted to talk to PurduePharma about possible funding. Cris Duvall will also attempt talking to PurduePharma. If a physician wants to send a Drug Alert out, they must contact a pharmacist.

Conclusions: The form will be updated, including the new voicemail number and a cover letter, and sent to all pharmacies in the Drug Alert system. If a physician wants to send a Drug Alert out, they must contact a pharmacist.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> Contact PurduePharma about SPA Drug Alert funding. 	Glockling/Duvall	N/A

Agenda item: Student Update **Presenter:** Harbison/Helm

Discussion: Andrew Harbison is following up on raffle ticket items. Recruitment of the incoming pharmacy student representative should be completed by April for the name to be submitted to the board for consideration.

Conclusions: Board approved cost of postage to send letters in search for more donation items.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> Recruit incoming 3rd Year pharmacy student representative 	Andrew Helm	April 2010

Agenda item: Annual Awards Banquet **Presenter:** Sue Marchi Kellogg

Discussion: Sue will follow up with Andrew Harbison regarding any additional raffle ticket items (i.e. basketballs). Still looking at other venues for the banquet besides the Spokane Club. Sue will be in charge of selecting the newsletter spotlight in the future. Possible candidate for next spotlight is the closed door long term care pharmacy Reliant RX (bought memberships for every employee).

Conclusions: Sue will be in charge of selecting the newsletter spotlight in the future.

Action items		Person responsible	Deadline
<ul style="list-style-type: none"> Select spotlight for SPA newsletter 		Sue Marchi Kellogg	Variable
Agenda item	Financials	Presenter	Michelle Sodorff
Discussion	Net loss is a concern, and due mainly to CE costs. Focus on reducing costs in a number of ways throughout the year will be of great benefit to our balance sheet. Still need to follow up getting W-9's to/from appropriate parties.		
Conclusions	N/A		
Action items		Person responsible	Deadline
<ul style="list-style-type: none"> Follow up getting W-9 forms to/from appropriate parties 		Michelle Sodorff	Variable
Agenda item	CE Update	Presenter	Mike Glockling
Discussion	Focus will be on reducing costs while maintaining same number of worthwhile events. When the event is sponsored, dinner will be included. When the event is not sponsored, dessert and coffee will be included. The event time will be pushed back a half hour when dinner is not provided to allow people to eat before attending, and care will be taken to include clear language about each event on the invitations. Manito is a great venue for \$25 room fee. Focus on less expensive local speakers and college faculty will also reduce costs. An organization called Foundation for Care Management writes grants and secures funding for speakers at no cost. Mike Glockling, Sue Lenhardt, and Bill Fassett to collaborate on this. We can charge rental fees for SPA equipment used in CE's when writing grants – easy way to get some extra money for SPA.		
Conclusions	When the event is sponsored, dinner will be included. Next CE at Manito on Jan 27th (dessert and coffee), and breakfast on Feb 4th at Perkins. Students will need to be there to man the table.		
Action items		Person responsible	Deadline
<ul style="list-style-type: none"> Contact Foundation for Care Management about grants/funding for speakers 		Glockling/Lenhardt/Fassett	ASAP
Agenda item	Membership Update	Presenter	Bill Fassett
Discussion	2009 rates will still be extended through January 15th due to website updates schedule on WSPA and SPA sites. Mike Glockling needs a bankcard, and Sue Kellogg will begin checking mailbox once weekly rather than Mike once bankcard is received. Bank accounts need to be updated to remove/add names according to leadership updates. The website has been updated to include legislative issues this year. Soma will become schedule IV as of February 5th.		
Conclusions	2009 rates will still be extended through January 15th due to website updates schedule on WSPA and SPA sites. Mike Glockling needs a bankcard. Sue Kellogg will begin checking mailbox once weekly rather than Mike.		
Action items		Person responsible	Deadline
<ul style="list-style-type: none"> Supply Mike Glockling with a bank card 		Michelle Sodorff	N/A
<ul style="list-style-type: none"> Check the SPA mailbox once weekly 		Sue Marchi Kellogg	N/A
Agenda item	WSPA/Statewide Update	Presenter	Colleen Terriff
Discussion	Colleen will be stepping down from WSPA position and recommending Brenda Bray to take over. Colleen will still help where she can, but will not officially be on the SPA board any longer. Speakers are needed for the Northwest Pharmacy Convention, so we all need to watch for potential speakers and let Cris DuVall know. WSPA, NACDS, NCPA and several independent pharmacies filed suit over unlawful Medicaid cuts, citing failure to assure Medicaid patient access and quality of care. Carisopodol is included in the Controlled Substances Act effective Feb. 5, 2010. WA state legislative session starting January 2010 is a short 60 day session with a projected \$2.6 billion budget deficit.		
Conclusions	Colleen will be stepping down from WSPA position. Colleen will still help where she can, but will not officially be on the SPA board any longer. January 24 th is <i>New Drugs, New Laws, New Care Management</i> in Seattle. February 17-21 is the <i>Winter CE & Ski Seminar</i> at Sun Valley Resort. April 25 is <i>New Drugs, New Laws, New Care Management</i> in Spokane. June 3-6 is the <i>Northwest</i>		

Pharmacy Convention in Coeur d'Alene.

Action items	Person responsible	Deadline
<ul style="list-style-type: none">• Watch for potential speakers for the Northwest Pharmacy Convention	All Board members	N/A

Agenda item	WA Board of Pharmacy Update	Presenter	Rebecca Hille
Discussion	No update as Rebecca Hille was absent.		
Conclusions	N/A		

Action items	Person responsible	Deadline
<ul style="list-style-type: none">• None	N/A	N/A

Agenda item	Technician Update	Presenter	Lori Ruff
Discussion	Lori to review SPA website for updates in the "Tech Corner". She will connect with Bill Fassett for this.		
Conclusions	Lori to review SPA website for updates in the "Tech Corner".		

Action items	Person responsible	Deadline
<ul style="list-style-type: none">• Review SPA website for updates in the "Tech Corner"	Lori Ruff	N/A