

**ICHP Board of Directors Meeting Minutes**  
**Wednesday, January 17, 2018**  
**Conference Call**

<u>Topic</u>	<u>Action</u>	<u>Person</u>
<b>I. Call to Order</b>	Meeting called to order at 1:04pm	T. Hunerdosse
<b>II. Announcements</b>	Scott announced 2 corrections to the Board of Directors (J. Phillips as KeePosted editor and A. Kahaleh as Ambulatory Care Network Chair) as listed in the initial agenda	Board
<b>III. Board Responsibilities, Confidentiality, Conflicts of Interest **</b>	A few members still need to submit their sign COI agreement to ICHP. Follow up will be via the ICHP office.	S. Meyers
<b>IV. Approval of Minutes (10/28/17) **</b>	Minutes as previously submitted; accepted by the board with the correction of C. Hope being Excused from the October 2017 meeting	J. Arnoldi
<b>V. Treasurer's Report**</b> a. Financial Reports (12/2017)	Kathryn reviewed the December financial reports which included a ~100,000 surplus. Kathryn thanked the ICHP staff for preparing a side by side budget for review.	K. Schultz
<b>VI. Unfinished Business:</b> a. Investment Policy**	a. Clarifications were made to the document, including the makeup of the membership of the finance committee and delineating the suggested percentages for types of investments. The Finance Committee (made up of at least 6 members) is outlined in the Bylaws. Scott discussed a revision to the document, including defining advisory members and that the Board can select, appoint, reappoint, and remove the advisory members. Chris Crank moved to approve the investment policy (seconded by Mary Lee); Scott moved to revise the policy as discussed (seconded by Chris Crank); subsequently the Board voted to approve the investment policy as amended.	K. Schultz

<p><b>VII. New Business</b></p> <p>a. Budget 2018**</p> <p>b. Appointment of Building Committee and PAC Board of Trustees**</p>	<p>a. Kathryn answered a question regarding any significant changes between last year’s budget and this year’s. In the side by side budget, the income from the GLPRC has dropped due to ACPE’s new process for downloading the programs and negotiations by GLPRC. Other changes are relatively insignificant; minor alteration is budget for sending Trish and Maggie to ACPE administrator’s workshop. The Board voted to <i>approve</i> the 2018 budget.</p> <p>b. Scott discussed the appointment of members of the ICHP Building Committee and inquired whether any members of the Board wish to serve; Scott moved that the members listed in the meeting materials serve for the 2018 year. The Board voted to approve the members of the Building Committee.</p> <p>c. Scott discussed the appointment of members of the ICHP PAC Board of Trustees and inquired whether any members of the Board wish to serve and Abby Kahaleh volunteered. The committee meets to discuss allocations of PAC funds. Scott moved that the members listed in the meeting materials serve for the 2018 year. The Board voted to approve the members of the Building Committee.</p>	<p>K. Schultz</p> <p>S. Meyers</p>
<p><b>VIII. Reports – Staff, Officers, House of Delegates</b></p>		
<p>a. Executive Vice President</p> <p>i. Auto-renewal **</p> <p>ii. Membership Report **</p> <p>iii. Board of Pharmacy Update **</p>	<p>a. Scott presented a proposal for capital expenditures needed to move forward with automatic renewals for ICHP membership. This would cover improvements to the website and Paypal. After discussion, the Board voted to approve the proposal.</p> <p>b. Membership is still sliding, especially amongst students and PGY1 residents. Discussion amongst the group included looking into possible reasons for decreasing student membership, including possible focus groups or discussion with student chapters. Carrie will take the suggestion to Marketing Affairs.</p> <p>c. Scott included two board meeting reports in the materials. Phil Burgess has been replaced on the board by a new member. The renewal season is now underway and the online process is very quick and easy. There is a new inspector for the southern part of the state—Rob Nelson, replacing Nancy Hall.</p>	<p>S. Meyers</p>
<p>b. Vice President of Professional Services</p>	<p>Nothing to report apart from Great Lakes update, already discussed</p>	<p>T. Wegner</p>

<p>c. President</p> <p>i. Retreat Notes**</p> <p>ii. 340B Network</p>	<p>Travis included notes from the retreat in the meeting materials. There was a lot of good discussion about auto-renewal and membership renewals, along with communication and strategic planning / succession planning.</p> <p>A few new networks have been proposed. One is a 340B Network to serve as a resource group for those affected by 340B changes, reimbursement, etc. which is envisioned similar to the Ambulatory Care Network.</p> <p>There may also be some interest in forming a rural / critical access hospital network based on Town Hall recommendations, which will also be explored.</p>	<p>T. Hunerdosse</p>
<p>d. Immediate Past President</p> <p>i. Nominations Committee**</p>	<p>If you are interested in participating in the Nominations committee, please let Charlene or Scott know. The offices open for election in 2018 are: President-elect; Treasurer-elect, Secretary-elect, Directors-elect for Government Affairs, Organizational Affairs, Professional Affairs, Central Region, Northern Region, and Southern Region along with Chair-elect, New Practitioners Network</p>	<p>T. Hunerdosse / S. Meyers</p>
<p>e. President-Elect</p>	<p>Noelle discussed Town Hall recommendations as included in the meeting materials. Please send any updates to Noelle for any pending our outstanding recommendations. For the newest set of recommendations, Noelle presented the town hall suggestions that were given and provided information about which Divisions / Networks will be responsible for the items.</p>	<p>N. Chapman</p>
<p><b>IX. Reports—Divisions, Committees, and Networks</b></p>		
<p>a. Educational Affairs</p> <p>i. Spring Meeting Update</p>	<ul style="list-style-type: none"> <li>• Spring Meeting theme is Elevate Your Practice; 28 submissions were received for posters.</li> <li>• Champions Webinars are on-going; topics and speakers have been confirmed through November.</li> <li>• Town Hall request: Alignment of Illinois College of Pharmacy APPE Dates; Division sent out and reviewed a survey of institution sites regarding this issue; developed a letter to send to the schools of pharmacy to express these concerns, likely to be sent out early February</li> <li>• Digital Badges for Technicians: After much discussion and research, the committee decided to table the pursuit of digital badges until resources are available, but we will continue to seek opportunities to partner with other organizations as able to advance the practice of pharmacy technicians</li> </ul>	<p>L. Ellinger</p>

<p>b. Government Affairs</p>	<ul style="list-style-type: none"> <li>• Chris presented information about the Illinois Collaborative Pharmacy Task Force and the items it has been tasked with addressing within the Pharmacy Practice Act (included in the meeting materials). Members are encouraged to review the items facing the task force.</li> <li>• Illinois Compounding rules are in the comment period until February 8<sup>th</sup>. USP 797 enforceable by law but USP 800 would not be yet.</li> <li>• Illinois Prescription Monitoring program—prescriber has to document that they have looked at the record and for community pharmacies to also make an assessment.</li> <li>• CMS cutting payments to 340B eligible organizations; court cases filed but dismissed.</li> <li>• Legislative day is March 7<sup>th</sup>—register now!</li> </ul>	<p>C. Crank</p>
<p>c. Marketing Affairs</p>	<ul style="list-style-type: none"> <li>• New member contacts- Implemented a “3 month member” contact time based on discussions at the leadership retreat.</li> <li>• Student Contest- Launched a student contest encouraging students to share on social media why they chose pharmacy, resulting in 37 posts on Facebook and 1 Instagram post. SIUE won the student chapter award by having the most posts and will receive \$100 for their chapter. We plan to launch a similar campaign next year.</li> <li>• Focus Groups- held at the annual meeting and over the phone with a goal of determining how to recruit and retain members; data will be analyzed by this month</li> <li>• Technician Committee- Clara Gary has started a Pharmacy Technician Task Force at UIC and hosted a Mixer for all pharmacy technicians there with 70 technicians and students attending. We are focusing on mentorship, training and finding opportunities for advancement.</li> <li>• Looking into Technician Champions at each site to coordinate ICHP events and collaborate on a technician task force.</li> <li>• Champions Project- Tran Tran is leading the Champions subcommittee, resulting in 5/16 sites without a Champion adding one. The subcommittee is also working on engagement.</li> <li>• Member Testimonials – The annual meeting held a booth to promote ICHP members to answer questions about why they are members of ICHP. Leann has edited the videos to use for promoting ICHP. We hope to use these videos on both our website and on social media to promote ICHP and the profession.</li> </ul>	<p>C. Vogler</p>

<p>d. Organizational Affairs</p> <p>i. Bylaws Revision**</p> <p>ii. Model Affiliate Bylaws**</p>	<p>Mary reviewed proposed changes to the constitution and bylaws subsequent to the dissolution of the House of Delegates. Annual reports by divisions and other entities was outlined as a result. These will be voted on at the next board meeting in March. In the meantime, please see any feedback to Mary.</p>	<p>M. Lee</p>
<p>e. Professional Affairs</p> <p>i. Position Statements**</p> <p>ii. New Position Statements **</p>	<ul style="list-style-type: none"> <li>• Revised Position Statements: The Board voted to approve the revised position statements (included in the meeting materials). New/Revised Position Statements to address e-cigarettes and vaping (Tobacco Use and Medical Marijuana, both included in the meeting materials)</li> <li>• Toolkit Review and Usage report: The committee reviewed analytics for activity on each of the toolkits. Based on usage of the tool kits as well as the need for specific toolkits, the committee voted to eliminate the following toolkits: Pharmaceutical Waste and REMS The remaining toolkits will be reviewed and updated as appropriate.</li> <li>• Update on Meeting format: The committee is going to test some different formats for meetings in the future to allow the committee members to be more interactive during committee meetings</li> <li>• Community Service Subcommittee: The committee discussed the feasibility of changing philanthropy projects or sticking with the American Heart Association (AHA). We decided to continue with the AHA due to the large number of Heart Walks across the state, which will hopefully allow for more consistent participation in all regions. Tamkeen will continue to lead the group, but will be out for maternity leave in the Spring. The plan is to find a team lead from NPN for each regional Heart Walk.</li> </ul>	<p>K. Terry</p>
<p>f. Central Region Director</p> <p>g. Northern Region Director</p> <p>h. Southern Region Director</p>	<ul style="list-style-type: none"> <li>• Central region: Nothing to report</li> <li>• Northern region: Nothing to report</li> <li>• Southern region: Nothing to report</li> </ul>	<p>A. Boblitt E. Wozniak L. Fromm</p>
<p>i. KeePosted</p>	<p>Submissions have been trickling off—keep your eyes/ears open to ideas or encourage others to submit.</p>	<p>J. Phillips</p>

j. New Practitioner Network	<ul style="list-style-type: none"> <li>E-board membership increased since last board of directors meeting, particularly among Chicagoland area residents; Plan to leverage new resident members for membership recruitment/retention in upcoming months</li> <li>Leadership article discussion on each NPN call (Lead: Bernice, transitioning lead to Bryan beginning February 2018)</li> <li>Collaboration with Schweitzer Fellowship: in progress (Lead: Bernice)</li> <li>Brown bag event for Chinese-speaking older adults at Chinese American Service League (CASL) in Chinatown</li> <li>Teaching session(s) on how to read and understand medication labels at grammar schools</li> <li>Table at high school health fair</li> <li>Collaboration with Educational Affairs on how different generations (e.g. millennials, generation Z) should be taught/precepted: group recruited</li> <li>Networking/Volunteer Event: Brunch at Lurie Children's Ronald McDonald House (Date: 3/31)</li> <li>Networking/Social Event: in progress (Lead: Paige Taylor)</li> </ul>	B. Man
k. Ambulatory Care Network	<ul style="list-style-type: none"> <li>Abby discussed recruiting for the network; have had several calls and discussed topics relevant to Am Care; also listed current and planned activities and projects of the Network</li> </ul>	A. Kahaleh
l. Pharmacy Director Network	Responding to surveys about medication administration by pharmacists and GI cocktails. Scott plans to ask the directors how many use shifts >8 hours to gather data for the IL task force's proposed ideas.	S. Meyers
<b>X. Reports – Technician/Student Chapters/Other</b>		
a. Technician Representative	Looking to replicate and expand her successes with a Technician group at other locations. Technicians are also in license renewal period.	C. Gary
b. Midwestern University	No report.	M. Lau
c. UIC	No report.	Silva / H. Whang Kong
d. SIUE	Report in meeting materials.	K. Poole
e. Chicago State University	No report.	A. Schinnick
f. Rosalind Franklin	No report.	A. Banchoencharoensuk
g. Roosevelt University	No report.	L. Zaleski
<b>XI. Other Business / Reports</b>		
a. Pharmacy Technician Certification Board	Q&A with incoming PTCB director, hired in October 2017, was included in meeting materials. Also included is a press release about new certification exam in January 2020. Beginning in 2020, PTCB will require completion of a PTCB-recognized education/training program OR equivalent work experience.	S. Meyers

b. ICHP Pharmacy Action Fund **	Current balance is ~\$24,000 and this is an election year. TBD where contributions will be allocated (IL state reps and state senators). There will be a PAC fundraiser at the Spring Meeting	S. Meyers
c. ICHP Building Company LLC **	Scott reviewed the budget and discussed the departure of one tenant and replacement by another tenant. Scott also discussed last year's conversion to LED lights and the potential long term cost-savings.	S. Meyers
<b>XII. Summary of Actions Taken /Task Assignments</b> <ul style="list-style-type: none"> <li>• Minutes from October 2017 Accepted with a minor revision to attendance</li> <li>• Investment Policy: Approved</li> <li>• Budget 2018: Approved</li> <li>• Appointment of Building Committee and PAC Board of Trustees: Approved</li> <li>• Auto-renewal capital expense proposal: approved</li> <li>• Position Statements: approved</li> </ul>		T. Hunerdosse
<b>XIII. Next Meeting Notice – April 13, 2018; Face-to-face 9:00 am East Peoria</b>		
<b>XIV. Adjournment was called at 3:15 pm</b>		
<i>Minutes submitted on 1/18/2018 by J. Arnoldi</i>		

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE (1/17/18)		
Charlene Hope	Immediate Past President*	A
Travis Hunerdosse	President*	P
Noelle Chapman	President-Elect*	P
Jen Arnoldi	Secretary*	P
Ed Rainville	Secretary-elect	P
Kathryn Schultz	Treasurer*	P
	Treasurer -elect	—
Clara Gary	Technician Representative*	P
Kristine VanKuiken	Technician Representative-elect	P
Carrie Vogler	Director, Marketing-Affairs*	P
Bernice Mann	Director-elect, Marketing Affairs	P
Lara Ellinger	Director, Educational Affairs*	P
David Martin	Director-elect, Educational Affairs	P
Mary Lee	Director, Organizational Affairs*	P
	Director-elect, Organizational Affairs	—
Karin Terry	Director, Professional Affairs*	P
	Director-elect, Professional Affairs	—
Chris Crank	Director, Government Affairs*	P
	Director-elect, Government Affairs	—
Bernice Man	Chair, New Practitioners Network*	P
Bryan McCarthy	Chair-Elect, New Practitioners Network	P
Abby Kaheleh	Ambulatory Care Network, Co-Chair	P
Brian Crider	Ambulatory Care Network, Co-Chair	E
Elise Wozniak	Northern Region Director*	P
	Northern Region Director-Elect	—
Amy Boblitt	Central Region Director*	P
	Central Region Director-elect	—
Lynn Fromm	Southern Region Director*	P
	Southern Region Director-elect	—
Scott Meyers	Executive Vice President*	P
David Tjhio	Chairman, Committee on Technology	E
Maggie Lau	MWU CCP Student Chapter President	E
David Silva	UIC COP Student Chapter President	E
HyeRim Whang Kong	UIC Rockford Student Chapter President	E
Kaylee Poole	SIUE Student President	E
Ashley Shinnick	CSU-ICHP Student President	E
Kimberly Zaleski	Roosevelt University Student President	E
Aprille Banchoencharoensuk	Rosalind Franklin Student President	E
Jennifer Phillips	Editor, <i>KeePosted</i> and Chairman on the <i>KeePosted</i> committee	P
Trish Wegner	Vice President of Professional Services, ICHP	P
Maggie Allen	Director of Operations, ICHP	P
Mike Weaver	Past President	P
Mike Rajski	Past President	P
Jim Dorociak	Past President	P
Sharon	Guest, MWU Student	P
Hannah Saleh	Guest, MWU Student	P
P= Present; E= Excused; * = voting member of the board		