

ICHP Board of Directors Meeting Minutes
9:00-11:00 a.m. on Friday, April 13, 2018
Embassy Suites and Convention Center, East Peoria, IL

Topic	Action	Person
I. Call to Order	Meeting called to order at 9:01	T. Hunerdosse
II. Announcements	Two residents from Northwestern were introduced as guests.	Board
III. Board Responsibilities, Confidentiality, Conflicts of Interest **	Two student chapter presidents haven't signed yet and didn't receive board materials. A Robert's rules handout is included in the agenda as an FYI provided by Past President Mike Weaver	S. Meyers
IV. Approval of Minutes (1/17/18) **	Minutes as previously submitted; accepted without additions or corrections.	J. Arnoldi
V. Treasurer's Report** a. Financial Reports (3/2018)** b. Audit Report**	Financial reports and Audit Report: The auditor, Robert Quimby, joined the call to provide a walkthrough of the audit report. The records were in good shape with one adjustment. He reviewed the net assets and future changes: <ul style="list-style-type: none"> • Accounting Standards Update: revenue recognition to a more principle based accounting. It will be effective for the Organization's year ending December 31, 2019. • ASU 2016-02 Leases. This will amend the treatment of operating leases by lessees by requiring them to be recorded on the Statement of Financial Position as an asset and a liability. It will be effective for the Organization's year ending December 31, 2020. • ASU 2016-14 Presentation of Financial Statements of Not-for-Profit Entities. It will amend the current net asset classification requirements to include only two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) and the accounting and presentation of net assets. It will also provide more clarity regarding liquidity, transparency in reporting of financial performance measures and consistency in reporting expenses by function and nature. It will be effective for the Organization's year ending December 31, 2018. The Board voted to accept the audit report and financial statements.	S. Meyers with Bob (auditor)
VI. Unfinished Business: a. Investment Policy** b. 340B & Small/Rural Hospital Networks **	a. Investment policy: Final draft included in the packet. The Board voted to approve the investment policy. b. New networks include 340B and Small/Rural hospital. Sandra is chairing the 340B network and Tara Vickery Gorden is chairing the small hospital network. Membership is listed in the agenda packet. The board voted to approve the new networks.	K. Schultz T. Hunerdosse
VII. New Business a. KeePosted Proposal ** b. Reschedule May Board Call	a. The KeePosted format would be modified to a quarterly print journal as a pilot project of 6 issues. Start Date as early as Fall 2018 may be possible; or January 2019. Digital version of the quarterly KP will also be created and published online. In between print publication, news will be done as timely postings via: Email / Facebook / Voter Voice / ICHPnet.org News / Other. After discussion, the Board voted to approve the pilot project proposal. b. The May Board meeting will be rescheduled to May 30 th .	J. Phillips S. Meyers

VIII. Reports – Staff, Officers, House of Delegates		
<p>a. Executive Vice President</p> <p>i. Membership Report **</p> <p>ii. Board of Pharmacy Update **</p>	<p>i. The membership report was included in the packet. Membership went up between March and April.</p> <p>ii. Board of Pharmacy:</p> <ul style="list-style-type: none"> • <u>New Board Member</u> – Ryan McCann is a new pharmacist member of the Board of Pharmacy. Ryan will replace Ned Milenkovich who served over 10 years on the Board. Robert Nelson and Janelle Kirby were present and introduced as pharmacy investigators. • <u>NABP Annual Meeting</u> – in Denver on May 5-8. Yash Patel will serve as the Illinois Delegate to the meeting with Ned Milenkovich and Denise Scarpelli as alternates. • <u>Department Update</u> –The Collaborative Pharmaceutical Task Force has met four times ; still two Task Force members to be appointed representing IPhA and organized labor. Public comments on the draft compounding rules are being reviewed; a final draft is expected soon. ICHP will notify members of their details when they are approved. • Election of the Board Vice Chair –the Board elected Al Carter • Legislative Update – Scott Meyers provided an update. The Spring Session of the General Assembly is well underway and there are a variety of bills impacting pharmacy. Several bills address the opioid crisis by amending the Controlled Substance Act. • Next Meeting –May 15th 	<p>S. Meyers</p>
<p>b. Vice President of Professional Services</p>	<ul style="list-style-type: none"> • Continuing education program—accrediting Great Lakes and we were informed that they were sending out RFP’s; we submitted a new proposal and we will continue to accredit the program. Lower numbers (Wisconsin dropped out) are leading to a slightly smaller income. • Reduced fees for larger residency programs 	<p>T. Wegner</p>
<p>c. President</p>	<p>No separate report.</p>	<p>T. Hunerdosse</p>
<p>d. Immediate Past President</p> <p>i. Nominations Committee**</p>	<p>Offices open for election in 2018:</p> <p>With Nominees: President-elect Carrie Vogler</p> <p>Open: Treasurer-elect; Director-elect, Government Affairs; Director-elect, Organizational Affairs; Director-elect, Professional Affairs; Central Region Director-elect; Northern Region Director-elect; Southern Region Director-elect; Chair-elect, New Practitioners Network</p>	<p>C. Hope</p>
<p>e. President-Elect</p> <p>i. Town Hall Recommendations **</p>	<ul style="list-style-type: none"> • The status updates for Town Hall recommendations were included in the packet and Noelle reviewed some key items. New recommendations should come from this Spring Meeting. 	<p>N. Chapman</p>
IX. Reports—Divisions, Committees, and Networks		

<p>a. Educational Affairs</p>	<ul style="list-style-type: none"> • Spring meeting: 20 poster submissions • Champions webinars: set throughout the year • Townhall request to align APPE rotations—letter was drafted to send to all Deans of schools of pharmacy in IL which includes a suggestion reconvene the IL pharmacy coalition. After discussion, the Board voted to approve and send the letter. • Fall meeting—9/13-9/15. Pharmacy Learning Network is providing the Thursday programming. The keynote will be by ASHP on provider burnout. Changing up the student session. Being mindful of tech programming. Continuing networking session but it is moving to Thursday evening. 	<p>L. Ellinger</p>
<p>b. Government Affairs</p> <p>i. Legislative Day</p> <p>ii. Appointees to PAC Board</p> <p>iii. Task Force Discussion Items</p>	<ul style="list-style-type: none"> • Leg Day data was included in the packet. Chris reviewed highlights of some of the key bills discussed. • New appointees for ICHP PAC Board of Trustees: David Martin, Lynn Fromm, Abby Kahaleh. The Board voted to approve the new appointees. • Task force met Tuesday; 2 members have still not been appointed. Recent meeting focused on e-prescribing and the potential for mandatory e-prescribing for opioids. 	<p>C. Crank S. Meyers</p>
<p>c. Marketing Affairs</p>	<ul style="list-style-type: none"> • Focus Groups- Advocacy and members not knowing what ICHP offers were two key areas. ICHP wants more information about our members’ thoughts on ICHP advocacy since this was a key area in the focus group report. Data from the advocacy survey will be reviewed at Marketing Affairs April meeting. • Champions Project- Marketing affairs members called and emailed sites without Champions to establish a Champion • A meeting with Affiliate Presidents and Regional Directors will be held to see how these leaders can better engage with Champions and also assist with recruitment and membership. • Volunteer brochure- A member volunteer brochure was reviewed that listed out all ways members can get involved and includes a short description of what the volunteer will do for each activity. This stemmed from the focus group data and bringing awareness to members of how they can get involved. • KeePosted - Marketing Affairs approved the proposal to change the frequency of KeePosted and to have it printed and emailed to help increase its readership. Information on how to join will be included on the back of each issue. The board will be asked to approve this change. • **Board members: Please encourage members to look at the volunteer brochure in the spring meeting materials and also share with members at home. Members will be more likely to help if they are asked to help by you! Please encourage members to renew their membership at the spring meeting at a discounted rate. They save money and they won’t forget to renew! 	<p>C. Vogler</p>

<p>d. Organizational Affairs</p> <p>i. Bylaws Revision**</p> <p>ii. Model Affiliate Bylaws**</p>	<ul style="list-style-type: none"> • Mary presented revisions to the Constitution and Bylaws pertaining to changes to annual reporting by officers in lieu of the House of Delegates. and to reflect the length of the NPN chair term. The Board voted to approve the revisions. • The Model Affiliate Bylaws were also revised. The Board voted to approve the revisions. <p>Proposed changes to the ICHP Mission and vision were presented for review and discussion at the next meeting.</p>	<p>M. Lee</p>
<p>e. Professional Affairs</p> <p>i. Position Statements**</p>	<ul style="list-style-type: none"> • The board will electronically vote on previously-discussed position statements. • Position Statements: One new position statement was updated and approved by the committee. • Non Pharmacist Prescriber Dispensing statement was strengthened to recognize that non-pharmacists who dispense medications are not required to follow the same standards as pharmacists. • Toolkit Review and Usage report: Reviewing and updating the Student Chapter Toolkit, Residency Toolkit, and Career Search • AHA Heart Walk: <ul style="list-style-type: none"> • Regional walks - Currently identifying a team captain for each region. • 4 Walks – Tamkeen has set up ICHP team websites • Best Practice Award: <ul style="list-style-type: none"> • PharMEDium has agreed to provide the grant. • Initial email to call for submissions has gone out. Monthly reminders are now planned. • Will call for judges and selection committee for judges in April. • Student Chapter Award: <ul style="list-style-type: none"> • Initial email to call for submissions • Judges to come from Committee – will try a group scoring technique this year for subjective information to confirm that all judges are reviewing information the same way 	<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"> • Tabled—please review reports in the packet. 	<p>A. Boblitt</p> <p>E. Wozniak</p> <p>L. Fromm</p>
<p>i. KeePosted</p>	<ul style="list-style-type: none"> • Tabled--Pilot project proposal previously discussed. 	<p>J. Phillips</p>

j. New Practitioner Network	<ul style="list-style-type: none"> • Tabled—info below from report in packet • E-board membership has continued to increase since last board of directors meeting; Will leverage resident members for membership recruitment/retention for current residents and future residents now that residency match is almost complete • KeePosted article submissions every month • Leadership article discussion on each NPN call (Lead: Bryan since February 2018) • Collaboration with Educational Affairs on how different generations (e.g. millennials, generation Z) should be taught/precepted: in progress • Networking/Volunteer Event: Brunch at Lurie Children’s Ronald McDonald House • Collaboration with Schweitzer Fellowship: in progress • Second brown bag event for Chinese-speaking older adults • Teaching session(s) on how to read and understand medication labels at grammar schools • Table at high school health fair • Networking/Social Event: Humira dinner 	B. Man
k. Ambulatory Care Network	<p>Tabled—info below from report in packet</p> <p>Since last fall, the ACN has been meeting monthly. The network added new members and attendance has been consistent</p> <p>The Chair established a new taskforce (Six members and an ICHP staff); charge to “Establish Guidelines for Ambulatory Care Practice in IL.” The group has met monthly, conducted a literature review, shared findings with the members of the taskforce, developed a proposal for the Fall Meeting, and will present the results of the literature review and an action plan for establishing ambulatory care guidelines in IL at the Fall Meeting</p>	A. Kahaleh
l. Pharmacy Director Network	Tabled	S. Meyers
X. Reports – Technician/Student Chapters/Other		
a. Technician Representative	Tabled.	C. Gary
b. Midwestern University	No report.	M. Lau
c. UIC	No report.	H. Whang Kong
d. SIUE	Recent events include: faculty auction fundraiser, guest speaker about ESRD, Mock Clinical Skills competition, and E-Board Elections. Future events include: Post-match panel meeting, a social event with STLCOP SSHP, & “Rotation Readiness” fundraiser.	K. Poole
e. Chicago State University	No report.	A. Schinnick
f. Rosalind Franklin University	12 members attended Leg Day; 2 Members attended ASHP’s Advocacy Bootcamp. Other activities include: Kickin Asthma presentations, Valentine’s Day cards for sick children, and a fundraiser. Future plans include: a residency panel discussion; a KeePosted article, the Diabetes Expo, and the Northern Illinois Food Bank	Krista Paplacyk

g. Roosevelt University	No report.	L. Zaleski
XI. Other Business / Reports		
a. Pharmacy Technician Certification Board	Tabled.	S. Meyers
b. ICHP Pharmacy Action Fund **	Tabled	S. Meyers
c. ICHP Building Company LLC **	Tabled	S. Meyers
XII. Summary of Actions Taken /Task Assignments		T. Hunerdosse
<ul style="list-style-type: none"> • Minutes from January 2018 Approved • Audit Report and Financial Statements Approved • Investment Policy Approved • 340B & Small / Rural Hospital Networks Approved • KeePosted Proposal Approved • Reschedule May Board Call Approved • Letter to Deans of Schools of Pharmacy Approved • Appointees to PAC Board Approved • Bylaws revisions Approved • Model Affiliate Bylaws Approved • Position Statements will be voted on electronically. 		
XIII. Next Meeting Notice – May 30th 2018		
XIV. Adjournment was called at 11:10 am		
<i>Minutes submitted on 4/17/2018 by J. Arnoldi</i>		

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE (4/13/18)		
Charlene Hope	Immediate Past President*	P
Travis Hunerdosse	President*	P
Noelle Chapman	President-Elect*	P
Jen Arnoldi	Secretary*	P
Ed Rainville	Secretary-elect	P
Kathryn Schultz	Treasurer*	E
	Treasurer -elect	-
Clara Gary	Technician Representative*	E
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	E
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	E
Carrie Sincak	Past President	P
Erin St. Angelo	PGY2 at Northwestern	P
Christie Bertram	PGY1 at Northwestern	P
P= Present; E= Excused; * = voting member of the board		