

**ICHP Board of Directors Meeting Minutes
1-3:30 pm on Wednesday, July 18, 2018**

Topic	Action	Person
I. Call to Order	Meeting called to order at 1:07pm	T. Hunerdosse
II. Announcements / Introductions	None	Board
III. Board Responsibilities, Confidentiality,	If you have a conflict of interest, please disclose that. Please keep all information, especially financial, confidential.	S. Meyers
IV. Approval of Minutes (5/30/18) **	Minutes as previously submitted; accepted without additions or corrections.	J. Arnoldi
V. Treasurer's Report** a. Financial Reports (6/2018)**	Kathryn presented the most recent financial report. Investment policy finalized and approved. Reverse exhibits over predicted income for Spring Meeting and is over for upcoming Fall meeting. Membership dues at 87% of predicted; Tech topics at 74% of predicted; PAC Fund at \$25,403.12 as of 6/30/18. Kathryn is seeking feedback on what the board would prefer for the appearance of the balance sheet (i.e., the version that we are used to seeing vs a more consolidated version. If you have feedback for Kathryn, please let her know.	K. Schultz
VI. Unfinished Business: a. KeePosted Proposal Implementation Update ** b. ICHP Awards **	<p>KeePosted: As approved by the board, the journal will be moving forward with a print edition (in addition to the digital printing). Included in the packet is a mockup of the anticipated print version (using the June articles). Look for the first print edition in November. A postcard was mailed out in November to all members. It will also be marketed at the Annual Meeting. Discussed minimizing the trademark symbol on the front cover. Every member will receive the first print issue; thereafter, members may opt out if they don't wish to receive a print version.</p> <p>Awards: Next week, voting Board Members will receive a ballot next week to vote on certain awards. The Shining Star Awards will also be included. The following Award recipients are selected by the ICHP Board of Directors: The Amy Lodolce Mentorship Award; The New Practitioner Leadership Award; The ICHP Industry Award; The ICHP Pharmacy Technician of the Year Award. This year we have received the following nominations for these awards: Amy Lodolce Mentorship Award – Nora Flint; New Practitioner Leadership Award – Bernice Man, Hailey Soni, Milena McLaughlin; ICHP Industry Award – No nominations; ICHP Pharmacy Technician of the Year Award – Vera Kalin, Dylan Marx (posthumously)</p>	J. Phillips S. Meyers

<p>VII. New Business</p> <p>a. ASHP Specialty Pharmacy Section Nomination **</p> <p>b. ACPE/ASHP Accreditation Standards for Pharmacy Technician Education and Training Programs **</p>	<p>a. ASHP is seeking nominations for the Executive Committee of its Section of Specialty Pharmacy Practitioners (see below) and Travis Hunerdosse has asked for the endorsement/nomination from the ICHP Board of Directors. The Board voted to endorse Travis Hunerdosse.</p> <p>b. The Standards were released in the past week and a half. They have moved to 2 levels of accredited training and education for technicians (entry level and advanced). The Standards include Key Elements noted for both Entry-level and Advanced-Level.</p>	<p>S. Meyers</p>
<p>VIII. Reports – Staff, Officers, House of Delegates</p>		
<p>a. Executive Vice President</p> <p>i. Membership Report **</p> <p>ii. Board of Pharmacy Update **</p>	<p>Membership report: Membership is slowly creeping back up again. Northshore signed up all of their technicians, resulting in a boost to that category. Members should review the delinquent memberships to see if they can give any friendly reminders to colleagues and/or friends.</p> <p>July 10th Board of Pharmacy Meeting Highlights:</p> <ul style="list-style-type: none"> • 2018 District IV Meeting – Will be hosted by Ferris State University College of Pharmacy and the Michigan Board of Pharmacy on November 7-9. • Department Update – Compounding rules comments are being finalized and should be sent to JCAR in the next month. These should be approved barring any unforeseen concerns before the end of the year. • The license application online process is complete for pharmacists and now active. The online pharmacy license application is in the testing stage and should be available in the near future. • The Board discuss establishing criteria for preceptors of remedial study (required when a pharmacist applicant fails NAPLEX or the MPJE three times) and their study programs. Only a couple of the Colleges of Pharmacy offer any kind of programming and it is usually once a year in the spring. The number of three-time failures is increasing so there is a need for more options. • Legislative Update – The July Board Meeting update was presented by ICHP Executive Vice President, Scott Meyers. The Spring Session of the General Assembly ended with 19 pharmacy-related bills being passed by both chambers and sent to the Governor. These and all the bills ICHP monitored are discussed in the Government Affairs Report in the June issue of KeePosted. <p>Next Meeting – The next meeting of the Board is set for September 11th to begin at 10:30 am in downtown Chicago. Check the IDFPR Website www.idfpr.com for exact location. These meetings are open to the public and pharmacists, pharmacy technicians and pharmacy students are encouraged to attend.</p>	<p>S. Meyers</p>

b. Vice President of Professional Services	One revenue stream for ICHP is accrediting CE programming for some hospitals and residency programs. One institution is restructuring and will potentially decrease the future revenue source.	T. Wegner
c. President	Nothing to report.	T. Hunerdosse
d. Immediate Past President i. Nominations Committee**	Nominations Received for open offices (2018): a. <i>President-elect</i> Carrie Vogler, Carol Heunisch b. <i>Treasurer-elect</i> Chris Crank, Amy Boblitt c. <i>Director-elect, Government Affairs</i> Sharon Karina, Gary Peksa* d. <i>Director-elect, Organizational Affairs</i> Elise Wozniak*, e. <i>Director-elect, Professional Affairs</i> f. <i>Central Region Director-elect</i> Julie Downen*, g. <i>Northern Region Director-elect</i> h. <i>Southern Region Director-elect</i> Jared Sheley, Tara Gorden i. <i>Chair-elect, New Practitioners Network</i> Natalie Tucker,	T. Hunerdosse/ Jen Phillips
j. President-Elect i. Town Hall Recommendations **	Recommendations were included in the packet. Highlighted in yellow are some items from the Spring Meeting. If you have any updates for the THR please send them to Noelle.	N. Chapman T. Hunerdosse

IX. Reports—Divisions, Committees, and Networks

a. Educational Affairs i. Annual Meeting Update	<ul style="list-style-type: none"> • Champion webinars – <ul style="list-style-type: none"> - July – Safe Management of Drug Shortages - August – The Role of Pharmacy Technicians in Specialty Pharmacy - September – Too high or too low? A Pharmacist's Approach to the Hypertension Guidelines - November – Poison Control - Considering opening to all members (not just Champions) to potentially increase attendance. We will trial doing this next month. • Annual Meeting registration – 43 as of 7/13 • Reconvening of IL Coalition – will have first meeting Thursday/Friday of Annual Meeting • RPDC – plan for Annual meeting 2019, price may increase. Waiting to hear back from ASHP. • Spring meeting 2019 planning • Email for volunteers will go out soon 	L. Ellinger S. Meyers
----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------

<p>b. Government Affairs</p> <ul style="list-style-type: none"> i. Bill Summary ii. Annual Meeting PAC Event iii. Collaborative Pharmaceutical Task Force 	<ul style="list-style-type: none"> • Bill Summary: The Division continues to review legislation that may affect healthcare. The information included in the packet reviews all bills the committee has been keeping an eye on. There are a fair number that have been sent to the Governor for a decision. SB2226 would allow protection for someone who attempts to use an epinephrine auto-injector to help someone. SB2341 would classify synthetic drugs and define synthetic cannabinoids as Schedule I controlled substances. SB2524 proposes a pharmaceutical disposal task force. SB3170 proposes to extend a prescription's validity to 15 months (from 12 months). HB4650 proposes allowing pharmacists to appoint a designee to review the IL PMP, which could include insurance companies or PBMs. The current iteration mandates that if a PBM identifies a potential problem that they notify the prescriber. It currently does not require the same notification to the dispensing pharmacy. Scott encouraged the Governor's office to recommend requiring notification to the dispensing pharmacy to encourage coordination of care. HB4707 would create the Prescription Drug Task Force that will evaluate the prescribing of opioids. • PAC Event: This year at the Annual Meeting the Auction with a Twist will return. Everyone is encouraged to donate if possible. The deadline for donations is August 20th. • The Collaborative Pharmaceutical Task Force met for the 7th time in 2018 in Chicago and Springfield on Tuesday, July 10th. The topic of discussion was duties and responsibilities for pharmacy technicians. The following actions were taken by the Task Force: <ul style="list-style-type: none"> - Technician duties – The task force discussed whether the Practice Act should delineate tasks that pharmacy technicians should be allowed to do or limit that list to tasks technicians should be prohibited to perform. Currently the Act prohibits technicians from the following tasks: Patient Counseling; Drug Regimen Review; Clinical Conflict Resolution; Transfer of Prescriptions; Administration of Immunizations. The task force agreed that technicians should be allowed to transfer prescriptions since they may now receive verbal prescriptions from prescriber offices. In addition, there was much discussion and eventual agreement that the act of administering immunizations (and other medications if properly trained and monitored) by technicians should be allowed. Both of these tasks would be at the discretion of the PIC and pharmacist on duty. - When the pharmacist is out of the pharmacy – The task force discussed the ability of technicians to work in the pharmacy, including dispense filled refills to patients when the pharmacist is on break, at lunch or in the restroom (on premises but not in the pharmacy). The task force agreed that this is a reasonable practice and asked IDFPR staff to see if legislative (Act) or regulatory (Rule) changes were necessary. - Technician Product Verification – The politically correct term for Tech-Check-Tech was discussed at length. Currently there is no real agreement as to whether this practice is acceptable, however, considering that it is not covered in the list of prohibited tasks above, the task force felt that it was acceptable with the following caveats. The Department will determine if the Act or Rules need to be clarified and appropriate language should be drafted that requires pharmacies that use technician product verification meet specific requirement. The Minnesota model was described as a good template and requires education and training; validation; on-going continuous quality monitoring; and remediation if necessary. 	<p>C. Crank / S. Meyers</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

<p>c. Marketing Affairs</p>	<p>Champions Project- Julie Downen now serves as the lead for the Champions Subcommittee under the Division of Marketing Affairs. The subcommittee would like to have a member from each division on the calls as well as regional and president affiliates. The first call was completed in June focusing on what has been done in the past for the Champion program and generating ideas for Champion recruitment and Champions assisting with membership renewal reminders. The subcommittee will meet every 3-4 months.</p> <p>At the annual meeting, members of the Champion subcommittee would like to identify current or potential Champions during the meeting and discuss the Champion program with the current Champions (informal one-on-one or in a small group as the meeting allows). We hope we will identify ways to better engage and recruit Champions. Please let Carrie know if you would be willing to help.</p> <p>Affiliate Presidents and Regional Directors will assist Champions with recruitment and membership. An email introducing themselves and their roles was sent to Champions. Affiliate Presidents and Regional Directors also received a list of members who needed to renew membership.</p> <p>Technicians- Marketing affairs continues to work with Technician Rep Clara Gary to support technician engagement. Marketing affairs will work with her to support the creation of a new technician network if there is enough interest in pursuing this idea. Clara Gary and Kristine VanKuiken plan to send an email to technicians with resources to technicians to help them get more involved. Annual meeting has a round table and reception planned for technicians to be able to network.</p> <p>CV Review for Student Pharmacists: Marketing Affairs is looking into the best way to offer this service for the 2018-2019 year.</p>	<p>C. Vogler</p>
<p>d. Organizational Affairs i. Mission/Vision and Goals revision</p>	<ul style="list-style-type: none"> • The Division approved revisions to the ICHP Constitution, Bylaws, and Model Affiliate Constitution and Bylaws to eliminate mention of town halls. These revisions were presented to the Board on January 17, 2018, and approved unanimously by the Board on April 14, 2018. • The Division reviewed and recommended updating of ICHP’s Vision Statement, which was approved by the ICHP Board of Directors in 2008, and revised by the Strategic Planning Committee in 2016. This Vision Statement comprised 8 separate bullet points, some of which were appropriate to a vision statement (what do we hope to be); others were more appropriate as goal statements (how we will achieve the mission and vision). Over the course of several months, the Division deliberated and produced a revised Vision Statement (comprising 3 bullet points) and a separate listing of goal statements (comprising 5 bullet points). The revised Vision and Goal Statements were initially presented to the Board on April 13, 2018, and then approved unanimously by the Board on May 30, 2018. 	<p>M. Lee</p>

	<ul style="list-style-type: none"> • The Division considered several other issues in October 2017, however, none resulted in revisions to the ICHP constitution and bylaws. The issues included: <ul style="list-style-type: none"> - Should the bylaws be changed to allow non-pharmacist or technician members to hold office? No consensus was reached. - Should the bylaws allow for non-pharmacist or technician members to serve as appointed members on Divisions? No consensus was reached. - Search Committee for the Executive Vice President. This was approved at the January 17, 2018 Board meeting. 	
<p>e. Professional Affairs</p> <p>i. Best Practice Criteria Revision</p>	<p>Toolkit Review and Usage report: The Committee is working through toolkits to review and update as appropriate:</p> <ul style="list-style-type: none"> - Student Internship – Proposed changes to keep the design high level, but will make small changes to the actual documents to update them. – revisit in July - Staff Development – a subcommittee is reworking this to remove the clinical portion and focus on leadership, service development, etc. Also want to beef up the technician practice opportunities. – revisit in July <p>Best Practice Award:</p> <ul style="list-style-type: none"> - 8 Submissions (7 will be judged due to membership requirements) - 8 ICHP Members volunteered as potential judges; 5 selected after scoring by a subcommittee of Prof Affairs - De-identified submissions sent to judges, final scoring due on July 31st - Committee considered updating criteria or FAQs - Winner will be announced at the Annual Meeting <p>Student Chapter Award:</p> <ul style="list-style-type: none"> - Received 3 submissions this year (MWU, SIU-E, UIC) - Judges working on scoring – will score subjective portion together this year as a trial run - Winner will be announced at the Annual Meeting <p>Clinical Skills Award Stipend: Committee reviewed criteria as part of the Student Chapter Toolkit. After much discussion, recognized that we do have updated criteria, but this information was not updated in the Toolkit. Will be updating that information.</p>	<p>K. Terry</p>

<p>a. Central Region Director b. Northern Region Director c. Southern Region Director</p>	<p>a. Central Region: West Central has meetings scheduled and Sangamiss plans to start meetings again in August and October. Sangamiss is also looking to restructure their meetings to be more inclusive of new members and technicians.</p> <p>b. Northern Region Activities for the Year:</p> <ul style="list-style-type: none"> - 2017- 2018 NISHP Live CE Events: [5.8.18 – Men and Women’s Health CE (Chicago, IL); 3.15.18 – Factor in Pharmacy’s Role in Hemophilia Management (Oakbrook, IL); 2.21.18 – The Opioid Epidemic (Chicago, IL); 1.17.18 – LDL Levels and Cardiovascular Risk Reduction: Are Statins Enough? (Downers Grove, IL); 11.16.17 – From Cure to Complication: Chemotherapy-Induced Cardiomyopathy (Chicago, IL); 10.19.17 – On the Horizon and in your Backyard: Updates in Infectious Disease (Oakbrook, IL)] - ICHP Champion Outreach Effort: Collaboration with ICHP Director of Marketing Affairs, and the regional directors and affiliate presidents Reached out to the ICHP Champions in the Northern region to encourage membership. Sent a list of expired ICHP members to each champion so they could help reach out to former members directly. Heard back from 3 champions that they went through the list and contacted former members <p>c. Southern Region: Nothing to report</p>	<p>A. Boblitt E. Wozniak L. Fromm</p>
<p>d. KeePosted</p>	<p>Nothing additional to report</p>	<p>J. Phillips</p>
<p>e. New Practitioner Network</p>	<ul style="list-style-type: none"> - E-board roster has been updated - Evaluating day of the week/time for future NPN calls - Participation in AHA Heart Walks - KeePosted article submissions every month - Leadership article discussion on each NPN call (Lead: Bryan since Feb 2018) - Collaboration with Educational Affairs on how different generations (e.g. millennials, generation Z) should be taught/precepted: on hold with plan to resume - Collaboration with Schweitzer Fellowship: Presented opportunity to 2018-2019 Schweitzer cohort on Mon. 7/9 - August/September 2018: Present at student chapter meetings to increase student membership/retention - Particularly target P4s as student membership tends to drop off after students graduate 	<p>B. Man</p>

f. Ambulatory Care Network	<ol style="list-style-type: none"> 1. ACN members (> 30) have been meeting on the 1st Thursday of the month to discuss pertinent topics 2. New members were recruited on a continuous basis 3. Recent publications, new policies, and “best practices” were examined during the monthly meetings 4. The Chair established a Taskforce in collaboration with (6) active members to develop “Guidelines for Ambulatory Care in IL.” 5. A literature review was conducted by the ACN Taskforce to examine local, regional, and national guidelines for Ambulatory Care 6. Two ACN proposals were successfully submitted and accepted for presentation at the ICHP Fall Meeting 7. Volunteers were selected to facilitate the ACN roundtable at ICHP Fall Meeting 	A. Kahaleh
g. Pharmacy Director Network	Met in May in Chicago; several statewide surveys have gone out. Seeking Directors for the Reverse Exhibit at the Annual Meeting.	S. Meyers
X. Reports – Technician/Student Chapters/Other		
a. Technician Representative	Clara will be ending her term and thanked the ICHP office for their support. In the future, a new Technician Network may be explored.	C. Gary
b. Midwestern University	No report.	M. Lau
c. UIC	No report.	H. Whang Kong
d. SIUE	<ul style="list-style-type: none"> - First Executive Board meeting and team building event for new Exec Board is tentatively scheduled for August 9th after school starts. - In May, all presidents of pharmacy organizations meet and scheduled tentative general meetings through the Fall Semester 	K. Poole
e. Chicago State	No report.	A. Schinnick
f. Rosalind Franklin University	No report.	Krista Paplacyk
g. Roosevelt University	No report.	L. Zaleski
XI. Other Business / Reports		
a. Pharmacy Technician Certification Board	Moving along well, received payment for 2017 royalty. 2018 projections look good so far. Currently below budgeted expenses.	S. Meyers
b. ICHP Pharmacy Action Fund **	PAC board of trustees will meet shortly to determine any potential contributions. 2/3 of the elections are uncontested so will not donate to those nominees. May possibly donate to leadership of both parties. Will not contribute to gubernatorial race.	S. Meyers
c. ICHP Building Company LLC **	Tenant occupancy is steady. Some interest in the available space but nothing firm. Parking lot will likely need re-sealed in the next year.	S. Meyers

XII. Summary of Actions Taken /Task Assignments <ul style="list-style-type: none"> • Approval of May 2018 minutes • Approval of ASHP Specialty Section Nomination • Approval of Best Practice Criteria Revision from Professional Affairs 	T. Hunerdosse
XIII. Next Meeting Notice – October 27, 2018 Illinois Beach Resort, Zion Illinois – Leadership Retreat	
XIV. Adjournment was called at 2:55	
<i>Minutes submitted on 7/18/18 by J. Arnoldi and Ed Rainville</i>	

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE (4/13/18)		
Charlene Hope	Immediate Past President*	E
Travis Hunerdosse	President*	P
Noelle Chapman	President-Elect*	E
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	E
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 Tjho	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
Melissa Dyr Dahl	Director of Communications	E
Jim Dorociak	Past President	P
Mike Rajski	Past President	P
Mike Weaver	Past President	P
P= Present; E= Excused; * = voting member of the board		