

**ICHP Board of Directors Meeting**

**1:00-3:00 p.m.**

**Wednesday, May 26, 2021**

Please join my meeting from your computer, tablet or smartphone.

<https://ichpnet-org.zoom.us/j/89056145321?pwd=cEhCeHhVQVlYaTBIMlA5Ync3K01JZz09>

Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 890 5614 5321

Passcode: 042450

<u>TOPIC</u>	<u>ACTION</u>	<u>PERSON</u>
<b>I. Call to Order</b>	Meeting called to order at 105 pm	J. Arnoldi
<b>II. Announcements/Introductions</b>		Board
<b>III. Board Responsibilities, Confidentiality, Conflicts of Interest **</b>	Conflict of interest requested if missing by a Board member. Financial documents and discussions should remain confidential. Individuals who believe they may have a conflict of interest should announce it before discussion begins and the Board should make the final decision.	C. Crank
<b>IV. Approval of Minutes–March 17, 2021**</b>	Minutes as previously submitted; <i>Accepted</i> by the Board	C. Heunisch
<b>V. Treasurer's Report</b> a. Financial Reports – January 1-April 30, 2021 **	a. Balance Sheet and Projected Profit & Loss Budget vs. Actual Report covering through April 30, 2021 have been distributed. ICHP continues to have a strong cash position with \$1.02 million in cash equivalent assets and total assets of \$3.25 million (including a \$917,850 investment in the building and a loan balance of \$652,074 to the Building LLC as a self-funded mortgage and a remodeling loan). Adjusted net of \$ 1722 vs budget \$ 9173. PTCB royalty estimated at approximately \$51,667/month for 2021. Current report does not include any income or expenses for the Spring Meeting.	B. Man
<b>VI. Unfinished Business</b> a. PAC Trivia Night  b. Impact of membership discounts	a. This event has been scheduled to take place on 6/3/2021 at 7PM. There will be 5 trivia categories with 6 questions in each category. Can join as an individual or as part of a team. b. As a result of eliminating the Double Dose program in March 2021, the Division has been evaluating the impact of different discount strategies, in terms of the percentage discount as well as how often discounts are offered. Currently, members can renew at the Spring or Annual meetings and receive a discount, and recently a discount was offered during Pharmacy Week. There was concern regarding too frequent discounts devaluing membership. After discussing the impact of different discount levels and frequency on the budget, the Division had the following recommendations: i. New members (pharmacists and technicians): discount of 20%, offered during Pharmacy Week ii. Renewing members: discount of 20%, offered during the Annual and Spring meetings	C. Crank  D. Kolanczyk

	<p>iii. ICHP Staff will have flexibility in offering additional promotions for membership discounts during special circumstances. This is back by Marketing Affairs to further promote engagement within pharmacy and ICHP. All additional promotions would be discussed with Marketing Affairs on a case-by-case basis.</p> <p><i>This recommendation was Accepted by the Board</i></p>	
<p><b>VII. New Business</b></p> <ul style="list-style-type: none"> <li>a. ICHP Annual Audit Report</li> <li>b. Membership dues</li> <li>c. ICHP P&amp;P 4.0 Affiliate Constitution and Bylaws</li> <li>d. ICHP Organizational Chart</li> </ul>	<ul style="list-style-type: none"> <li>a. Report and consolidated financial statements are included in the packet. As a non-profit organization, the annual audit is required to review processes for accounting, organizational structure, Board structure and actions and identify any issues. The review of the consolidated financial statements was positive with no discrepancies noted. One recommendation that was made and has been a yearly finding is to segregate the duties for accounting and check writing. In the past, the Board has decided that current processes are adequate and no changes are needed. A new recommendation was put forth for development of a formal risk assessment policy with regularly performed risk assessments to identify, analyze and manage the risk of asset misappropriation. This recommendation will be brought to the Executive Board for review. <b><i>The audit report was accepted by the Board.</i></b></li> <li>b. A review of membership categories and fees was undertaken by the Division of Marketing Affairs as part of the review of discounted memberships. The fees for joint spouse membership currently provides a 26% discount from the sum of individual memberships, and exceeds the 25% ASHP fee for the same membership type as well as the 20% discount rates applied to other ICHP memberships. Retired technician and pharmacist membership fees were compared against the bylaws, which state that both membership fees should not exceed 50% of the active membership fees. Based on the review and assessment, the Division had the following recommendations: <ul style="list-style-type: none"> <li>1. Increase the Joint (spouse-spouse) annual membership fee to \$200 from the current \$185</li> <li>2. Increase the retired pharmacist annual membership fee to \$60 from the current \$50</li> <li>3. Decrease the retired technician annual membership fee to \$17 from the current \$25</li> <li>4. Since discounts are already built in to the above membership categories, additional discounts would not apply.</li> </ul> </li> </ul>	<p>C. Crank</p> <p>D. Kolanczyk</p>



	<p>implementation of technician training to 2024. The June 17 Drug Discourses sponsored by NISHP will have a panel discussion about how to promote the pharmacy technician profession.</p> <ul style="list-style-type: none"> <li>• Next meeting July 13, 2021</li> </ul>	
iii. DiSPoSe Participation	iii. DiSPoSe participation: Chris has been asked to join the External Advisory Board for the AHRQ proposal titled Developing Strategies to Promote Opioid disposal following Surgery (DiSPoSe), sponsored by Dr. Jonah Stulberg from Northwestern University. There were no objections from the Executive Board, and this was brought to the Board for information.	C. Crank
iv. ASHP letter	iv. ASHP had reached out in April requesting ICHP support for a letter to legislators in support of HR 2759/S1362 The Pharmacy and Medically Underserved Areas Enhancement Act. This allows for pharmacists to provide services to Medicare beneficiaries at the same level of care that they are licensed to provide to other patients. This was discussed with and approved by the Executive Board, and is brought to the full Board for information.	C. Crank
b. VP of Professional Services	b. A total of 457 presentations were reviewed for Great Lakes. The level of revenue for the conference was stable compared to past years.	T. Wegner
c. President	c. Report provided in packet. Participated in virtual Legislative Day, and a logo has been selected for the Annual Meeting. Reaching out to new fellows of ASHP to extend invitation to join ICHP.	J. Arnoldi
d. Immediate Past President i. Nominations Committee	<p>d. Report included in packet</p> <p>i. Looking for individuals to serve on the Nominations Committee, please forward names of anyone interested to Carrie. Offices open for election in 2021: President-elect, Secretary-elect, Secretary (1-year term), Director-elect for Educational Affairs, Director-elect for Marketing Affairs, Technician Representative-elect, Chair-elect for New Practitioners Network. Goal is to slate at least 2 candidates for each position, so please reach out to Carrie or Chris if you know of someone who would be a good candidate as well as to get more information about the position responsibilities. A survey has been sent out to gather feedback on Chris Crank's performance, and survey will close 5/27/21 AM.</p>	C. Vogler
e. President-Elect	e. Report included in packet. Working with Committee and Task Force Chairs and co-chairs to review and update the Strategic Plan. Attended Government	K. Schultz



	<ul style="list-style-type: none"> <li>i. Chemical Dependency</li> <li>ii. Differentiating Nomenclature for Biosimilars</li> <li>iii. Drug Testing in Workplace</li> <li>iv. Manufacturer Drug Shortages</li> <li>v. Medical Marijuana</li> <li>vi. Pharmaceutical Gray Market</li> <li>vii. Prescriber Dispensing</li> <li>viii. Prescription Drug Reclassification</li> </ul> <p><b><i>The position statements were Accepted by the Board</i></b></p> <p>Three position statements will be brought to the August Board meeting for review and final approval:</p> <ul style="list-style-type: none"> <li>• Disposal of Unused and Expired Patient Home Medications and Supplies: content has been moved for improved flow, added references and resources for disposal of unused and expired medications</li> <li>• Tobacco, Tobacco Products, and Electronic Nicotine Delivery Systems: minor grammar changes, inclusion of vaping products in an attempt to make the position statement comprehensive of all tobacco/nicotine delivery systems and products</li> <li>• Therapeutic Interchange: added a purpose section, included the need for a collaborative and evidence-based approach, added references. Suggestion to make terminology consistent throughout the statement—“medications” rather than “drugs”.</li> <li>• Proposal to eliminate the Restricted Distribution Systems position statement since it mirrors that of ASHP</li> <li>• It was suggested that the position statements be cross-referenced with those of ASHP for alignment and duplication.</li> </ul> <p>Call for Best Practice Award judges will go out at end of May, with the award applications due July 1. Krause Construction has been selected as the sponsor. The Student Chapter Award applications are due July 31, and application has been modified to include PEARLS request.</p>	
f. Central Region Director	f. No report. Julie will reach out to lapsed members in her region.	J. Downen
g. Northern Region Director	g. Report in packet. Virtual CE event presented on May 20, 2021 340B Explained for Pharmacists and Technicians. Survey has been sent out for suggestions for future drug discourses topics. Succession planning in progress for technician representative, President-elect, and Treasurer.	A. Hyderi
h. Southern Region Director	h. No report.	J. Sheley

i. KeePosted Committee	i. Report in packet. Second 2021 edition successfully distributed. Continued efforts to track on-line digital metrics and CE completion. There is ongoing interest and volunteers for peer-reviewers. Many submissions from Educational Affairs, with constant contact maintained with Division Directors and Network chairs to avoid duplication of topics.	J. Phillips
j. Ambulatory Care Network	j. Report in packet. ICHP lobbyist, Liz Brown-Reeves, attended Network meeting to review Illinois law and the role of ambulatory care pharmacists. Several projects in planning phase, including a FACT sheet for provider status to be taken to Government Affairs; tips and tricks for practicing pharmacists; feedback tools for residents/students and self; and CE for the Annual Meeting (Implementing CGM into Your Practice). Other initiatives include ongoing review of membership, and planning for a student ambulatory care question and answer session.	C. Crank for B. Dolan
k. New Practitioner Network	k. Articles for KeePosted on track for August. Student chapters have been active with elections and have started the process of E-board transitions. End of year activities included CV reviews, food drives, journal clubs, and post-match events. The mentorship program survey provided very positive feedback, and an email call for mentors has been sent out. Internship list for ICHP website will be compiled and maintained by the Residency Leaders Network (RLN). Have reached out to Educational Affairs about the feasibility of an on-demand webinar or KeePosted article about resident journal club. RLN to assess interest among residents/programs, with further discussion by Educational Affairs and RLN.	M. Pop
l. Pharmacy Director Network	l. Meeting held virtually in April, will continue every other month based on feedback.	C. Crank
m. Pharmacy Informatics and Technology Network	m. Report in packet. Continued efforts to grow the network as well as to enhance member engagement. Meetings are held bi-monthly, and there were 16 members on the April call. A special meeting was held on 5/14/21 to discuss educational programming for the Annual Meeting. Topics include a Management/Technology session with Excel tips, data management, showing outcomes with data, and a Technician session focusing on IV Room Workflow and Technology. Report in	H. Harper

<p>n. Pharmacy Technician Network</p> <p>o. Residency Leaders Network</p> <p>p. Small and Rural Hospital Network</p>	<p>packet. Have discussed the educational needs survey, and March meeting will include discussion of Spring meeting, strategic plan needs, and Annual Meeting programming.</p> <p>n. May meeting focused on programming ideas for the Annual Meeting as well as brainstorming for ways to increase technician involvement in the Regions. Meeting bimonthly.</p> <p>o. Report in packet. Network has been very active, recruitment completed, and ongoing discussions around “things not going well”, such as quality of resident experience with virtual presentations instead of live presentations, delay in ATTs for UIC graduates, and program structure of 24-month programs.</p> <p>p. No report</p>	<p>B. Ohrmund</p> <p>N. Flint</p> <p>T. Gorden</p>
<p><b>X. Reports – Technician/Student Chapters/Other</b></p> <p>a. Technician Representative</p> <p>b. Midwestern University</p> <p>c. University of Illinois at Chicago</p> <p>d. Southern Illinois University at Edwardsville</p> <p>e. Chicago State University</p> <p>f. Rosalind Franklin University</p> <p>g. Roosevelt University</p>	<p>a. Presented above</p> <p>b. Meeting with E-board for planning of Fall activities.</p> <p>c. No report</p> <p>d. Report in packet</p> <p>e. No report</p> <p>f. Report in packet</p> <p>g. No report</p>	<p>B. Ohrmund</p> <p>D. Lee</p> <p>M. Forst/M. Stone</p> <p>J. Shiau</p> <p>J. McCoy</p> <p>N. Fsai</p> <p>A.Naserallah</p>
<p><b>XI. Other Business / Reports</b></p> <p>a. Pharmacy Technician Certification Board</p> <p>b. ICHP Pharmacy Action Fund</p> <p>c. ICHP Building Company LLC</p>	<p>a. No report</p> <p>b. Financial report in packet. Current balance \$17687.12, will evaluate when to make a donation to a legislator.</p> <p>c. Financial report in packet. Occupancy by Country Financial since March 2021 has contributed to cost-sharing of expenses such utilities and maintenance fees. Since the building is aging, maintenance needs for expenses such as window repairs and replacement of water heaters are anticipated.</p>	<p>C.Crank</p> <p>C.Crank</p> <p>C.Crank</p>
<p><b>XII. Summary of Actions Taken/ Task Assignments</b></p>	<ul style="list-style-type: none"> <li>Accepted March 17, 2021 minutes</li> <li>Approved changes in membership discounts</li> <li>Accepted the ICHP Audit report</li> <li>Approved changes in membership fees for Joint, retired technician, and retired pharmacist members</li> <li>Approved revisions to P&amp;P 4.0 Affiliate Constitution and Bylaws</li> <li>Approved revisions to 5.01.01 ICHP Organizational Chart</li> <li>Accepted proposed revisions to 8 position statements by Professional Affairs Division</li> <li>Reviewed proposed revisions to 3 position statements and recommendation to eliminate 1 position statement</li> </ul>	<p>J. Arnoldi</p>



<b>XIII. Next Meeting Notice – August 4, 2021. Conference Call</b>	Information	J. Arnoldi
<b>XIV. Adjournment</b>	Adjournment was called at 258 pm	J. Arnoldi

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE		
Carrie Vogler	Immediate Past President*	P
Jennifer Arnoldi	President*	P
Kathryn Schultz	President-Elect*	P
Carol Heunisch	Secretary*	P
Mike Weaver	Acting-Treasurer*	E
Bernice Man	Treasurer -elect	P
Becky Ohrmund	Technician Representative*	P
	Technician Representative-elect	
Denise Kolanczyk	Director, Marketing-Affairs*	P
	Director-elect, Marketing Affairs	
David Martin	Director, Educational Affairs*	P
	Director-elect, Educational Affairs	
Elise Wozniak	Director, Organizational Affairs*	E
Lara Ellinger	Director-elect, Organizational Affairs	P
Amy Boblitt	Director, Professional Affairs*	P
Megan Corrigan	Director-elect, Professional Affairs	P
Sharon Karina	Director, Government Affairs*	E
Peter Couri	Director-elect, Government Affairs	P
Marianne Pop	Chair, New Practitioners Network	P
Justin Moore	Chair-Elect, New Practitioners Network	E
Bridget Dolan	Ambulatory Care Network, Chair	P
Tara Vickery Gorden	Small and Rural Hosp Network, Chair	P
Alifiya Hyderi	Northern Region Director*	P
R. Jason Orr	Northern Region Director-Elect	P
Julie Downen	Central Region Director*	P
Karin Terry	Central Region Director-elect	E
Jared Sheley	Southern Region Director*	P
Erika Diericx	Southern Region Director-elect	P
Chris Crank	Executive Vice President*	P
Heather Harper	Pharmacy Information and Technology Network, Chair	P
R Sumara	MWU CCP Student Chapter President	-
M Frost	UIC COP Student Chapter President	-
M Stone	UIC Rockford Student Chapter President	-
Justin Shiau	SIUE Student President	-
Justine McCoy	CSU-ICHP Student President	-
A Naserallah	Roosevelt University Student President	-
N Alwawi	Rosalind Franklin Student President	-
Jennifer Phillips	Editor, <i>KeePosted</i> and Chairman on the <i>KeePosted</i> committee	P
Milena Murray	Assistant Editor, <i>KeePosted</i>	P
Trish Wegner	Vice President of Professional Services, ICHP	P
Maggie Allen	Director of Operations, ICHP	P
Melissa Dyrdaahl	Communications Manager	-
Jim Dorociak	Past President	P
P= Present; E= Excused; * = voting member of the board		