

Saturday, November 13, 2021

Passcode: 232523

<u>TOPIC</u>	<u>ACTION</u>	<u>PERSON</u>
I. Call to Order	Meeting called to order at 1208 PM	K. Schultz
II. Announcements/Introductions	Notice to reject workman’s compensation and conflict of interest disclosures were being distributed to those present. Conflict of interest forms will be emailed to those not present.	C. Crank
III. Board Responsibilities, Confidentiality, Conflicts of Interest **	Conflict of interest forms will be emailed to those not present at the meeting. 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
IV. Approval of Minutes–August 4, 2021	Minutes as previously submitted August 2021 meeting minutes <i>Accepted by the Board</i>	C. Heunisch
V. Treasurer’s Report a. Financial Reports – January 1-September 30, 2021 **	a. Balance Sheet and Projected Profit & Loss Budget vs. Actual Report covering through September 30, 2021 have been distributed. ICHP continues to have a strong cash position with \$1.46 million in cash equivalent assets and total assets of \$3.06 million (including a \$901,239 investment in the building and a loan balance of \$643,071 to the Building LLC as a self-funded mortgage and a remodeling loan). PTCB royalty estimated at approximately \$51,667/month for 2021. Both the Spring Meeting and Annual Meetings posted net profits of \$37,978 and \$84,462, respectively.	B. Man
VI. Unfinished Business a. KeePosted Editorial Board Proposal	a. Tabled	
VII. New Business a. 2020 ICHP Form 990 b. 2022 ICHP Budget draft c. 2022 ICHP Building Company Budget d. ICHP Position Statements: Professional Affairs e. ICHP Policy Updates: Organizational Affairs f. ICHP Election Results g. ASHP Council Endorsements	a. The 2020 Form 990 was reviewed. This form is required as part of ICHP’s non-profit status. This form is prepared by ICHP’s auditor. Motion to approve by D. Kolanczyk, second B.Man. <i>2020 Form 990 approved by the Board</i> b. The draft of the 2022 budget was included in the meeting packet. Some notable items are that sponsorship for the Best Practice Award has been secured, and that the budget includes income from live meetings in the Spring and Fall. Assumptions for meetings were based on 2018 meeting registrations and attendance. The budget as currently drafted does not take into consideration any increases in membership fees. Expenses for staff salaries have assumed a merit increase of approximately 3%. For line	C. Crank C. Crank

	<p>items where increases are already known, such as IT support, these have been included in the draft. Chris indicated that one item needing review is subscription revenue from Pharmay Tech Topics, since there are significant expenses associated with printing and mailing of the modules. A question was raised regarding website maintenance and upgrades, which will be a capital expense that would need to be reviewed and approved by the Board. The motion to approve the draft budget was made by M. Corrigan, and second by D. Kolanczyk.</p> <p>2022 draft ICHP Budget approved by the Board</p> <p>c. The draft budget for 2022 was presented by Chris and members were referred to the packet for detail. The building is full in terms of renters, and having Country Financial as a tenant contributes to reducing expenses for utilities, as well as a contribution to rent and net income. Due to the age of the building, capital improvements are becoming necessary, such as replacement of some HVAC units and windows. While the draft budget projects a positive net income, Scott Meyers commented that this should ideally be as close to zero as possible to avoid taxable income. The budget draft must be reviewed and approved by the Building Committee first, and will then come back to the Board for further review and approval.</p> <p>d. Five position statements were presented for review and discussion. Of note, the division is working towards revising and standardizing the format for position statements, as well developing a numbering system for easier searching and retrieval. The position statements presented for review include:</p> <ol style="list-style-type: none"> i. Collaborative Practice and Pharmacist Prescribing in Interprofessional Patient Care: many format changes, language aligned with ASHP position statement and what is supported in that document. ii. Immunizations for Pharmacists and Pharmacy Technicians: expanded language to include a statement that pharmacists should serve as a resource for patients regarding recommended immunizations based on individual patient risk factors iii. Conscientious Objection to Dispensing Medications: The Division felt that the ASHP statement is more robust and will move to adopt it. In cases where the ASHP position statement has been endorsed and adopted by ICHP, this will be noted and cross-referenced on the ICHP website. iv. Continuing Professional Development: this position statement will be sent to 	<p>C. Crank</p> <p>M. Corrigan</p>
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	<p>Educational Affairs for review, as the Division felt that the current document reads more like a tool kit. Once reviewed by Educational Affairs, it will be sent back to Professional Affairs for further review and revision.</p> <p>v. Drug Sampling: The Division does not endorse the use of drug samples in the position statement, but rather the focus is on continuity of care and assurance that patients have access to medications.</p> <p>Board members should review the position statements as they appear in the packet, and send any comments to Megan. The position statements will be brought back for Board approval at the January 2022 meeting.</p> <p>e. The Division has recently reviewed Policy 6.00, Executive Council Officers. The majority of updates are to standardize language throughout the policy sections and to correct grammar/formatting issues. The motion to approve the policy revisions was made by J. Orr and second by B. Ohrmund. <i>The Board approved the revisions to Policy 6.00.</i></p> <p>f. The 2021 election results have been finalized and are on page 87 of the packet. Winners have been notified, and those who ran unsuccessfully have been notified as well. Congratulations to all! The results will be shared with the membership in the next week. <i>This is provided as information for the Board.</i></p> <p>g. Members who are being considered for ASHP Council positions often seek endorsement from ICHP. Unfortunately, the cycle for ASHP Council nomination and selection does not always coincide with the ICHP Board meeting schedule. The Executive Committee has endorsed Bernice Man for the ASHP Council on Public Policy, and Justin Moore for the ASHP New Practitioner Executive Committee. In the event that there may be multiple members seeking endorsement for the same position, the decision would be brought to the full Board. <i>This is provided as information for the Board.</i></p>	<p>L. Ellinger</p> <p>C. Crank</p> <p>C. Crank</p>
<p>VIII. Reports – Staff, Officers</p> <p>iii. Executive Vice President</p> <p>i. Membership Report</p> <p>ii. Board of Pharmacy Update</p> <p>iii. ICHP Board of Directors Calendar 2021-2022</p> <p>iv. 2021 Annual Meeting Financials</p>	<p>a. Executive Vice President</p> <p>i. The membership report was distributed in the packet. Currently 1500 individual members, including 251 technicians and 267 students. There was a large increase in pharmacist members in April due to the purchase of memberships by Advocate-Aurora. It will be helpful to get these additional pharmacist members engaged further in ICHP and actively involved. Please reach out to any colleagues who appear on the lapsed membership list and encourage them to renew their membership.</p> <p>ii. The Board of Pharmacy met virtually in September. Items presented:</p>	<p>C. Crank</p> <p>C. Crank</p>

	<ul style="list-style-type: none"> • NABP District 4 Annual Meeting was held virtually in October. NABP is looking to form committees based on practice areas. • No updates from IDFPR. • Legislative update was presented by Garth Reynolds, with 20 bills presented and 18 of which became law. Detail can be found on the Illinois General Assembly website. • Public comments included questions around student pharmacists administering flu vaccines under supervision; reporting of student disenrollment from a Pharmacy programs to IDFPR; and followup by IDFPR to the Board of Pharmacy on the FDA MOU Addressing Certain Distributions of Compounded Drugs. • November meeting was held this past week on November 9. 	
	<p>iii. The ICHP Board of Directors Calendar for 2021-22 was presented. Notable changes from previous calendars include due dates for Board meetings materials. An updated version will be distributed to all Board members.</p>	C. Crank
	<p>iv. Summary of 2021 Annual Meeting financials was presented, with about \$84,000 in revenue, largely due to reduced expenses since the meeting was converted to a virtual platform. Refunds were issued for booth costs to the sponsors. Some costs were able to be transferred to the 2022 Annual Meeting.</p>	C. Crank
b. Vice President of Professional Services	b. Planning in process for GLPRC. ICHP has been approached by ILPRC to sponsor CE for the residency conference in May. Meetings will be taking place to determine if this is something that ICHP can take on.	T. Wegner
c. President	c. Report provided in packet. Kathryn thanked all who were able to attend the Leadership Retreat.	K. Schultz
d. Immediate Past President	d. Report provided in packet	J. Arnoldi
e. President-Elect	e. No report.	D. Kolanczyk

<p>IX. Reports – Divisions, Committees and Networks</p> <p>a. Educational Affairs **</p> <p>b. Government Affairs</p> <p>c. Marketing Affairs</p> <p>d. Organizational Affairs</p> <p>e. Professional Affairs</p> <p>f. Central Region Director</p> <p>g. Northern Region Director</p> <p>h. Southern Region Director</p> <p>i. KeePosted Committee</p> <p>j. Ambulatory Care Network</p> <p>k. New Practitioner Network</p>	<p>a. Report in packet. Annual Meeting numbers for 2021 were slightly down from 2020 attendance, and meeting evaluations will be reviewed by the Division. Planning for 2022 Spring Meeting is in process, and is anticipated to be a live meeting in East Peoria. Poster submission criteria and scoring rubric have been reviewed by the Division, with additions of language for outcomes criteria (patient and quality) as well as scholarship of teaching and learning criteria. Case reports can be submitted, but will not qualify for awards. Planning for 2022 CE Appetizers has begun, and anyone interested in submitting a topic is encouraged to do so.</p> <p>b. Report in packet.</p> <p>c. Report in packet. Of note, the Pharmacy Week discount program attracted 86 new or renewed memberships, with \$6896 collected in dues with a \$1764 impact on budget.</p> <p>d. Report in packet. Policy and procedure review continues, with 6.00 Executive Council Officers review completed and presented at this meeting for approval. Procedures for Treasurer (7.00) will be reviewed by the Finance Committee at the 11/19 meeting, along with the investment policy.</p> <p>e. Report in packet.</p> <p>f. No report</p> <p>g. Report in packet.</p> <p>h. No report.</p> <p>i. Report in packet.</p> <p>j. Report in packet. Several Network members met with their legislators about the Pharmacy and Medically Underserved Areas Enhancement Act.</p> <p>k. Report in packet.</p>	<p>D. Martin</p> <p>P. Couri</p> <p>D. Kolanczyk</p> <p>L. Ellinger</p> <p>M. Corrigan</p> <p>K. Terry</p> <p>J. Orr</p> <p>E. Diericx</p> <p>J. Phillips</p> <p>M. Biszewski</p> <p>J. Moore</p>
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<p>l. Pharmacy Director Network</p> <p>m. Pharmacy Informatics and Technology Network</p> <p>n. Pharmacy Technician Network</p> <p>o. Residency Leaders Network</p> <p>p. Small and Rural Hospital Network</p>	<p>l. Continuing to meet virtually. Most discussion in this group focuses on technician issues, relative to shortages, training, and recruitment. Other discussion points included white-bagging and legislative issues.</p> <p>m. Report in packet. Network has been successfully established and membership continues to grow. Actively recruiting for a chair-elect.</p> <p>n. Report in packet. Continued efforts to grow the network as well as to enhance member engagement. The July meeting had 3 new members on the call, September meeting was cancelled due to work conflicts and Annual Meeting.</p> <p>o. Report in packet.</p> <p>p. No report.</p>	<p>C. Crank</p> <p>H. Harper</p> <p>B. Ohrmund</p> <p>H. Patel</p> <p>T. Gorden</p>
<p>X. Reports – Student Chapters/Other</p> <p>a. Midwestern University</p> <p>b. University of Illinois at Chicago</p> <p>c. Southern Illinois University at Edwardsville</p> <p>d. Chicago State University</p> <p>e. Rosalind Franklin University</p> <p>f. Roosevelt University</p>	<p>a. Fall Meet and Greet and GBM was held in September. Well-attended faculty presentation on work in the ICU during COVID-19. Local ASHP Clinical Skills Competition held in October.</p> <p>b. Report in packet.</p> <p>c. Report in packet. Successful T-shirt fundraiser and “Wellness Wednesday” event which included making fleece blankets that were donated to Davita Dialysis. Highlighted visit from Chris Crank as well as ongoing “residency happy hours”.</p> <p>d. Report in packet which reviewed activities for 2020 and 2021.</p> <p>e. Report in packet</p> <p>f. Report in packet. Recent activities include a residency overview, clinical skills competition, and residency roundtable.</p>	<p>D. Li</p> <p>T. Tanriverdi.</p> <p>S. Gardner</p> <p>J. McCoy</p> <p>N. Fsai</p> <p>S. Buyle</p>
<p>XI. Other Business / Reports</p> <p>a. Pharmacy Technician Certification Board</p> <p>b. ICHP Pharmacy Action Fund</p> <p>c. ICHP Building Company LLC</p>	<p>a. Live meeting with PTCB Board of Governors was held in Washington, DC. The organization continues to be financially strong. Planning for new certification opportunities in the near future, next anticipated to be nonsterile compounding.</p> <p>b. Financial report in packet. Current balance \$17,692.12. Approximately \$2,700 in donations to legislators who support Pharmacy, and \$580 income from PAC Trivia Night. Continued efforts to find</p>	<p>C.Crank</p> <p>C.Crank</p>

	<p>ways to increase income to the PAC through events like the Trivia Night.</p> <p>c. Financial report in packet.</p>	C.Crank
XII. Summary of Actions Taken/ Task Assignments	<ul style="list-style-type: none"> • Accepted August 4, 2021 minutes • Approved 2020 ICHP Form 990 • Approved 2022 ICHP draft budget • Reviewed draft Building Co. 2022 budget (information only) • Reviewed 5 position statements and proposed revisions by Professional Affairs Division. • Approved Policy 6.00 Executive Council Officers by Organizational Affairs. • Information—2021 election results • Information—ASHP Council endorsements by ASHP 	K. Schultz
XIII. Next Meeting Notice – January 19, 2022	Information. Materials due January 10, 2022	K. Schultz
XIV. Adjournment	Adjournment was called at 200 PM	K. Schultz

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE		
Jennifer Arnoldi	Immediate Past President*	E
Kathryn Schultz	President*	P
Denise Kolanczyk	President-Elect*	P
Carol Heunisch	Secretary*	P
Dan Majerczyk	Secretary-elect	P
Bernice Man	Treasurer*	P
Becky Ohrmund	Technician Representative*	P
Richard Puccetti	Technician Representative-elect	P
Denise Kolanczyk	Director, Marketing-Affairs*	P
Ron Hartman	Director-elect, Marketing Affairs	
David Martin	Director, Educational Affairs*	P
Marianne Pop	Director-elect, Educational Affairs	P
Lara Ellinger	Director, Organizational Affairs*	P
Megan Corrigan	Director, Professional Affairs*	P
Peter Couri	Director, Government Affairs*	P
Justin Moore	Chair, New Practitioners Network	P
Nikola Markoski	Chair-Elect, New Practitioners Network	P
Matthew Bizseswski	Ambulatory Care Network, Chair	P
Tara Vickery Gorden	Small and Rural Hosp Network, Chair	E
R. Jason Orr	Northern Region Director*	P
Karin Terry	Central Region Director*	P
Erika Diericx	Southern Region Director*	P
Chris Crank	Executive Vice President*	P
Heather Harper	Pharmacy Information and Technology Network, Chair	P
David Li	MWU CCP Student Chapter President	P
Tara Tanriverdi	UIC COP Student Chapter President	P
Sara Gardner	SIUE Student President	E
Justine McCoy	CSU-ICHP Student President	E
Spencer Buyle	Roosevelt University Student President	P
Naim Fsai	Rosalind Franklin Student President	P
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
Noelle Chapman	Past President	P
Scott Meyers	Past Executive Vice-President	P
P= Present; E= Excused; * = voting member of the board		