Board of Directors Meeting  
November 9, 2016  
OSPA/Update Management, Inc., 147 SE 102nd Ave., Portland, OR 97216  
Minutes

IN ATTENDANCE:  Kevin Russell, President, Amy Valdez, Joshua Free, Sean Murray, Caryn Mickelson, Andrew Wash, Ann Zweber, Deanna Moretz, Jordan Smith, Laura Trupp and Dana Baisden, staff.

Absent: Linh Chau, Tiffanie Pye, Allen Ha, Robert Uetrecht, Jeff Fortner, Charles Huckabay and Daniel Breedlove.

WELCOME & CALL MEETING TO ORDER: Russell called the meeting to order at 6:06 pm. He stated that there was not a quorum present and no action would be taken until another voting member joined the meeting.

NEW BOARD MEMBERS:

OSPA Board of Directors Introductions: Russell asked each board member to introduce them self and share their board position, employer and little about what they do in their job.

2016-2017 PRESIDENT’S GOALS:
Goals for today’s meeting:

Russell welcomed new and returning board members. He reported that he had sent out a president's message to the membership as well as a letter to the board sharing his expectations and goals for the upcoming year. Russell re-capped the highlights of those communications. He stated that the revisions to the bylaws and constitution were approved. Russell provided a brief overview of the responsibilities of the board members and listed the various geographical and professional areas that are included in the OSPA board of director positions.

Russell posed the question for the board to consider “What do we want to do going forward?” Last year during Joshua Free’s presidency the board developed a new mission statement as well as four action words that go with it: Educate, Advocate, Empower, Engage. This was great groundwork that he wants to continue working from.

One of Russell’s goals is to develop a billing task force similar to what was done in Washington. Although this is a goal of Russell’s, he would like the board to do a self-check to see if the majority of board members support this effort. Russell stated that although he is passionate about it, he wants to correct directions now if the board is not behind this effort. Moretz stated that OSHP’s legislative resources council is working in this area and she thinks OSHP would support collaborating on this effort. Moretz stated that there is a great article from ASHP on this topic and she will forward it to OSPA. Mickelson stated that she feels this is very important to the profession and would be supportive. There were no objections to moving forward with developing the billing task force.

Smith joined via conference call and Russell called the meeting to order with a quorum present at 6:30 pm.

2016-2017 BOARD MEETING SCHEDULE: Russell asked if there are any known conflicts with the meeting schedule that was distributed. Baisden stated that the two highlighted dates conflicted with her schedule. The consensus of the board was to change the September meeting date to the 20th. A motion was made to approve the 2016-2017 meeting schedule with the one change as noted. The motion was seconded and approved unanimously.
Russell stated that currently the officers serve as the Executive Committee, however, the bylaws call for two additional board members to be appointed. He asked for volunteers, and there were none. Russell stated that Breedlove expressed interest at the previous meeting and asked for feedback from the board regarding appointing a student board member to that position. Discussion ensued. The consensus was that it should be a pharmacist board member to serve in that capacity.

CONSENT AGENDA:
September 21, 2016 Board of Directors Minutes
Approve New Members (9/9/16-11/1/16)
Conflict of Interest / Non-Disclosure Agreement / Antitrust Policy
Resolution: 2015-16 Check Signers (Chau, Russell, Valdez, Free)
Russell asked if everyone had reviewed the meeting documents listed above and if there were any questions or comments. He requested that all board members review and sign the conflict of interest form and non-disclosure agreement and turn it into Baisden. Russell explained that a resolution of the OSPA check signers would need to be approved by the board. **There being no questions, a motion was made to approve all items included in the consent agenda as listed above. The motion was seconded and approved unanimously.**

STUDENT UPDATES:

**OSU:** There was no report due to Breedlove’s absence.

**Pacific University:** Trupp reported that they have been very busy providing patient care. They have immunized over 700 patients so far this year. She recently attended the Mid-Year Regional Meeting (MRM) in Salt Lake City and shared with the board that Pacific had received an award at that meeting. Trupp stated that they could use help to develop a preceptor list. Moretz stated that OSHP is working on getting CE credit approved for preceptors who help out at student events.

Russell stated that he would like to add the below additional reports to the agenda.

**OSU Faculty:** Zweber stated that she will get in touch with Breedlove to help facilitate the students from both universities to collaborate on developing preceptors who will help with student events. OSU will be holding a legislative day on March 20. Unfortunately, there is a conflict with Pacific students on that date, but would encourage support from others.

**Pacific Faculty:** There was no report due to Fortner’s absence.

**OSHP Representative:** Moretz stated that in an effort to get more preceptors involved, OSHP identified one event to support. Russell stated that in the past, OSPA has agreed to reach out one time as well, but will not send emails regarding every specific event. Valdez suggested tasking to a committee to track the preceptors. Russell stated it should fall into Events Committee. Valdez will add it to her list and track.

COMMITTEE REPORTS:

**Events Planning Committee:**

2016 Annual Convention – review / budget: Russell reported that the projected income and expenses show a net income of $23,814 compared to $14,136 from 2015. OSPA staff was able to get some concessions from the facility due to the challenges faced during the meeting. The overall projected income is $50,135, which falls just short of the budgeted $54,000. Expenses were budgeted at $36,600 and are projected to be around $26,000. Overall, this would put us slightly above our financial convention goals. Valdez stated that the speakers were an excellent mix. There were evaluation comments that validated that as well. Free stated that the least favorable comments were related to the facility. Several board members stated they felt the facility was fine. OSHP just held their meeting at the collaborative sciences building and asked if we had considered it. They have video conferencing available, parking and easy access to mass transit. Elephant’s Deli catered OSHP’s lunch at the Fall Seminar. Attendance was down from 126 in 2015 to 114 this year. Increasing attendance is a continuing goal. Mickelson suggested pulling together information about where attendees are
coming from and using that information to strategize about how to improve attendance. Mickelson suggested surveying the members about what they would like to have included in the 2017 Annual Convention.

2016 MTM Certificate Program – October 22, 2016: We have a projected net income of $4,583 and 24 attendees.

Valdez stated that she does not want to bog down the board with individual events. She would like to receive a philosophy of the board to guide the Event Committee planning. Free stated that we are getting reasonable attendance at certificate programs and feels we should continue to hold them. When we have tried small targeted CE alongside of the certificate programs they have had low attendance and not been financially sound. We have money available through the Gerding Fund to provide geriatric long-term consulting CE. Free also feels we should make more of an effort to collaborate with OSHP on events. CCO in southern Oregon is doing a lot of work on safe prescribing of opioids/naloxone prescribing. Russell stated that we have some companies who are interested in providing industry sponsored dinners. There was mixed reviews from the board on this topic. Mickelson would be supportive of holding regional events. Baisden stated that CPR was mentioned at the last meeting as well. Russell has been asked if we can include naloxone training; patient safety at our meetings.

Lane County Mid-Winter CE Seminar – February 18-19, 2017: Agenda is set for this meeting. We are waiting for the Board of Pharmacy speakers so we can finalize the ACPE and start promoting the event.

CE and Ski Event, Bend, OR – January 29-31, 2016: Russell asked for feedback about whether or not the board would support the Events Committee moving forward with this event due to the short timeframe we are working in. It was the consensus that we move forward with a certificate program and a social event, but not the advanced level CE that was offered last year.

2017 CE Schedule of Events:
Procrastinators Day is tentatively scheduled for April 15, 2017. Baisden reminded the board that is the day before Easter which could impact attendance.

Finance Committee:

October 2016 Financial Report: Russell provided the financial report due to the absence of the treasurer. He stated that income is down a little from last year. We did better with the Annual Convention and MTM this year so that is a positive to the budget. The internet/website expense is higher than last year due to when the invoice was paid during the billing cycle.

2016 Scholarships: Russell reported that the scholarship fund is currently empty so if we want to give scholarships this year, the funds will either need to be raised or come from our general budget. Valdez suggested adding a check box to the membership renewal to raise dollars for this fund. We could also try to link fundraisers to our events. Russell tasked this to the Membership Committee.

Update Management Contract Negotiations: Free reported that the Annual Convention consumed the time of all parties involved and that there was nothing new to add at this point.

Legislative Committee:

Coalition Activities: Free is now the Chair of this committee. He reported that the group is not meeting in November, but will meet at Consonus on December 13, 2016 at 6:00 pm. They are considering bringing in a guest speaker and the group will talk about strategy going forward. The main topic being discussed is the pharmacist formulary (prescribing) bill. There is also a placeholder bill for the PBM workgroup that met over the summer so that we would have legislation that would put teeth to the bill we had previously. Free stated that there are a few other topics and suggested that those who want to know more, come to Coalition meeting.

OOJLC – New Representatives:
Collaboration with OSHP – New PAC Board: Russell stated that we need to develop our new members for the PAC Board of Directors. This is in collaboration with OSHP. Although Baisden had challenges obtaining confirmation of current board members, it is believed that Zach McCall and Mike Millard are the representatives from OSHP and Gary DeLander and Wayne Kradjan from OSPA. Valdez stated that perhaps this group needs a home, i.e., a committee, to keep it organized.

PAC Fundraiser: Russell reported that we raised about $2,700 for the PAC during the Convention. Moretz suggested adding information to the OSPA website, including which candidates received the larger donations so that members can see where he donations are being directed.

OSPA COMMITTEE STRUCTURE:

Committees: Russell stated that the board needs to define which committees they want to have, vote on it and then start staffing them.

Membership Committee: Per the bylaws, this committee is to be chaired by a Board of Director. This committee is charged with expanding membership and providing valuable benefits or services to members. Their focus is to increase the value of OSPA to the members. This committee is also tasked with public relations and developing activities to celebrate American Pharmacists Month.

Communications Committee: This committee traditionally produces the quarterly newsletter and maintains a social media presence. Andrew Wash has expressed interested in serving on this committee. Dave Walker, from Seaside, has volunteered to be the social media committee expert, however, he does not want to chair the committee. Caryn Mickelson volunteered to help with this committee as well. It was the consensus that this be a subcommittee of Membership.

A motion was made to appoint Wash as the Membership Committee Chair. The motion was seconded and approved unanimously.

Pharmacy Practice Committee: Jennifer Davis, Jill McClellan, Amy Baker, Adrianne Irwin and Leanne Yantis have volunteered to serve on this committee with Davis continuing as chair. This committee has been active in the past primarily working on protocols and we are re-activating it with a new direction. Russell stated that the Board of Directors needs to provide direction to this committee. Wash suggested general pharmacy issues that are being faced and how the association can address those needs. This could include topics like being a manager for the first time, problem technicians, etc. These would be OSPA driven training programs that would address timely, pharmacy related issues. Russell stated that this could feed into the Events Committee. This committee could also develop policies and procedures or other document templates and make them available on the website to be used in practice. Zweber suggested asking Jennifer Davis for ideas that the previous committee had developed. Caryn Mickelson volunteered to serve on this committee.

Technician Practice Committee: It was the consensus that this be a subcommittee of the Pharmacy Practice Committee. This committee could provide community technician practice member benefits and create a forum in which technicians can engage. Valdez stated that she had a conversation with Marc Watt who told her that there have been challenges with technician renewals changing to every two years. Smith has talked to a couple technicians who would be interested in serving on this committee. Smith would be willing to help get this committee off the ground and organized, however he can’t commit to chairing it due to his acceptance into pharmacy school beginning in the Fall. Moretz suggested connecting with OSHP’s technician chair, Christine Kostechka. She stated that they just had a technician summit at their Fall Seminar so there should be some momentum that would be helpful to develop this further. No chair was appointed.

Long-Term Practice: It was the consensus that this be a subcommittee of Pharmacy Practice Committee. Eric Lintner and Si Williamson have expressed interest in this area.

Events Committee: This committee has had good support. We will be cleaning up the list of who is currently shown as being on the committee and removing those who have not recently participated.
EMERGENCY PREPAREDNESS:
• Next Steps
• Appoint Task Force

Those who have expressed interested include: Juancho Ramirez who is interested in helping and would chair, if necessary; Amy Baker who is FEMA trained and served in disaster relief following Hurricane Sandy. She would like to be involved and would chair if desired. **A motion was made to appoint Amy Baker as the chair of the Emergency Preparedness Committee. The motion was seconded and approved unanimously.**

BILLING AND CREDENTIALING TASK FORCE:
• Next Steps
• Appoint Task Force

Russell asked the board if they want to move forward with approving a task force and invite OSHP to join in this effort. Moretz stated that she would be willing to participate. Russell described this task force as functioning similarly to the OOJLC. Moretz suggested that it could be a subcommittee of the joint legislative council. OSPA will reach out to OSHP and vote at a future meeting once we have a better picture of what this will look like. Free, Russell and Moretz will work on this.

OTHER BUSINESS: Free reported that he participated in part of OSHP’s board meeting. There was a lot of discussion about the task force regarding combining the two state organizations. There was a variety of opinions about whether or not both align as well as the mission of the two organizations. There was a number of OSHP’s board who did not think they aligned. OSHP surveyed their members and only got about 8% response. Two thirds had a favorable opinion about continued discussions of merging. OSHP’s bylaws changed last year and now require 80% of their board to vote favorably on an issue for it to pass; this would only be three opposing or it would fail. Moretz stated that OSHP does want to move forward with researching this, but will need more structure provided about what this would look like.

Zach, OSHP’s president, stated “we have to continue working on this.”

Jake Thompson had some impassioned things to say about the potential merger.

From the Spring meeting in Bend, someone from Wisconsin spoke and stated that the number one reason they are successful at practice initiatives is because they had merged their organizations. They also stated that it’s about advancing the practice models.

Minnesota merged and then unmerged. There are stories on both sides.

Russell stated that our survey is open until November 27th.

BOARD RETREAT: Russell stated that traditionally we have had a board retreat to do strategic planning for the association. There was support from the board to hold a retreat. Baisden stated that there was only $600 budgeted for board expenses for this fiscal year so they should keep that in mind when planning. Valdez suggested thinking about the purpose first and then work backwards toward a date. The officers will work offline on this. It was suggested that a Doodle survey be utilized once we are ready to pin down a date.

ADJOURN: There being no further business, **a motion was made to adjourn the meeting at 8:34 pm. The motion was seconded and approved unanimously.**

Respectfully submitted by,

Dana Baisden
Association Manager
**Action Items:**

**November 2016**
1. Moretz to forward article from ASHP to OSPA Board.
2. Baisden to revise the 2016-2017 Board Meeting Schedule and redistribute to board.
3. Events Committee Chair to track preceptors for student events.
4. Membership Committee was tasked with raising scholarship funds.
5. Membership Committee to be chaired by Andrew Wash.
6. Communications to be a subcommittee of the Membership Committee. Volunteers to date include Andrew Wash, Dave Walker, Caryn Mickelson.
7. Pharmacy Practice Committee volunteers to date include Jennifer Davis, chair, Jill McClellan, Amy Baker, Adrianne Irwin, Leanne Yantis and Caryn Mickelson.
8. Technician Practice to be a subcommittee of the Pharmacy Practice Committee.
9. Smith to facilitate getting the Technician Practice Subcommittee organized and active.
10. Long-Term Practice to be a subcommittee of the Pharmacy Practice Committee.
11. Emergency Preparedness Committee volunteers to date include Amy Baker, chair, and Juancho Ramirez.
12. Billing and Credentialing Task Force volunteers to date include Joshua Free, Kevin Russell and Deanna Moretz.
13. OSPA to reach out to OSHP regarding their joint participation in the Billing and Credentialing Task Force.

**September 2016:**
1. Contract negotiations to continue with the Executive Committee through next month or two.

**January 2015**
1. DeLander and Millard will look for space for historical artifacts.