



## BOARD OF DIRECTORS MEETING

**Monday, January 13, 2020 | 5:30 – 8 pm**

OSHP/Update Management Office – 147 SE 102<sup>nd</sup> Avenue, Portland, OR 97216

**OSHP Mission:** To promote the professional development of pharmacists and the advancement of pharmacy practice in Oregon through education, collaboration, and advocacy.

**OSHP Vision:** Oregon will be a model of excellence for the practice of health system pharmacy.

**Attending:**

<input checked="" type="checkbox"/> Katie Norton	<input checked="" type="checkbox"/> Andrew Gibler	<input type="checkbox"/> Rebecca Britton	<input checked="" type="checkbox"/> Fawzy Elbarbry (p)
<input checked="" type="checkbox"/> Katie Yabut	<input checked="" type="checkbox"/> Junior Lyman	<input checked="" type="checkbox"/> Kris Marcus (p)	<input type="checkbox"/> Angie Christianson (p)
<input type="checkbox"/> Jason Nguyen	<input checked="" type="checkbox"/> Deanna Moretz (p)	<input type="checkbox"/> Emily Gray	<input type="checkbox"/> Katie Steele
<input checked="" type="checkbox"/> Eric Schnebly (p)	<input checked="" type="checkbox"/> Mike Millard (p)	<input checked="" type="checkbox"/> Doug Meyer (p)	<input checked="" type="checkbox"/> Lauren Olberding (guest)
<input checked="" type="checkbox"/> Stacey Barrett (staff)	<input checked="" type="checkbox"/> Liz Bentley	<input checked="" type="checkbox"/> Long Trinh	<input checked="" type="checkbox"/> Ryan Gibbard
<input type="checkbox"/> Heidi Chinwuba	<input type="checkbox"/> Brandon Allen	<input type="checkbox"/> Kylee Kastelic	<input type="checkbox"/> Ben Vermillion
<input checked="" type="checkbox"/> Erin Wu (p)	<input checked="" type="checkbox"/> Rachel Seitz (p)	<input checked="" type="checkbox"/> Abby Frye	<input type="checkbox"/> Jennifer Jordan
<input checked="" type="checkbox"/> Ruthie Nguyen (p)	<input type="checkbox"/> Jason Nguyen	<input checked="" type="checkbox"/> Victoria Wallace	<input checked="" type="checkbox"/> Tiffany Pye (p)
p = phone			

Agenda Item	Discussion / Notes
<b>Call Meeting to Order, Introductions, and Determine a Quorum (Gibler)</b>	Meeting called to order by President Gibler at 5:30 pm. Quorum met. Group introductions.
<b>Consent Agenda (Giber)</b> <i>Items listed under the consent agenda are considered routine matters and will be approved by a single motion of the OSHP Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.</i> <ul style="list-style-type: none"> <li>Approval of November 11, 2019 Board Minutes</li> <li>Review of Action Items</li> <li>New Member Applications</li> <li>Member Counts</li> <li>Council/Committee Reports</li> </ul>	<b>Approved:</b> Consent agenda items approved as presented.
<b>Review of Action Items (Bentley)</b>	<ul style="list-style-type: none"> <li>OSHP webpage: Ryan will have a student in February or March who will be able to help update the OSHP history section. <b>Remains action item.</b></li> <li>Mike is still looking for a co-chair for LRAC; please send any ideas his way. Stacey will also make sure that people have his correct email (not school). <b>Remains action item.</b></li> <li>ASHP media/marketing materials are still being researched (Stacey). Went on backburner when moved to new website. <b>Remains action item.</b></li> <li>Drug shortages resource: PRC will discuss on 1/14/20. <b>Remains action</b></li> </ul>

	<p><b>item.</b></p> <ul style="list-style-type: none"> <li>• Naloxone event: remove from list; there was not a lot of interest in the idea and going back to the drawing board (Rachel).</li> <li>• Clinical Therapeutics, Research, and Education Foundation grant proposal – reviewed later in the meeting (see below).</li> <li>• Logo design: discussed under council items (see below); idea is to have a student contest.</li> </ul>
<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>• December 2019 Month End Financials</li> </ul>	<ul style="list-style-type: none"> <li>• Financials: December financials are not finalized yet; Stacey to send to Board once received. Fall Seminar income was \$69K (projected for \$50K). Nov expenses were \$13K lower than budgeted; don't anticipate December to look different.</li> <li>• Fall Seminar went really well; attendance was a little bit lower than last year. The group discussed making some adjustments to the schedule and/or rooms to encourage repeat attendance.</li> <li>• Thanks to EAC for putting Fall Seminar together!</li> <li>• OSHP Fellow recognition – there was discussion about whether it will be moved to Annual Seminar or go back to Fall Seminar. Plan to discuss in the future and see how Annual Seminar goes; thought is that having it at the Fall Seminar may encourage stronger attendance.</li> </ul>
<p><b>OSPA Liaison Update (Pye)</b></p>	<p>Getting ready for Lane County meeting in February (2/15–2/16), which is one of the more popular events; there will be 15 hrs of CE at the Hotel Eugene.</p> <p>Hosting a CE and Ski in Bend on March 7th; in April will have a CV disease risk management certificate program in Salem.</p> <p>OSPA conducted 9 phone interviews for the Executive Director; chose 3 applicants for an indepth web interview with search committee; OSPA is planning to invite 1-2 to in-person interview in February. Discussion on whether position will include lobbying.</p> <p>Katie – considering partnership on a mental health first aid training, possible in May; could be considered part of ASHP resilience initiative; struggling with finding trainers because it is a no-cost event; considered making part of Chapter meeting (southern and/or northern) in order to get CE covered; idea to potentially host at Pacific; Adrian reaching out to Lines for Life; even would be either for patients or for health care providers like pharmacists. Plan to connect with Adrain; in addition, Michael Faber (Portland Community College &amp; member of Oregon Psychiatric Association) was mentioned as a possible contact; board was ok with Stacey and Katie collaborating and bringing back more info.</p>
<p><b>Council Items</b></p> <ul style="list-style-type: none"> <li>• Professional Relations (Seitz) <ul style="list-style-type: none"> <li>◦ Website Upgrade (Barrett)</li> </ul> </li> <li>• Membership (Moretz) <ul style="list-style-type: none"> <li>◦ Section Leadership</li> </ul> </li> <li>• Technician (Meyer) <ul style="list-style-type: none"> <li>◦ ACPE Continuing Education</li> </ul> </li> <li>• Educational Affairs (Gibbard) <ul style="list-style-type: none"> <li>◦ Anna Fong/Stacie Fujisaki Excellence in Pharmacy Research Award Policy</li> </ul> </li> </ul>	<p><b>PRC:</b></p> <p>Logo update: reaching out to students for interest on the logo challenge; thinking of a March 2nd deadline and having a set of new logos to vote on for the March meeting. Suggestion was to have prizes such as membership, conference attendance, gift card, etc.</p> <p>Motion made for a choice of an all-expense-paid trip to Annual Seminar (registration, lodging, and reimbursement for mileage) or a cash prize of \$250 for the winner.</p>

- Annual Seminar Update (Frye)
  - o IRC Track
  - o Awards

**Action item:** Stacey will put together a flyer for the contest.

**Action item:** Looking for a pharmacist for a member spotlight. Send info to Rachel if you have options.

Struggling to get an interested lead for OSHP social media; should we make a more formal social media position? OSPA is really active on Facebook – they have management company facilitating; OSPA has been featuring speakers for upcoming seminars; PRC oversees social media; one OSHP member has expressed interest.

Website upgrade: new platform has been launched; Stacey will be touching base with Rachel to go over some new content; pages on the site need to be updated; send any issues, corrections, etc. to Stacey if spotted on the new site; auto renewal is now available; the invoice opens 3 months prior to the due date; there are discounted categories for “new pharmacist” and “new technician”; anyone who pays 2 years on advance can get the discount for 2 years.

#### **Membership**

Deanna suggested that we put materials together regarding what section leadership is; some sections are very small and others have people looking to step off or who have had a hard time getting engagement because of geographic location; descriptions are available in the meeting materials; **action item:** send any ideas for co-chairs to Deanna.

#### **Technician**

ACPE CE: PCTB recently changed how it accredits CE for techs and clarified that there are 2 ways that CE credit counts for techs; it used to be any CE could count; now if it's ACPE accredited it has to be specific to techs (has a “-T” in it); the second way is to use non-ACPE approved CE as long as it meets criteria (one or more) in the blueprint (see meeting materials); should be pretty straightforward to do this. CE offered at Fall Seminar meets blueprint criteria. **Action item:** Ryan to help mock up technician CE certificates.

#### **Educational Affairs**

The grant for Clinical Therapeutics, Research, and Education is an unrestricted donation; this would be an award for best poster, encouraging additional research and recognizing researchers in training.

From the description: “The award is divided into two categories: (1) student research and (2) practitioner research. Each recipient will be presented with an award certificate and a monetary award. The amount of the monetary award will be dictated by the amount budgeted for that fiscal year as decided by the Executive Committee. Eligibility: Any student pharmacist or practitioner who is not an elected officer or paid employee of OSHP is eligible. Awardees must be listed as the lead author on the poster and be present during the poster session to interact with the judging committee. The awardee may be a past recipient of this award.”

Motion carried to approve the Anna Fong/Stacie Fujisaki Excellence in Pharmacy Research Award proposal with modifications as necessary on the biographical details to be announced in 2020 and rolled out in 2021.

	<p><b>Annual Seminar Update</b></p> <p>In addition to the CE tracks, we will have the usual Friday afternoon and Saturday starting at 7 am; in afternoon, there will be 2 CE tracks – geriatrics and ID; non-CE: will offer an IRC track for industry; call outs for pearls and posters have been emailed; working to make dinner more entertaining and shorter; may move some things around during the day on Saturday; last couple years has been so much packed in.</p> <p>IRC track (Eric): there will be 2 sessions or presentations; 1 will be a repeat of the pharmacy leadership section and 1 will be a presentation looking at medical literature and understanding the validity of a study. The goal is to provide more value for being there and more reason to stay for Sat night; reminder: the IRC meeting is the 3rd Friday of even months.</p> <p>Andrew made a proposal to skip a year in giving out the Board of Directors award and the Presidential Award, which was ok'ed by the board.</p>
<p><b>Chapter Items</b></p> <ul style="list-style-type: none"> <li>• Student Chapter <ul style="list-style-type: none"> <li>◦ AS20 Silent Auction Software Funding Request</li> <li>◦ Student funding policy for OSHP Annual and Fall Seminar registration</li> </ul> </li> </ul>	<p><b>AS20 Silent Auction Software Funding Request:</b></p> <p>“In the effort of increasing efficiency and decreasing waiting time for Silent Auction related purchases, we would like to request \$129.95 for ... Auctria Software. This software allows live tracking bidders and donors, inputting the card information and paying electronically, generating email receipts, and exporting data in excel files.”</p> <p>Idea to use as a messaging system this year (2020) and for actual bidding next year; \$229.95 for gold level; would be paid for out of the scholarship budget.</p> <p>Motion to accept proposal with amendment to the gold level carried.</p> <p><b>Student funding policy for OSHP Annual and Fall Seminar:</b> (included in board materials)</p> <p>“This policy applies to student pharmacists from Pacific University and Oregon State University who will participate in the Fall and Annual Seminar through the sponsorship of OSHP Student Conference Funding. This benefit is exclusively for conference registration fees. Individuals are responsible for all other expenses (i.e. travel, lodging, and meals). This benefit is not intended to supersede or replace financial support offered by the individual academic institutions or external benefactors.”</p> <p>There was some discussion about removing this section: “Should any student be deemed ineligible or decline the sponsorship, the school will select an alternate, at the school’s discretion, based on the student’s engagement in and contribution to OSHP or the SSHP chapter.” Also discussed making verbiage for the schools identical.</p> <p><b>Action item:</b> Stacey can do a little bit of editing for policy purposes plus wordsmithing and will bring the edited version back in March for board review.</p>

<b>NW Residency Conference (Marcus)</b>	The NW Residency Conference will be on May 30th and will be at OHSU CLSB. The 30-person planning committee will start meeting monthly soon. Format will be similar to how it has been the past 2 years: delivering major project presentations with some preceptor development and social time at end of day; looking at potentially adding a poster session.
<b>OSHP Bylaws (Gibler)</b>	Board members were provided a summary of proposed bylaw amendments in the meeting materials. Some editing suggestions were provided. (e.g., Article V, adding word “pharmacy” in front of “professionals”); <b>Action item:</b> Send any other edits directly to Stacey.  Motion to approve Bylaw amendments carried.
<b>PTCB 2020 State Associate Agreement (Barrett)</b>	New agreement: \$10 per candidate up to 125 candidates and after that is \$6 per candidate (decrease); OSHP no longer has an agreement with OSPA. Stacey will be looking at more marketing opportunities with Doug and coming up with a plan to utilize what’s available on PTCB.  Motion to approve PTCB 2020 State Associate Agreement carried.
<b>Additional Business (All)</b>	Junior mentioned some events being planned by the Northern Chapter; plan is to have trivia on 3/12 and a law CE a couple of weeks after that.  Ryan shared an update on student events. The Tet Festival and Chinese New Year are coming up. There will also be a Quick Conversations event, which is popular with the students.  <b>Action item:</b> Andrew gave everyone a homework assignment to identify good candidates for positions; e.g., we are looking for new leaders for councils (EAC, LRAC, Membership Council) and new section leaders.  Mike noted that the 2020 legislative session will occur before next board meeting. Any positions we take will have to be an email process, and it won’t be possible to have a normal legislative review at the board.  Stacey can also help with the call for volunteers.
<b>Adjourn (Gibler)</b>	Meeting adjourned at 7:47 pm.

<b>Action Items</b>	<b>Details</b>
<b>Review OSHP webpage</b>	Ryan will look into updating the OSHP history with a student in February or March.
<b>Identify Co-Chair for LRAC/Membership/Other Positions</b>	Send any potential candidates to Leads/Chairs. Stacey will make sure that people are using the correct email for Mike.
<b>Research ASHP media/marketing materials</b>	Stacey to follow up. On backburner when moved to new website.
<b>Drug shortages resource</b>	PRC will be discussing on 1/14/20.
<b>Logo - contest</b>	Stacey will put together a flyer.
<b>Member Spotlight</b>	Send recommendations to Rachel.
<b>Student Funding Policy for Seminar Registration</b>	Stacey will do some wordsmithing and bring back to the board meeting on March 9th.

<b>OSHP Bylaws</b>	Send any needed edits directly to Stacey (typos, etc.).
<b>Technician Certificates</b>	Ryan to help mock up technician CE certificates.

**Next Meeting:** March 9, 2020 @ 5:30 pm