



## Minutes – Fall Board Meeting – Thursday, Nov. 10, 2011

Southeast Christian Church – Room AT 106  
9:00 am – 4:00 pm (with a working lunch)

### Opening Comments

- President Ron Herman called the meeting to order at the Southeast Christian Church, Louisville, KY, Room AT 106, at 9:05 AM
- Ron led the group in devotions from John 14. Others shared their observations on the passage.

### Old Business

- Roll Call and Approval of Minutes
  - Roll call by secretary Susan Lutz.
    - **Members present:** Fred Eckel, Ron Herman, Sue Hussar, Susan Lutz, Greg Carlson, Nena Lindrose, John Cowley, Luigi DeBoni, Dan Hussar, Gene Lutz, Mark Sweeney, Bob Watt, Julie McDonald (by skype), Amanda Davis (by phone), Rusty Curington (student leader).
    - **Guests present:** Don Belt, Paul Kabanga Kapuya (Congo).
    - **Members absent:** Keith Allhands, Herb Hames, Terry Morris, Barb Porteous, Tom Robertson, Lisa Sims, Dan Spadaro
  - Minutes of the Board Meeting June 8<sup>th</sup> & 9<sup>th</sup>, and the Annual Meeting June 9<sup>th</sup> were approved as read, with no discussion. Motion to approve by Luigi DeBoni and second by Bob Watt. Motion approved.
- Executive Committee Reports
  - **President – Ron Herman** - reported great strides have been made in the MemberClicks website and computer enhancements. Member information is now more complete and more easily updated with the new system. Administratively, the office is moving forward and keeping very busy with this new system. Focus on finances will need to occur, but a more lengthy discussion on finances was deferred until later in the meeting.
  - **Vice-President (Membership Report) – Sue Hussar** submitted a report.
    - More renewals are needed; a questionnaire has been developed and sent to delinquent members in an effort to determine why they are not renewing. One response has been "conflicts with other meetings." Discussion followed regarding the need for new incentives to attract new members, more focus on students and retaining them upon graduation. Student leader Rusty Curington has been busy working on this area. It was suggested that student chapters work on developing

- the link between students and recent grads to keep them involved and engaged.
- More active member involvement is also needed. Nena enumerated some of the survey responses, indicating concerns about a current mission statement and few regular newsletters as other factors in decreased membership. Marc Sweeney and Julie McDonald indicated an interest in being more involved with the membership committee.
  - **Treasurer (Finance Report) – Greg Carlson** – report submitted.
    - There continues to be concern regarding a potential budget deficit and how to address this through increased membership, increased dues or a combination of approaches. The proposed 2012 (balanced) budget was presented. (see copy).
    - Extensive discussion centered around the method by which student memberships are registered and paid - currently all memberships are submitted together from a student chapter, with dues at \$20/member. With the new computerized program, the potential now exists for changes in method and should be explored more fully.
    - An increase in dues to \$30 for a student member was also proposed as a more reasonable fee. A possible incentive for renewing on line, with a small decrease in membership fee, was proposed. Other discussion related to the costs involved with the new on-line services, including credit card fees, etc.
    - The board was requested to commit to having a balanced budget and to find ways to make that occur (via recruitment of new members, increased donations as examples.) A program could be developed to encourage more donations by offering flexible payment options (i.e. monthly or quarterly) to increase giving. The Board was challenged to be an example to the membership and step up their giving to CPFII as a ministry. For example, if each Board Member gave \$500 this year, the potential end of year deficit could be erased.
    - Ron posed the question of the need for a routine audit of finances. It was suggested that one year of the new MemberClicks program should occur before an audit is done.
    - Guest Paul Kabanga will write a journal article to highlight one of the examples of where donations are used-in his case to allow his involvement with CPFII despite being from a distant country.
    - Cost of publications was also highlighted, with discussion concerning on-line journal versus print format. Pros and cons were presented.
    - A request was made that the Board receive a balance sheet and other investment information on a regular basis for review. As of 9/30/11, CPFII investments total \$281,714 (Vanguard \$119,006 and Vanguard Wellington \$162,708). It was proposed that we investigate money management help to assure the highest return on money invested.
    - Fred moved and Sue Hussar seconded a motion to approve the Treasurer's report and the 2012 budget as proposed. The motion carried unanimously, with the comment that to meet this new budget we need to trust God to stretch our faith so that we can reach out to our members and see both increased giving to this ministry and an increase in memberships.
  - **Administrative Director – Nena Lindrose** – report submitted.

- Most topics had already been covered in previous discussions at this meeting. She expressed some concerns regarding the current accountant's policies on prompt filing of needed documents (tax returns). Nena was asked to investigate a possible accountant in the area that would do our tax returns at a similar rate to our current provider.
- The next journal should be ready by late December, and although they are well-done, some time-related elements concerning the publication need to be improved upon in the future.
- Nena expressed a high level of job satisfaction and continues to pursue new challenges, including more grant writing in an effort to secure badly needed new resources.
- Ron encouraged all board members to remember Nena and CPFI in their daily prayer list.
- **Executive Director – Fred Eckel** - the annual meeting planning for Glen Eyrie Conference Center in Colorado Springs, CO next June 6-9, 2012 is progressing nicely. He offered expanded information on invited speakers. The suggestion was made to also consider having a program/update on the newer Christian schools of pharmacy at the meeting.
- Committee Activity Reports for 2011/12
  - **Publications Committee Report** – Ron Herman (for Tim Welty). Two journals and two newsletters have been printed. Quality has improved. Challenges continue, with significant time required by Nena to serve as coordinator for each issue and proofreaders often being asked to respond rapidly to meet deadlines. More volunteers are needed; Ron will follow up with Tim
  - **Student Chapter Advisory Committee Report** – (Julie McDonald, Amanda Davis, both were Skyped into the meeting and student leader Rusty Curington).
    - They expressed a frustration that communication issues with and among chapters continue to be a big problem. There are currently 118 colleges, with 70 student chapters, 30 of which are considered “strong” CPFI locations.
    - A report of the annual student retreat was given, with an increase in turnout noted.
    - The new website will provide more opportunities for projects, communications, and sharing of ideas. There continues to be a need to tie in to the national council. Rusty introduced a beautifully done new student chapter newsletter for the board to admire.
    - The regional concept is still struggling. There is a need for more interactions, possibly tying into the ASP regional system which is already familiar to many. Mentorship was discussed as a way to retain and increase student involvement. Prayer breakfasts at state association meetings are also useful.
    - International student chapter partnerships continue, with 10 other countries now participating.
    - A desire to honor a U. of Wisconsin professor, Curt Johnson, who recently died but had been heavily involved in student CPFI activities was voiced. The awards committee will be contacted to determine the best avenue to assure he receives

some posthumous recognition for his activities.

- **Annual Meeting Committee** – Keith Allhands/Herb Hames - report submitted. In their absence, Ron summarized the report, alerting members to the modified board meeting schedule planned to allow all CE to be completed and still have “free time” with family and friends. Discussion followed regarding the proposed locations for the next several annual meetings. Cost is a big factor in location, both for CPFI and for potential attendees. Possible new venues will be sought via proposed journal or newsletter article. It was also noted that no child care will be provided at the 2012 annual conference.
- **Mission Committee** – Ron Herman – report submitted.
  - Ron will attend a GHO Advisory Council meeting with Jeff Lewis in January. He noted the addition of a new committee to rapidly form new teams to allow rapid response in the event of natural disasters. Keith will serve on this Global Health Relief Advisory Council.
  - A synopsis of this year’s mission trips was provided in the report.
  - Paul Kabanga Kapuya reported on outreach in subSaharan Africa and commented that he considers it a great privilege to expand CPFI’s work there. There has been much growth over the past 15-20 years, as there is a hunger and thirst to create new CPFI chapters in Africa. The word of God has expanded greatly in the Congo; the faith of the Congolese is widely recognized.
- **Nominating Committee** – Susan Lutz - no report at this time. Ron informed the Board that he will not seek re-election next year, but will continue to work to fully implement the MemberClicks program.
- No reports at this time:
  - By-Laws Committee – Mark Johnson
  - Educational Affairs Committee – Fred Eckel
  - Student Scholarship Committee – Dan Spadaro
- Unfinished Business
  - Strategic Planning Recommendations – Next Steps – Gene Lutz
    - Gene Lutz--No printed report was provided, but followup to the development of last year’s plan was given. Four main areas have been identified: Communications and Education; Governance; Ministry/Missions; and Operations. Some short term goals are already being implemented. Long term goals will require more approvals before proceeding. The ByLaws may also need review and new recommendations made for revision to align with the strategic plan.
    - Gene moved and Dan Hussar seconded a motion to accept the report of the Strategic Planning Committee as presented in 2010. Following discussion the motion was amended to request each committee chair to prepare a report for the annual meeting reflecting both short term and long term goals based upon the strategic planning document.

## **New Business**

- Annual Meeting & Annual Student Retreat
  - Discussion regarding the pros and cons of combining the two resulted in no clear consensus. Considerations included best use of time, CE activities not needed by students, the need for more regional student meetings, networking, faith in practice issues, and cost factors. The topic will need to be revisited. However, a separate student retreat for 2012 should be identified.
- Prayer Breakfasts and Luncheons
  - Discussion centered around costs (versus attendance), purpose of the breakfast meeting (or just meet without providing food), the ongoing need to provide a venue to gather Christian pharmacists at a lower cost. At this point, CPFI cannot afford to continue paying for the breakfasts because they are not break even events.
- Balancing the Budget – Brainstorming ideas – Nena Lindrose & Ron Herman
  - The need to assure a balanced budget is a challenge and a ministry. Contributions and commitments are necessary. Additional fund raising ideas, grant opportunities and increased membership recruiting are needed

## **Concluding Comments**

- Following a closing prayer by Ron, the meeting was adjourned at 4:05 PM.

Respectfully and prayerfully submitted,

Susan Lutz, Secretary