



Full Board Meeting: June 6-7, 2012

Opening Comments:

President Ron Herman called the meeting to order in the Hayloft meeting room of Glen Eyrie Conference Center, Colorado Springs, CO at 4:14 PM, Wednesday June 6, 2012.

Keith Allhands shared devotions with readings and meditation from Isaiah 49:14, Galatians 2:20 and the Great Commission of Matthew 28. Prayer time followed.

Old Business:

1. Roll call by secretary, Susan Lutz
 - **Members present:** Fred Eckel, Ron Herman, Sue Hussar, Susan Lutz, Greg Carlson, Nena Lindrose, Keith Allhands, John Cowley, Amanda Davis (joined on Thursday), Herb Hames, Dan Hussar, Gene Lutz, Julie McDonald (Thursday), Barb Porteous, Tom Robertson, Lisa Sims (by phone), Bob Watt (Thursday), and Daniel Wilson (Purdue/Student Council Chairperson)
 - **Guests present:** Bill Altland (Alaska pharmacist)
 - **Members absent:** Luigi DeBoni, Terry Morris, Dan Spadaro, Marc Sweeney.
2. Minutes of the March 25, 2012 meeting (by teleconference) were approved as printed, with no discussion. M/S/C (Hames/ S.Hussar)

Executive Committee Reports:

1. **President-** Ron Herman-report as printed.
 - Data base/accounting conversion continues (part of Strategic Plan), with the old data base no longer used and new features of the system being implemented. He noted significant unutilized potential, with only a few job postings, and only a few people posting non-GHO mission opportunities. 61% of the pharmacist renewals and 43% of student renewals are being done online.
 - Under “Governance” component of the strategic plan, the short term goal of re-evaluating committee structure has not been completed. To encourage more active participation by Board and committee members, expectations still need to be delineated.
 - Monthly e-mail communication via e-blast has been well received. The goal of publishing two journals yearly is on target. This will continue to be a more “formal” publication, not necessarily to be a primary communication tool for time-sensitive information. Discussion followed regarding the frequency of the Faith Script (newsletter), print vs. email, who should receive the various communications, and the content of each.
 - M/S/C (G.Lutz/S.Hussar) to reformat the e-blast to a “new” Faith Script to be done monthly, with 3 or 4 of these issues to be more comprehensive during the year. The Faith Script will be printable. Suggestions for articles were offered, including member profiles, financial updates, job postings, missions, and student activities.
2. **Vice-President** (Membership report)- Sue Hussar-report as printed.

- Reported an increase in both professional and student active memberships over the past year (May 2011-May 2012).
 - She highlighted the issue of rising delinquent student memberships (who have now become professionals). Note: Executive Director Fred Eckel sent out a letter encouraging 2012 graduates to follow up and renew their memberships. (letter attached.)
 - Discussion followed her report regarding the success of various prayer breakfasts held at national and state meetings. It will be important to identify social or prayer breakfast venues at various schools as well to get more involvement and potentially increase CPFI membership in this way. The concern of cost to host these events was discussed, particularly where food is involved.
 - Members were reminded that while our CPFI message remains the same, we must develop new and innovative ways to spread it to meet the Strategic Plan goal of 1000 members by 2015.
3. **Treasurer** (Finance Report)- Greg Carlson-report as printed, including balance sheet/P&L thru April 30, 2012 and Vanguard statement of March 31, 2012.
- Reminded Board of 2011 losses. Because of a successful year-end fund raising effort, no funds were moved from savings to address the loss.
 - Stressed the need for new and renewal memberships to meet this year's budget.
 - To increase returns on investment, a Wells Fargo MMA will be moved into a higher yielding Vanguard fund.
 - Discussion followed, to consider securing a financial advisor on either a routine or periodic basis to potentially increase the return on investments. Concerns were expressed that this would be an expensive move. No action was taken.
 - Goals for 2012 include continuing to promote gifting. Establishing a restricted endowment fund was discussed; funds would have to be substantial for earnings from this fund to be large enough to provide needed dollars.
 - M/S/C (G. Lutz/Hames) to approve the report and move the Wells Fargo MMA into a Wellesley Income Fund. (The money will remain accessible and automatically transferrable.)
4. **Administrative Director**- Nena Lindrose- report as printed.
- Highlighted continuing MemberClicks deficiencies, including the need for substantial manual reconciliation monthly.
 - Reviewed a membership enhancement challenge being offered by Kansas member Tom Frazier. Details will be presented at the annual business meeting.
 - Stressed the need to increase membership to increase revenues and reviewed suggestions to do so.

Break:

- Meeting was adjourned at 6:15 (to avoid missing dinner!) Will reconvene Thursday morning June 7th at 8:30AM
- Meeting was reconvened Thursday June 7, 2012 in the Hayloft room of Glen Eyrie and was called back to order by President Ron Herman at 8:34AM.
- Devotions/ Opening prayer – Bob Watt
Bob shared “The Heart of David”, relating Acts 13:22b and Psalm 37 to science as well as God and the Bible.

Executive Committee Reports (continued)

4. **Administrative Director** (cont'd.)

- She noted a communication received from a member concerning the CPFI statement of faith. No action taken.
 - A change in CPA has been completed to help assure more timely completion of necessary duties/filings and more attention to details of the position.
5. **Executive Director** – Fred Eckel
- Report deferred to business portion of meeting.

Committee Activity reports:

1. Publications Committee- Tim Welty-no report received
 - Tim Welty, chief editor, has accepted a new position at Drake University and will be moving there in the near future. It is assumed that he will continue his relationship with CPFI and the journal.
 - Discussion followed regarding the future desired format for the Journal: print vs. on-line. Fred expressed his concern that it is time to begin thinking differently about how we communicate: what does a “new model” of CPFI look like/what do we want to achieve/what is our function. In short, who are we and how can we best fulfill our mission? Who are the desired targets of our publications? Members? Non-members?
 - M/S/C (McDonald/Cowley) to make the Journal available electronically for distribution to non-members as determined by the Publications Committee. Discussion followed, with the decision to have Ron work directly with Tim on this project, trusting God to see where it leads.
2. Student Scholarship Committee- Dan Spadaro- report as printed.
 - The purpose of the scholarships has been clarified (“to encourage Christian pharmacy students to pursue a career that advances the Kingdom of Jesus Christ and the profession of pharmacy.”) –see revised policies and guidelines attached.
 - The application has been revised and will be available on line.
 - M/S/C (Hames/Allhands) to approve the report.
3. Missions Committee—Ron Herman- report as printed.
 - Ron is working on updates to the manual for Pharmacists on Short Term Mission Trips, utilizing the Christianity and Pharmacy article on Best Practices.
 - With the availability of medications varying greatly from country to country, the goal is now to purchase these medications “in country” to reduce the risk of counterfeit drug supplies and assure that supplies are there for each group when they arrive.
 - There is an increasing need for more pharmacists to volunteer to participate in mission trips, though the number of students going has risen (as has their request for funding.) It was suggested that an article be included in CPFI publications from time to time highlighting the value of these trips from the perspective of a pharmacist who has been involved.
 - A priority for the coming year needs to be to develop a mission-directed fundraiser (as listed in the Strategic Plan.)
 - International Outreach and Evangelical Outreach were also highlighted. New ideas and sources of new names to become involved are needed.
 - M/S/C (Allhands/Carlson) to approve the report.
4. Website Committee-Ron Herman-report as printed.
 - There is tremendous potential for future use in the website and it will greatly enhance communications for all members when fully utilized.

- Ron attempted to walk the Board members through the basic steps of use, with the goal of utilizing “My Circles” and “Committees” in the coming year. Board discussed the feasibility of a board conference call with on-line tutorial.
5. Nominating Committee- Susan Lutz- report as printed.
 - Discussion centered on the need to encourage more members to become involved by their willingness to serve on the Board. New blood and the new ideas those new members can provide is vital to building the organization.
 - It was suggested that there is a need to review the entire CPFI structure for the future, as recommended in the Strategic Plan (Governance.)
 - M/S/C (Hames/McDonald) to approve the report.
 6. By-Laws Committee –Mark Johnson- no report submitted.
 - Discussion centered on possible ByLaws revisions, including: streamlining of committee structure; operating procedures; terms for Board of Directors members and reducing the number of board members. It was noted that flexibility will be needed in the document as the organization moves ahead.
 - M/S/C (Hames, S.Lutz) to refer to ByLaws committee for further discussion. (The goal-not a part of the motion-is to have a presentation of work in progress by November 2012 meeting in Louisville.)
 7. Award Committee – Keith Allhands
 - Four awards recognizing students will be presented at the annual banquet. Winners are: Rusty Curington, Daniel Wilson, Julie Kidd and Katie Foster.
 - The Fred M. Eckel Distinguished Student Award will be presented posthumously to Professor Curtis A. Johnson (Wisconsin), in memory of his impact on the lives of students.
 - The Warren E. Weaver Award winner will be announced at the banquet.
 - New this year will be the Student Chapter of the Year Award. Following a reminder to student chapters of this new award, seven applications were received and the award will be presented to the chapter at the University of Cincinnati.
 8. Student Chapter Advisory Committee –Julie McDonald/Amanda Davis –report as printed.
 - Time commitment for this committee is extensive, and it was agreed that the committee continues to need two advisors.
 - A comprehensive report was provided to the Board of statistics regarding the activities and status of all CPFI chapters, enumerating growth and decline and plans for the future.
 - Discussion regarding the annual retreat included history of previous retreat sites, cost concerns, funding sources (in CPFI budget) followed.
 - Revisions to the Student Chapter Manual have been made. These changes were emailed to Board members prior to this meeting. Among the changes are those involving dues, and scholarship information.
 - M/S/C (McDonald/Allhands) to accept the e-mailed version of the manual with its modifications.
 - Julie noted that communications with and among the student chapters is critical; use of the website social interaction features will need to be further promoted to use its full potential to reach the chapters and students. In addition, a new volunteer is needed to facilitate regional interactions and promote more regional activities.
 - A request was made by Julie to review the June 2009 minutes to determine if guidelines/dues structure were developed to address the issue of “affiliated student groups (i.e. international students).”
 - In response to concerns regarding the funding of student retreats, Treasurer Greg Carlson suggested that a specific amount be requested for inclusion in the proposed annual budget, to be matched by the student chapter 50/50. No motion was made.

- It was also discussed that \$1000 be used from the 2012 budget for this purpose under the line item “Student Recruitment”. No motion was made.
 - The question of what is the best, most effective way to insure strong student gatherings was presented. Alternatives include retreats with or without the professional members (annual meeting) or to focus on regional retreats. It was decided that an operating policy should be developed for the student retreat in the future. No motion was made; no formal action was taken.
 - Refer to Unfinished Business for further discussion related to Student Activities.
9. Annual Meeting Committee- Herb Hames/ Keith Allhands
- Information was provided regarding arrangements for the 2013 meeting, to be held at the Bonclarken Conference Center in Flat Rock, North Carolina from June 6 through June 9, 2013.
 - Save the Date information is already being provided to members to encourage good attendance at the annual conference.
 - To aid in planning next year’s Board of Directors meeting, it was decided that the Board meeting will be held on the afternoon prior to the start of the Annual Conference.
10. Educational Affairs Committee – Fred Eckel
- Fred reviewed the schedule for this year’s program and the process for attendees to receive continuing education credit.

Unfinished Business:

1. Members were appointed to assist with handing out materials at the 2012 annual meeting.
2. A chapter advisors’ round table discussion will be held on Saturday afternoon.
3. Discussion was held concerning future professional meetings where prayer breakfasts are being held. Ron and Nena are able to post this information on the CPFI website to assist members in becoming involved. Due to a lack of substantial resources to fund these prayer breakfasts, creative ideas are needed to keep costs down. (This may include going “off site” for the prayer breakfast, offering only coffee, etc.)
4. Potential fund raising ideas:
 - Ron will share ideas with the Board via e-mail.
 - Grant writing needs to be considered/ continued.
5. Strategic Plan follow up –Gene Lutz/ Dan Hussar
 - Some parts of the strategic plan have already been implemented.
 - The By Laws committee will be reviewing and offering suggestions for possible revisions; progress will be reported at the November 2012 Board meeting.
 - Further discussion at this time was deferred to future meetings.
6. Julie McDonald presented several concerns relating to both student activities and general issues.
 - Too many “loose ends” and sometimes a lack of coordinated follow-up on issues in a timely manner; need follow up on discussion topics to reach closure; who has this responsibility?
 - Regarding international professional members and students: what is our mission and obligation to those (especially) in third world countries who cannot meet the obligations of our dues structure? What, if any, resources does CPFI have to provide for their membership?
 - After much discussion, M/S/C (Robertson/Carlson) to acknowledge on the website that all international schools who wish to be affiliated members of CPFI may do so upon the appropriate completion of a modified application form. Not included in the motion was the plan to have Bob Watt work with Julie to develop a plan for individual student international membership.

- The possibility of adding a part time staff person in the office to help address membership creation and retention was introduced by Gene Lutz. In this way, more follow up could be accomplished to bring delinquent members (and chapter advisors) up to date, and tasks now being handled by volunteers could be completed. He expressed the belief that such an individual would more than pay for him/herself. Board discussion followed and no action was taken.
 - With regard to the RU-486 Campaign materials from past years, Ron reviewed past Board action, indicating that no final review of the materials or approval by the Board was ever accomplished. M/S/C (Hames/Carlson) to review and approve within 30 days the materials in question and implement any necessary changes for the program to move forward. Julie will email the documents to Jeff Lewis and Dan Hussar to accomplish this.
7. It was suggested that the budgets for the future be modified to separate out income and expenses for students for clarity.
 8. Request was made to include within the By Laws committee review some additional options for more frequent Board meetings such as telephone conferences, to allow for more complete discussions, better follow through on issues.

New Business:

1. Ron requested consideration by the Board of multiple continuing education tracks at future annual meetings, (such as clinical vs. life choices). This might provide more enticement for students to attend the CE sessions. Following some discussion, no action was taken.
2. Assignments were made for the Faith Script Monthly E-Newsletter. (Please see Email provided by Nena for modified schedule.)
3. The Board acknowledged warm greetings from Paul Kabanga (DR Congo). The Board called for continued prayers for his safety and expressed its appreciation, gratitude and thanks for his continued efforts in CPFJ projects, student recruitment and other activities.

Adjournment:

President Ron Herman adjourned the meeting with prayer at 2:10 PM.

Respectfully and prayerfully submitted,
Susan Lutz, Secretary