



**Christian Pharmacists  
Fellowship International**  
Serving Christ and the World Through Pharmacy

**Annual Board Meeting Minutes**  
**Bonclarken Conference Center**  
**Flat Rock, NC**  
**June 5-6, 2013**

**Opening Comments:**

The meeting was called to order by President Fred Eckel at 6:35PM (EST) June 5, 2013, in the Jean White Conference Room of the Bonclarken Conference Center in Flat Rock, North Carolina.

Fred shared devotions from Psalms 119:99 regarding wisdom, and also from Proverbs 35 and 2 Timothy 2:15. His comments centered on confidence in the Lord, competence by learning more, and what will be our course going forward.

**Old Business:**

Roll call of members present: Fred Eckel (President), Bob Watt, Dan Spadaro, Greg Carlson (Treasurer), Gene Lutz, Susan Lutz (Secretary), Keith Allhands, Ron Herman (Executive Director), Herb Hames, John Cowley, Sue Hussar (Vice President), Dan Hussar, Lisa Sims (via "Go to Meeting"/Thursday only), Julie McDonald (via GoTo meeting/ Thursday only), Michael Merrick, Luigi DeBoni, Barb Porteous, Daniel Wilson (NSC chairperson). Guest: Paul Kapuya Kabanga.

Members absent: Amanda Hayes

**Minutes** of the previous (November Fall Board meeting) were approved. M/S/C Hames/Herman.

**Treasurer** Greg Carlson reported on the status of the Vanguard investment accounts and reviewed some recent actions and difficulties encountered when withdrawing funds for specific purposes. Following discussion, a motion was made by the Finance Committee to authorize the Treasurer and Finance Committee to develop policies to allow for short term/ contingency funds transfer between accounts in a method that would be safe and secure but less cumbersome than what is currently in place. Motion carried.

**Strategic Plan update:** (Report printed). Fred reviewed progress on each item to date, and requested that the process continue and that each remaining action item be reviewed and /or modified as needed as CPFI moves forward in its relationship with CMDA.

**Student Chapter structure:** (Report printed). Chairperson Daniel Wilson reported on his activities. He announced that 28 students are attending this annual meeting. Numerous suggestions were offered in an effort to incorporate more students into the organization's ongoing activities, through committee involvement, new projects, more social media communications, and more regional activity. The goal is to give students more "ownership" in CPFI to increase retention of students as professional members following graduation. Fred commented on the investment of time and resources expended to date, and indicated that, despite significant efforts, there has been little overall growth.

One of the biggest problems continues to be the small number of chapter faculty advisors who are personally members of CPFI. Discussion followed on how to improve this situation. M/S/C (Cowley, S.Hussar) to require CPFI student chapter advisors to be members of CPFI. A membership grant may be applied for, if necessary, to assist in covering the cost of this membership. The cost and process to implement this policy are yet to be determined.

**Future annual conferences:** (Report printed.) Co-chairs Herb Hames and Keith Allhands reported that the 2014 annual conference has been confirmed at Springmaid Beach Resort in Myrtle Beach, South Carolina for June 11-15, 2014. Discussion followed regarding future meetings and locations. The committee will continue to study this issue. The evaluation forms following this meeting will also be reviewed to gather suggestions in planning future activities.

The meeting was adjourned for the evening at 8:40 PM with a closing prayer by Executive Director Ron Herman.

### **Old Business continued:**

The Board meeting reconvened June 6 at 8:25AM and was called to order by President Fred Eckel. Keith Allhands opened with prayer.

Publications report as printed. Reference in the report to the possibility of a paid copy editor was discussed. The feeling of the board was that no action should be taken at this time, pending further decisions on CPFI affiliation with CMDA.

**Missions report** as printed. More scholarship funds are needed to assure that all requests can be granted. The 1% appeal has been effective in increasing donations and will continue. A suggestion was made that part of the 1% appeal money could be directed to the mission scholarship fund. It was also suggested that some of the "Student Scholarship" money could be shifted to Missions, as many of the mission trips' travel expense is related to school (credit) programs. No action was taken.

**Board member replacement:** Based on CPFI ByLaws, Article VI, Section 5, the Board "shall" replace any current board member who resigns. The nominating committee recommended that Mark Johnson be appointed to complete the unexpired term of Tom Robertson, who recently submitted a letter of resignation. M/S/C (E.Lutz/ Allhands).

**CPFI Survey:** A brief review of response to a recently distributed CPFI survey regarding future activities and directions was reported. A 25% response was reported. It was noted that a high number of responses indicated the need for collaboration with other Christian health professions in the area of public policy. No action was taken.

### **By-Laws committee update.** (Report as printed).

Chairperson Mark Johnson reported on the work of the committee, with the goal of creating a more responsive and efficient board by reducing its size and enhancing the role of a smaller number of standing committees. The proposed changes were made available to all members on the web site and distributed to the Board thirty days prior to this meeting. Gene Lutz presented and explained the continuing resolution that will be implemented with the (pending) approval of the revised By-Laws. (see printed resolution).

This resolution will be voted on at the annual meeting (June 8<sup>th</sup>) following the vote to approve the By-Laws. No action is required of the Board.

Further discussion on additional modification of the By-Laws followed, regarding the need for diversity of age, gender, geography, and practice location. The topic of allowing married couples to both serve on the Board was also discussed. It was stressed that the main concern should continue to be that the most qualified individuals be chosen to serve. The committee will address the issue and present a recommendation at the next Board meeting.

#### **Role of CPFI Administrative Director:**

The Board discussed that there was a strong desire to have a pharmacist as the professional voice for CPFI. The possibility of changing the title for that position from Executive Director was mentioned. This might lead to a different title for the Administrative Director as well.

Discussion re: the expectations of the position. Concern was expressed over the possible misunderstanding of the role and the need for a formal job description to be developed, since the position has evolved and responsibilities have increased and changed over time.

M/S/C (E.Lutz/Cowley) to direct the Executive Committee to develop a job description and evaluation process for the Administrative Director.

Discussion followed re: the need for a similar process for evaluating the performance and expectations for officers and committees. M/S/C (DeBoni/Hames) to develop a list of expectations of Board members and officers for approval by the Board of Directors. Luigi volunteered to lead this process.

#### **Further By-Laws discussion:**

More discussion was held regarding the appointment of an Executive Director to serve as the professional interface of CPFI. The question of payment was mentioned, as was the possibility of changing the title of this individual to Chief Executive Officer. It was suggested that Article VIII, Section 4, f. be reviewed for clarification and rewording if necessary.

The word “consecutive” will be inserted in the proposed By-Laws regarding terms of service, as it was determined this was an unintentional omission in the rewrite (Article VIII, Section 3)

#### **Collaboration with CMDA:**

Fred shared his impressions of the visit by a number of Board members to the CMDA offices in Bristol, Tennessee in March 2013. Other attendees offered comments as well. It was determined that the next steps should include becoming more involved in CMDA regional meetings throughout the country, hopefully by means of a “pharmacy track” of programming when possible. It was reported that a large number of pharmacists are currently CMDA members, utilizing the resources and meetings available to them as members. The question was posed: “Can Christian health professionals working together accomplish something that no one group has been able to do?”

M/S/C (D.Hussar/Allhands) that CPFI begin exploring collaboration with CMDA to include utilizing a pharmacy track at a CMDA meeting as a start.

M/S/C (E.Lutz/DeBoni) that a subcommittee of the Board be appointed to pursue further collaborative activities with CMDA. The Board agreed that CPFI is not interested in dissolving, but talks with CMDA could lead to a more formal relationship between CPFI and CMDA.

Discussion followed regarding student activities in a combined health professionals’ organization. It was suggested that the two CPFI student regions who currently have regional directors be used in a pilot project to determine the feasibility and success of an interdisciplinary relationship with CMDA. M/S/C (McDonald/S.

Hussar) to use the two most active regions (E. Florida and Texas) to work closely with CMDA in developing their outreach together after CMDA has agreed.

### **New Business:**

**Continuing Education Credit:** Clarence Gissendanner shared his concerns that with the number of pharmacists increasing, CPFI has not had a corresponding increase in members. He also expressed concern that it is important to assure CE credit is properly recorded through the NABP CPE process. CPFI membership is important, even if some members are not able to actively participate at all times; dues dollars are still needed.

Keith Allhands reported on a letter received from member Roger Bellas concerning future meetings being held in states that have chosen policy positions which are in opposition to CPFI's Christian values and mission statement. This topic was referred to the Annual Meeting committee for further discussion.

Michael Merrick reported that his experience in trying to provide more exposure for CPFI at pharmacy state and university meetings illustrates the problem for this organization in creating an awareness of its existence and purpose.

**Consent agenda acceptance of officer and committee reports:** M/S/C (Hames/Spadaro). All reports are printed and available on the website.

Bob Watt provided translation for Paul Kapuya Kabanga, as he presented a report of pharmacy activities in the Congo since his last visit to CPFI. His biggest obstacle now, since he is no longer employed by the government, is his lack of funds to allow him to visit other countries and spread the word about CPFI. Because of this, he expressed his feeling that whenever CPFI members are involved in GHO mission activities to Africa, it is important that they support and network with Christian pharmacists working in those countries. He suggested that perhaps some type of clearing house could be developed in Africa to enhance communications with the Christian pharmacists there. Paul enumerated his activities, and also highlighted the problems which continue to plague all pharmacists, such as drug testing labs, counterfeit drugs, and the need for buying co-ops.

He requested that perhaps the materials from our CPFI meetings be recorded and made available to his African colleagues for their use. He also is hoping to attend the one all-Africa pharmacy meeting held annually this year. Paul expressed his sincere pleasure at attending this CPFI meeting again this year.

### **Adjournment:**

Following a closing prayer by Luigi DeBoni, the meeting was adjourned at 12:45PM.

Respectfully and prayerfully submitted,  
Susan Lutz, Secretary