



**Fall Board Meeting Minutes
November 7, 2013
Southeast Christian Church, Room ED 230-240**

Opening Comments:

President Fred Eckel called the meeting to order at 8:30 AM on November 7, 2013 in room ED 230-240 of Southeast Christian Church, Louisville KY.

Devotions and prayer were led by Gene Lutz, who shared multiple scripture passages dealing with government and those in authority. His key point was that God is always in charge and we are reminded to obey God's rules first.

Roll call of members present:

Ron Herman (Executive Director), Fred Eckel (President), Suzanne Hussar (Vice President), Susan Lutz (Secretary), Greg Carlson (Treasurer), Keith Allhands, John Cowley, Herb Hames, Dan Hussar, Gene Lutz, Michael Merrick, Mark Johnson (by phone for ByLaws discussion), Julie McDonald (by phone as able), student council representatives Charlotte Taft and Austin Greanias, and Administrative Director Nena Lindrose.

Board Discussion—Initiatives for collaboration with CMDA:

- 1) Legislative/ethical issues--
 - Charge: To review ethical position statements of CMDA and bring recommendations to the board of CPFI via email for endorsement and approval.
 - M/S/C (D. Hussar/Herman) to implement the review process. Dan Hussar was appointed chair of the committee, with Ron Herman and Gene Lutz as members. Discussion included the commitment to be willing to take a stand on clearly non-negotiable issues despite denominational differences. Position statements should be Biblically defensible and relevant to pharmacy and the CPFI statement of faith.
- 2) Student chapters—
 - Discussion centered on the need for clarification of what the current CMDA policy is for charging students for membership and how this might impact CPFI income if the membership is complimentary. What mechanisms are available to link CPFI student members with CMDA to access their well-developed training programs? What actions will continue to help the students understand the value of CPFI to them as a national organization and not just a local university/college group?
 - M/S/C (Cowley/Hames) to offer complimentary CMDA membership to students who have joined CPFI, through a mechanism (yet to be established) which would electronically transfer CPFI student information to CMDA.
 - The importance and value of CMDA's resources, connections, and training opportunities were stressed, as CPFI continues to investigate student membership payment options for the future.

3) Events—

- Several scheduled events are already in planning stages for 2014 and 2015 for both CPFI and CMDA. The annual CMDA national meeting is scheduled for April 24-27, 2014 in Green Lake, WI. Their 2015 annual meeting is planned for Ridgecrest resort in Asheville, NC. The annual CPFI conference and student retreat is scheduled for June 11-15, 2014 at Springmaid Beach Resort in Myrtle Beach, SC. There was discussion regarding a possible joint meeting of CPFI/CMDA in 2015. Issues to consider when planning such a meeting include: economics, both to the organizations and their members, what message is being communicated to our members by a joint meeting, logistics of multiple meetings, overall financial considerations as we move forward.
- M/S/C (G. Lutz/ D. Hussar) to explore the possibility of an annual meeting with CMDA in 2015 and to present the findings at the CPFI annual conference in June 2014. It was understood that the appropriate committee of the CPFI board will be responsible for this effort.
- M/S/C (Allhands/S.Hussar) If feasible, to have a pharmacist track for CE at the April 2014 CMDA meeting in Wisconsin. CPFI will promote this activity.
- M/S/C (S. Lutz/Hames) to appoint Ron Herman to serve as the CPFI representative at the CMDA Board meeting in April 2014.

Board discussion—Finances (Greg Carlson)

- Fred began by praising God as He continues to reveal himself in CPFI as every year the finances continue “in the black.” He announced that Jeff Copeland has been appointed, under the new ByLaws, to the finance committee, joining Keith, Ron, Nena and Fred.
- Greg provided an update on giving and other fundraising efforts. The 1% Group continues to be strong, with several members already committing for the coming year. A letter will be sent out encouraging renewal donations in that group.
- There was discussion on increased options for giving to help assure financial stability for the future. Among the ideas and points made:
 - 1) meeting short term needs for revenue to meet the annual budget;
 - 2) for long term, explore an “endow now” to accommodate the gifting of cash, real estate, stocks;
 - 3) other revenue sources could include sponsorships of various conference activities (by individuals or companies), exhibitors, CPFI logo clothing, ads in journal;
 - 4) cost reduction (ie. change to on-line journal);
 - 5) action phase: information to members, call to prayer, education on giving.
- We discussed using interest from our investment accounts to fund our operational and ministry when needed. We have not needed to do that in the last several years..
- Nena announced that lapel pins recognizing the 1% group members have been ordered and will be sent out to donors when they arrive.
- M/S/C (Carlson/Allhands) to authorize select individuals to find appropriate funding resources to support CPFI activities at conferences (i.e. breaks, socials).

Working lunch—Speaker Presentation by Ron Beck (PhilanthroCorp)

Mr. Beck presented information on estate stewardship and how his program might be useful to CPFI by identifying members who have a charitable giving interest and could be led to make such contributions to benefit CPFI. He offered suggestions on how such a program might be implemented for the future.

Discussion followed. Topics included: how to begin, need to review the proposed contract, cost of financial commitment, desire for testimonials to confirm past successes of the company, and the need to investigate and utilize CMDA’s experience in planned giving.

No formal action was taken to move ahead with PhilanthroCorp.

Board Discussion — Committee reports

Reports have been submitted and are available on line. There was no discussion.

National Student Council representatives also submitted a printed report and there was no discussion.

Board Discussion – Miscellaneous topics

- Continuing education at GMHC: After discussion regarding CPFI's involvement in helping to fund the CE at this conference in 2014 (cost vs. value and benefit to our members), it was decided that Fred will investigate the costs, number of pharmacists affected, and other relevant factors. He will present his findings at the CPFI annual conference in June 2014. A decision could be made at that time on whether to help fund pharmacist (ACPE accredited) continuing education at the November 2014 GMHC.
- Board member responsibilities: A draft document, prepared by past Board member Luigi DeBono, was presented for review. Discussion followed, including the need for a broader job description and the separation of "essential" duties from "desired" duties. Board members were requested to comment back to Fred on refinements to the document by the end of November. Review should include checking for overlap of statements, and the relevance of an "education and experience" section.
- Responsibilities of the Administrative Director: A "Position Description" prepared by Palm Beach Atlantic University for the administrative director was submitted for review. It was felt not to represent a true job description but needs to be reviewed, refined and condensed into broader categories to be more relevant.
- Ron Herman and Herb Hames volunteered to clarify both the Board member description document and the administrative director documents into more appropriate form for presentation at the annual Board meeting in June 2014. M/S/C (Herman/Hames) to take this action.
- Married couples serving concurrently on CPFI Board: Mark Johnson joined the meeting by phone and reviewed the history of this question, especially with the change in By Laws to a smaller Board of Directors. Pros and cons of such a change were noted. After discussion, the issue was tabled, with the belief that the current situation (of concurrent service by spouses on the board) will resolve itself in the coming year.
- Other By Laws discussion:
 - 1) In an effort to help assure diversity of geographical and practice setting representation on the board, it was decided that a By Laws change is not appropriate. The committee moved that "the nominating committee, when seeking nominees for officers and board members, should seek candidates who are representative of geographical and practice diversity where possible." This was approved.
 - 2) Duties of Executive Director: Committee moved to amend Article 8, Section 4.f to read "The Executive Director shall perform administrative duties as directed by the Board of Directors *in conjunction with paid administrative staff of CPFI* . The committee also moved to amend that same section by eliminating "shall be the chair of the Educational Affairs Committee". Both amendments were approved and will be presented to the membership of CPFI at the 2014 annual meeting..
 - 3) Article X. Section 2- Educational Affairs Committee: The By Laws committee moved to amend this by eliminating the phrase "The Executive Director shall be the Chair of the Educational Affairs committee and". The amendment was approved and will be presented to the membership at the 2014 annual meeting.
 - 4) An addition to the Duties of the Executive Director, Article 8, Section 4.f was also recommended by the committee. After discussion, the wording recommended for presentation to the membership is: "*The Executive Director will serve as the overall spokesperson for CPFI.*" This will be voted on at the 2014 annual meeting of the membership.

2014 Budget –Greg Carlson

Greg reported that the finance committee reviewed all line items, including projections for the annual meeting, dividend income, and Memberclicks items. It was suggested that a comparison of last year's budget with the proposed 2014 budget be provided to the board for ease of review. It was also recommended that the new and renewing income lines for both students and professionals be separated out. It was pointed out the income and expense figures for the annual meeting in 2014 will look different, as the money for guest rooms will go directly to Springmaid Resort, and not through CPFI.

Greg and the finance committee moved for approval of the 2014 budget, with an amendment to split out the 1% group giving into a separate line item. Approved.

It was noted that the June 2013 Board meeting minutes included the need to perform a job evaluation for the Administrative Director.

Closing comments—

The program for the 2014 annual conference at Myrtle Beach has not yet been finalized. However, it should be noted that concurrent sessions of CE will be offered on Saturday only.

Volunteers to help in the CPFI booth at the GMHC conference were enlisted.

The meeting was adjourned at 3:07PM with Executive Director Ron Herman offering a closing prayer.

Respectfully and prayerfully submitted,
Susan Lutz, Secretary