



Christian Pharmacists Fellowship International

Serving Christ and the World Through Pharmacy

Board of Directors Meeting Minutes Southeast Christian Church, Room ED 230-240 Louisville, KY November 5, 2015

Opening Comments:

The meeting was called to order at 8:40 AM (EST) by Vice President Gene Lutz, in the absence of President Fred Eckel, in Room ED 230/240 of Southeast Christian Church, Louisville, KY.

Board member Jeff Copeland provided devotions, taken from Philippians 2:1-11, which reminds us as Board members and as Christians that we are united in spirit and purpose and with the same love. Each of us gives our humble service to exalt God and Jesus.

Roll call of members present:

Members present: Ron Herman (Executive Director), Gene Lutz (Vice President), Susan Lutz (Secretary), Greg Carlson (Treasurer), Jeff Copeland, Jordan Daniel, Gene Erb, Joy Greene (PM via skype), Cortney Mospan (AM via skype), Daniel Wilson, Nena Lindrose (Administrative Director), and Shawn Kohlhaas (Student Representative). Guests present: Bill Altland, Keith Allhands.

Members absent: Fred Eckel (President).

Board Discussion—General:

Vice President Gene Lutz requested that each person present offer a brief personal introduction prior to beginning the discussions, as several new board members were present.

He then provided a brief review of Board history and its recent restructure and also provided the charge written in the ByLaws for the Board and its members.

Nena gave a brief update on Fred's health issues which necessitated his absence from the meeting.

Board Discussion—Financials:

Fund raising efforts: Treasurer Greg Carlson reported that we continue to depend on dues and ongoing donations (1% Group and Power Hour) to meet the annual budget. Both special giving opportunities are being promoted at state pharmacy meetings. He reminded board members that the investment account reserves can be used if necessary, though this has not been required historically except for one time.

Discussion continued on the best ways to promote giving opportunities. No estate planning activities are currently available. Greg stressed that there is a need to continually remind all members of the variety of giving opportunities currently available. A script for callers to use when visiting with delinquent members may be helpful.

The 2016 budget was presented (as printed) and reviewed for discussion. Greg offered explanations of various line items. A query on credit card fees was presented. These fees may decline when a new Memberclicks upgrade is implemented, though there is no firm date on this update. The budget was approved with a motion from the committee and unanimous vote of Board members.

Board discussion—Exec. Director

(Report as printed.) Much of this report concerns Memberclicks upgrade. See below.

Board discussion—Membership

- (Report as printed.) Ron reported that some discrepancies in membership numbers exist due to the way members are recorded, i.e. “dual spouse” category, which may not record “2” members accurately. Currently CPFI continues a “rolling renewal” process, with renewals based on initial time of joining by month. There is no plan to change for now. Board members are encouraged to continue to volunteer to make personal phone calls to lapsed members to remind them of the need to renew. Members who have recently used this procedure reported on their experiences.
- Daniel reported that he hopes to contact 1000+ non-renewing members (students who have now become licensed pharmacists) through Facebook and LinkedIn social media outlets.
- Brief discussion was held regarding the possibility of a “retirement status” membership category, as well as a “lifetime” membership. Both of these possibilities are likely to result in a loss of income to CPFI. No action was taken.
- A discussion related to a change in membership fee structure may be considered at the next (June 2016) board meeting.

Board Discussion—Upcoming annual conferences and student retreats

- Report as printed. Committee co-chair Keith Allhands provided an update on the 2016 annual conference to be held in Myrtle Beach, SC. He noted that all conference activities will be “on site”.
- Daniel Wilson updated the members on the concurrent student retreat planned for Myrtle Beach and expressed the hope that closer student ties will result from the location offering beach activities.
- Nena reported that the program for the 2016 conference will be finalized shortly with Fred’s help.
- Susan Lutz reviewed the past Silent Auction projects. While it adds an extra dimension to the conference, it is a time-consuming process administratively.
- Discussion appeared to indicate consensus to continue the auction. M/S/C (S.Lutz/Wilson) to designate the funds raised at the 2016 silent auction to be given to help fund student projects. Those specific projects will be determined at a later date.
- Ron Herman reported that no pharmacy session is being planned for the next CMDA conference. While their annual meeting, held in April, is not geared to family events, opportunities for pharmacists at future conferences will be pursued.

Board Discussion—Old business

- **Memberclicks and website upgrades:** Ron reported on the anticipated Memberclicks upgrades which are planned. CPFI will not do these upgrades until they meet the needs of the organization. If we updated immediately we would lose our ability to accept recurrent payments for donations. That would likely have a major negative impact on our donations, so we are delaying the upgrade until that feature is available in the new system. The website upgrade is in process and will hopefully occur this Spring.
- **CMDA Ethics Statements:** Ron reported that there has been no recent activity in this area but that he plans to work on this after January 1, 2016. At that time, other CMDA statements will also be reviewed for possible adoption by CPFI if they are compatible.
- **Board meeting in Bristol in 2016:** Discussion was held regarding the possibility of having a board meeting in Bristol in 2016. Various options were mentioned and thoughts were presented regarding the value and purpose of such a meeting, which would include meetings with CMDA leadership staff. It was noted that this would offer an opportunity for board members to become familiar with the resources available through CMDA, discuss future relationship possibilities with

their leadership and possibly do some strategic planning activities together. The CPFI strategic plan, presented in 2010 and reviewed in 2013, also needs to be updated and this would provide an opportunity for the Board to do so. Consensus was reached to schedule an all-day strategic planning meeting on June 8 at the CPFI annual conference in Myrtle Beach and to invite CMDA's Gene Rudd to participate.

Board Discussion—National Student Council

- (Student Council Advisory Committee report as printed).
- NSC Student Representative Shawn Kohlhaas discussed the possibility of holding a CPFI event for students at the 2016 APhA convention in Baltimore, MD. The goal of such an event would be to reach more students who are already in attendance at the ASP meeting held in conjunction with the APhA annual meeting, and to offer them an opportunity to have discussions regarding ethical issues facing pharmacists from a Christian viewpoint. Because cost of such an event will be a factor, it was suggested that perhaps proceeds from the 2016 silent auction might be used, though a proposed budget for this event needs to be submitted for consideration. There is currently a line item in the CPFI budget for annual student retreat and recruitment. Gene Lutz offered to provide specific contact persons at APhA to assist in planning this event.
- Daniel Wilson and Shawn also reported on a Facebook "trial" exposure to see if students will connect in this way. For \$20.00, a Facebook "boost" can be produced.
- A report on last year's Bible project was presented. It was pointed out that the cost of shipping becomes a significant factor and the committee is looking for ideas for the future so that the project can continue, as it encourages competition among chapters.

The meeting was suspended for a lunch break, graciously provided by some of the spouses in attendance.

Other Business:

- Members volunteered for writing the Faith Script messages for 2016. Nena has the list and will send reminders as needed.
- Board members volunteered for working in the CPFI booth while in attendance at the GMHC meetings over the next two days.

Additional Business:

Committee Appointments: Vice President Gene Lutz suggested that Board members and other volunteers contact President Fred Eckel if they are interested in serving on specific committees. Those assignments will likely be made by early 2016.

Nominations Committee: Committee chair Susan Lutz requested input on the nominations process for the future. It was the consensus that we do not limit the number of members who wish to run for office. Policies need to be developed for the nominations and election process, to be utilized for the 2016 elections. Things to consider: 1) formal application? 2) use the web? 3) offer on-line elections? 4) must be in attendance at the annual meeting in June? 5) whether married couples should serve on the Board at the same time? These policies will be developed by the new committee once it has been appointed.

Gene Lutz encouraged all committees to develop guidelines for their committee, in keeping with the new ByLaws.

Joy Greene posed the question of how we can best use social media to reach more pharmacists and get the CPFI message out. Discussion regarding this is to be added to the Strategic Planning meeting in June. She will put together a proposal for discussion at the meeting.

Gene Erb reported on the CPFI prayer breakfast which was held in August at the Virginia pharmacy association meeting. An excellent turnout was present and board member Joy Greene was the featured speaker.

All other committee reports are as submitted and printed.

Closing Comments

VP G. Lutz reviewed the actions taken at the meeting. Jeff Copeland observed that our message is one of Jesus, no matter how it is delivered (just as He delivered his message in a variety of ways while here on earth.).

Closing prayer: Jordan Daniel.

Meeting adjourned at 1:45 PM.

Respectfully and prayerfully submitted,
Susan Lutz, Secretary