

CPFI Board of Directors Meeting Minutes
25 June 2020
via Zoom virtual meeting

Opening Remarks, Devotion and Prayer

President Jeff Copeland called the meeting to order at 8:10 (EST).

President Copeland opened the meeting with a short devotional followed by prayer. He raised the following questions for consideration while reading Philippians 2:1-11. How is joy completed and unity created? (vs. 1-2) What is the application of joy and unity in decision making? (vs 3-4) What should be our attitude? (vs 5-8) What is the result of Christ's humble service? (vs 9-11)

Installment of New Officers

Past President Fred Eckel encouraged all officers to reflect on the oath as he led the installment of new officers: Dawn Battise (Secretary), Dan Spadaro (Treasurer), Gene Erb (Director), Kellie Zentz (Director), Joy Nwoke (Student Coordinator)

Roll Call and Approval of Minutes

Present: Ron Herman, Executive Director; Jeff Copeland, President; Fred Eckel, Immediate Past President; Greg Carlson, Vice President; Dawn Battise, Secretary; Daniel Spadaro, Treasurer; Keith Allhands, Director; Jeff Bates, Director; Gene Erb, Director; Herb Hames, Director; Susan Lutz, Director; Nena Lindrose, Administrative Director; Joy Nwoke, Student Coordinator

Absent: Kellie Zentz, Director

November 2019 and December 2020 meeting minutes were previously distributed by Nena Lindrose. There were no corrections. There was discussion about items on previous meeting minutes that were to be addressed at the Annual Meeting. Jeff Bates suggested these items may be tabled until the 2021 Annual Meeting. M/S/C (Hames/Bates) to delay these until the 2021 Annual Meeting. Joy Nwoke expressed her willingness to serve as a volunteer to help coordinate the APhA Annual Meeting prayer breakfast, if the event is held in person. M/S/C (Eckel/Hames) to approve the minutes as distributed.

Committee Reports

Annual Meeting Committee (see report)

- Keith Allhands reported for the committee. Meetings are planned for May 26-30, 2021 at DoubleTree Resort in Myrtle Beach, NC and June 1-5, 2022 at Bonclarken Conference Center in Flat Rock, NC. However, this year reminded us that while we can plan God is certainly in control. Appreciation was expressed to the Education Affairs Committee, Jeff Bates, Jeff Copeland, and Nena Lindrose for their efforts for the virtual 2020 Annual Meeting.

- There was discussion about potentially using the Higher Point location in Indiana. Herb Hames, Keith Allhands and Susan Lutz have visited and found it could meet a number of CPFI's needs. Potential limitations are the distance from the airport and less deluxe rooms. It will be kept in consideration for future meetings.

Finance Committee (see report)

- Treasurer Dan Spadaro reported on behalf of the committee. In summary, finances were positive at the end of 2019, including an overall increase in investment returns. To date in 2020, COVID-19 has made two significant impacts. The Annual Meeting typically generates ~\$20,000 net income. Moving to a remote format versus a total cancellation prevented a complete loss but the income decreased to ~\$13,000. Additionally, investments had an overall loss from December 31, 2019 to April 30, 2020 of ~\$137,000. It was noted, ~\$72,000 of that was from two withdrawals due to a salary change and bonus for the Administrative Director. Overall, CPFI has prepared for times such as these. Treasurer Spadaro pointed the Board to Genesis in which David saved during seven years of plenty to be prepared for seven years of famine. **CPFI was previously blessed with a generous donation that has already been invested. This gift has helped prepare the organization to be prepared if this is a time of famine.**
- A revised budget to address the changes to date in 2020 was presented and reviewed. Discussion followed. M/S/C (Eckel/Allhands) to approve the revised budget as presented.
- There was discussion about how to increase revenue, especially during a time when investments are especially uncertain. Annual Meeting income, and membership typically make up about 45% of revenue so efforts to increase participation in both will be beneficial. Board members are challenged to play an active role in this. Additionally, increasing donations is another target area. Several efforts were suggested including offering a CE about finances and pharmacy, having current 1% Group members share testimonies as to how giving has blessed them, and encouraging estate planning.

Hands & Feet Grants

- President Jeff Copeland reported that the Hands and Feet Grant was not funded as usual by a silent auction since the Annual Meeting was virtual. However, two members have donated \$500 grants and there is one unused grant from last year for a total of three available grants. After the virtual Annual Meeting, one member offered a \$1000 matching gift which prompted a second individual to offer an additional \$1000 matching gift. If all are fulfilled, that will total \$5500 available for eleven grants in the 2020-2021 academic year.
- A group has created a revised rubric to evaluate grant applications in 2020-2021. Application information, including this revision, will be shared with students in the fall.
- Joy Nwoke, Student Coordinator, hopes to utilize Zoom once a month to allow student groups to connect on a national level. The NSC can advertise the grant during these meetings. Additionally, the recorded poster presentations from the Annual meeting may be used as promotional materials to encourage student projects and applications.

Education Affairs Committee (see report)

- Jeff Bates reported on behalf of the committee.
- Overall response to the virtual Annual Meeting was very exceedingly positive. There were several comments that can be used to improve future experiences (ie: incorporating law/ethics CE again, “freshening up” content). There were several speakers who were planned for 2020 that did not speak but there is hope to invite them back.
- Videos from the virtual 2020 Annual Meeting are available and all speakers gave permission for these to be shared in the future. There was discussion about making these available via MemberClicks and/or RightNow Media. Limitations on offering CE for these on-demand videos will need to be explored.
- Some members expressed interest in having synchronous and asynchronous videos in the future. This year videos were recorded in advance but doing this live would be a much more complex endeavor. Other avenues to increase engagement were discussed, such as offering a one-day virtual midyear meeting or periodic evening CE via Zoom. The committee has been and will continue to work through these possibilities.

Membership Committee (see report)

- Vice President Greg Carlson reported on behalf of the committee. He acknowledged that maintaining/increasing membership has been an ongoing challenge but there are a number of current actions to increase membership. Various efforts include collecting information at prayer breakfasts during professional meetings, using the Hands and Feet Grant to engage students at the national level, multiple attempts to encourage renewals via email and mail, personal calls to individuals who have not renewed, and current members encouraging Christian colleagues to join. Recently, an email from President Copeland was sent to approximately 1400 individuals who had not renewed their membership over the past three years.
- There was discussion about being more strategic with phone calls. Several Board members offered to assist with calling lapsed members in specific states.
- There had been some interest in a “retired” category for members. This was previously considered but not implemented. The potential for recognizing long-term (ie: >25 years) members or a “lifetime” membership was raised.
- Executive Director Ron Herman reviewed membership numbers from 2018 to 2019.

Break (15 minutes)

Following a brief break, Fred Eckel offered a prayer prior to continuation of discussions.

Board Discussion

Global Missions Health Conference (GMHC) 2020

- Historically, the CPFJ Board of Directors midyear meeting has been held in conjunction with GMHC, and in recent years there has been an option for members to participate online. President Jeff Copeland suggested CPFJ consider how to proceed if the in person conference is cancelled.

- Nena Lindrose has been in contact with an individual at GMHC. Currently, GMHC is intentionally working to make plans for a virtual conference; however, in person only, virtual online, or a combination of both are all current options. If in person, they plan to follow all CDC and state guidelines. International attendee participation has added complexity. A final decision is expected in 2-4 weeks.
- At a minimum, there will be a virtual CPFI Board meeting. It will be left up to individuals to decide if they want to attend any in person component of the GMHC (if available) and there is no pressure for anyone to attend live.
- Ron Herman, Keith Allhands and Greg Carlson expressed their willingness to travel and exhibit if there is an in person meeting.

Executive Director Appointment

- M/S/C (Eckel/Hames) to appoint Ron Herman as Executive Director.

Employment Contract for Administrative Director and CPFI's Future

- M/S (Hames/Carlson) to extend the Administrative Director employment contract for 5 years was followed by discussion. CPFI's potential merger with CMDA was also considered as this impacted the position.
- Concerns were expressed about no longer having a physical office. Nena Lindrose noted that in 5.5 years in Bristol, TN there has been one visitor that was not a Board member. Some Board members feel that a physical office is beneficial while others felt it was not a current priority. Nena expressed her desire to continue to work with CPFI for at least 3 more years, if not longer, and a desire to have some security that the position will be available with a stable location and salary. At the November 2019 Board meeting, Nena was approved to work remotely. She will move forward with that plan. The potential for a physical location can be reconsidered in the future and it was urged that Nena's location should be considered a priority in that event.
- Dan and Sue Hussar submitted a letter via email urging the Board to consider merging CPFI with CMDA. Various viewpoints were expressed, including concerns that CPFI would lose much of its identity, CE, fellowship, etc. in a merger. Despite a physical presence in the CMDA building for the past five years there has been limited collaboration. The need for legislative activism was considered. The greater "voice" of the larger CMDA organization, and the potential benefit of a political activist who could be physically present in Washington DC were raised as points to consider. CPFI may not have the resources to support such a position and it was noted that the Lord can prompt someone for this role in His time. A merger will not be pursued at this time.
- M/S (Eckel/Bates) motioned to guarantee the Administrative Director employment contract for another 3 years. Susan Lutz and Jeff Copeland requested to remove the first motion for 5 years. A clean motion was proposed to guarantee the position and salary for 3 years, with the potential for salary increases, as appropriate. The motion carried.

Open Discussion

- Plans for the 2021 Annual Meeting and the impact of COVID-19 were raised.

- Jeff Bates, Daniel Spadaro and Nena Lindrose updated the Board on the substantial financial commitment that CPFPI currently has to the DoubleTree Resort. This will only be excused by the resort in the case of government travel restrictions. Based on current financial evaluations, the conference will need to move forward even if only a small number of members can attend. Breaking the contract now would cost nearly \$35,000. In December, the cost increases to ~\$43,000. Clarifying the rules on government travel restrictions will be helpful (ie: if only certain states have restrictions as compared to national restrictions). If CPFPI must cancel and the hotel fills the room block that will lessen the financial impact but there may still be commitments in regards to food, etc. Additionally, if the meeting space must be expanded to meet social distancing requirements there may be increased costs.
- COVID-19 may also impact speakers. Historically, Jeff Bates has been prepared to step in if a speaker is suddenly unavailable and he challenges other Board members to do the same. There can also be exploration into having additional CE approved in advance through Campbell University. There would not be a fee unless the CE was used.
- President Copeland reminded the Board that CPFPI will be able to handle the financial loss if the meeting must be cancelled and much may change in the coming months. Herb Hames encouraged the Board to keep faith.
- An update was requested regarding a previous issue within a student chapter. A student leader within the chapter began publically promoting behavior that did not align with CPFPI values. Other students raised concerns. A legal group offered to represent CPFPI if the issue progressed to such a level but there has been no further action. The involved students have resigned or graduated. There was discussion about making a very clear value statement in the CPFPI by-laws. Some student groups currently use the CMDA Ethics Statement and several of these are linked in the Issues-Ethics section of the CPFPI website. It was suggested that this idea be shared with all student groups and that CPFPI review the CMDA statements to be sure they align with CPFPI values.
- Rob Herman requested input from the Board as to whether or not some information could be removed from the membership database. There has been minimal utilization but individuals noted some potential value (ie: gathering information about nominees for Board positions, use for strategic calls to lapsed members, developing targeted CE based on practice area, etc.) so he will keep the data.
- Fred Eckel and Waghdy Wabha, Prayer Coordinator, led weekly telephonic prayer sessions over the past several months that participants found very encouraging. Moving forward, there will be meetings on the first Sunday of each month.

Concluding Remarks and Closing Prayer

Adjourned at 12:04p (EST) with prayer by President Jeff Copeland.

Addendum: 22 September 2020

Based on the June 24, 2020 BOD motion to guarantee Ms. Nena Lindrose the position of Administrative Director and salary for 3 years (see: *Employment Contract for Administrative Director* above) a letter of agreement will be executed through December 31, 2023. Details of the agreement are outlined in the document signed by Ms. Nena Lindrose and Dr. Jeffrey Copeland (on behalf of CPF) on August 6, 2020, and August 10, 2020, respectively.