



**CPFI Board of Directors Meeting Minutes  
19 November 2021  
via Zoom virtual meeting**

**Opening Remarks, Devotion and Prayer**

President Daniel Wilson called the meeting to order on 19 November at 9:01a (EST) and made opening remarks.

Daniel Wilson shared a short devotional followed by prayer. He drew our attention to Joseph's life and the example of glorifying God even as circumstances around us change.

**Roll Call and Approval of Minutes**

**Present:** Ron Herman, Executive Director; Daniel Wilson, President; Jeff Copeland, Immediate Past President; Greg Carlson, Vice President; Dawn Battise, Secretary; Daniel Spadaro, Treasurer; Keith Allhands, Director; Jeff Bates, Director; Gene Erb, Director; Tracy Frame, Director; Susan Lutz, Director; Nena Lindrose, Administrative Director; Sharon Baik, Student Coordinator

**Absent:** Kellie Zentz, Director

**Minutes** for the 3 and 4 June 2021 Board of Directors meetings were previously distributed by Nena Lindrose. M/S/C (Lutz/Copeland) to approve the minutes.

**National Student Council (NSC) Report** (see report)

- Sharon Baik reported on NSC activities which include: quarterly meetings, newsletters to highlight what student chapters are doing, posting Scripture on social media, prayer wall
- Six universities were awarded the Hands and Feet grant.
- Chapters are active and returning to in person activities. Examples of chapter activities:
  - University of Incarnate Word: worship nights in person
  - Campbell University: in person/Zoom Bible studies
  - University of Houston: guest speaker to share about incorporating faith and practice
  - University of Kansas: fellowship events
- Upcoming NSC activity includes:
  - Professional development committee to have mentorship program between students and professionals
  - P4 panels to be offered in January 2022

- NSC is interested in two potential fundraisers: 1) selling graduation cords, 2) selling tumblers at the annual conference (this would require coordinating with the office to add a purchase option to registration for pre-orders)
- Sharon and Susan Lutz will be in communication to discuss speakers for the APhA prayer breakfast

### **Annual Meeting Committee** (see report)

- Keith Allhands, Co-Chair, reported for the committee.
- In person student retreat and annual conferences are planned for:
  - June 1-5, 2022 at Bonclarken Conference Center (Flat Rock, NC) - Psalm 38:18
  - May 24-28, 2023 at Lake Junaluska Conference Center (Lake Junaluska, NC)
  - May 30-June 2 2024 at Bonclarken Conference Center (Flat Rock, NC)
- For 2022, appropriate safety measures (ie: ample hand sanitizer, masks for those who so choose, social distancing when possible) will be taken in regards to COVID-19. Basic guidance will be included in meeting promotion materials. More detailed guidance will be developed and distributed based on what is most appropriate as we approach June 2022.

### **2022 Silent Auction**

- Susan Lutz reported
- There are some materials available from the cancelled event last year
- She emphasized that items must be available at the start of the meeting so there is sufficient time to prepare auction materials. Board members are asked to bring an item and/or bid on an item.

### **APhA/CPFI Prayer Breakfast**

- Susan Lutz reported
- A speaker is needed for the upcoming event in San Antonio, TX
- Kellie Zentz was suggested as someone who may be in the area.
- Nena can help pull information from CPFI membership applications since individuals are asked to provide other organization membership. Perhaps this can identify individuals who may already plan to attend APhA.
- Gene Lutz will be available to speak if needed

### **Update on Officer and Director Insurance** (see report)

- Gene Erb reported and thanked Nena Lindrose for her help gathering extensive background information
- After reviewing options, it was agreed D&O insurance and employment practice liability with Scott Insurance Agency were appropriate. The cost is \$795 and \$461, respectively, for a total annual fee of \$1256. Paperwork was finalized last month and coverage starts 1 December 2021. Nena will be the permanent contact person for Scott Insurance Agency.
- It is important that bylaws be followed to avoid liability concerns.
- Cyber security coverage may be reconsidered in the future. Cost varies based on level of security but may be around \$300 annually. Daniel Wilson suggested we confirm if CPFI will be protected

if one of the services we use (ie: MemberClicks, credit card system, etc.) is compromised. If CPFII is not covered by the company itself the organization may reconsider this moving forward. However, MemberClicks have very limited personal information (ie: home address) so this is low risk.

- Several agencies were considered. Gene Erb has no association with Scott Insurance Agency or any other conflicts of interest

### **Update on Code of Conduct for Leaders** (see report)

- Daniel Wilson reported
- It is important to make sure the CPFII stance on leadership expectations is clear and a code of conduct has been drafted. This was reviewed by Keisha Russell, Esq. with First Liberty. It is recommended that this be set as an expectation of all leaders including Board members, committee members, student leaders, etc.
- There was discussion about whether this should be approved by the Board or organization at large. The Board is charged with maintaining the statement of faith and this closely aligns. Daniel W. and Nena will confirm if this is recommended by Ms. Russell and will report back to the Board to determine the next steps for voting.
- In regards to student leaders:
  - The National Student Chapter Advisory Committee can assist with distribution.
  - Ron suggests that this may be introduced at the 2022 student retreat so that it can be discussed and those leaders can take it back to their chapters. Daniel W. does note that the National Student Council meets on a regular basis and the annual Student Retreat often represents a small number of schools. He can coordinate with Jessica Langdon so the information can be disseminated in advance of the 2022 student retreat.
- Clarification was requested regarding Code of Conduct expectations for student chapter faculty advisors. Faculty advisors are sometimes appointed by university administration or there may not be a Christian faculty member who is able to serve in the role. Requiring advisors to adhere to the Code of Conduct may force some chapters to dissolve if a suitable person is not available. For this reason, faculty advisors will not be held to this standard.
- Ron suggests adding the following language to “Basic Responsibilities” on Board position descriptions: “Board members are required to understand and adhere to the CPFII Code of Conduct.” Others expressed agreement.

### **Break (15 minutes)**

Following a brief break, Gene Erb offered a prayer prior to continuation of discussions.

### **Nominations Committee**

- Dawn Battise reported on behalf of the committee.
- After the June 2021 BOD meeting, the agreed upon officer eligibility requirements were added to the pre-existing job descriptions. Additionally, a statement was added to the Director description requiring previous involvement at the local or national level. Minor formatting changes were made for consistency. Wording regarding the term for Immediate Past President has been clarified since the initial distribution. M/S/C (Copeland/Allhands) to accept each position description with the addition of a statement regarding the Code of Conduct.

- 2022 elections will be held for Secretary, Treasurer, and two Directors. There is agreement that online voting will continue even with the return to in person meetings. A call for nominations will go out January/early February and late March/early April. Nominations will close end of April to allow sufficient time to review nominee eligibility, distribute email ballots and collect responses prior to the Annual Meeting. Susan volunteered to assist with the nominations process while Dawn anticipates being out on personal leave in early 2022.

### **Finance Committee** (see report)

- Dan Spadaro reported on behalf of the committee.
- Revenue and expenses for the 2021 Annual Meeting were reviewed. Overall revenue was approximately \$4500 more than 2020.
- 2021 revenue has primarily come from investments (39%) and membership (34%). Investments are more variable so it is important to maintain other consistent sources.
- 2021 revenue from membership is expected to be slightly less than 2020.
- General donations have slightly trended down in 2021 but this is partly due to the comparison to increased donations in 2020. Donations had a one-time increase when members donated the balance of conference registration fees after the shift from an in person to online conference.
- For the 2022 budget, a conservative approach was taken. There is an expected overall revenue of approximately \$31,000.
- Individual investment accounts were reviewed. Investments are up approximately \$40,500 compared to the same time last year.
- There was discussion regarding missions support in the budget.
  - There is regular reporting from student chapters that receive the Hands and Feet grant.
  - Ron shared the most recent information from Bob Watt in 2020 regarding activity in the Congo. It is suggested that an updated report be requested in terms of what has been done with funds so far and what future funds might be used for. It may remain on the budget for now but be reallocated as needed pending this report.
  - Silent auction funds will be directed to Hands and Feet unless an updated report is provided for the Congo.
- A suggestion was made to explore ways to encourage direct donations to Hands and Feet since some people may bid at the Silent Auction purely to give donations versus a desire for the item. There may be individuals who don't "win" the bid but are still willing to give. Cash donations have been solicited in the past so perhaps a more visible physical sign will be helpful as we return to an in person setting. Susan will consider options and Tracy Frame will provide her some information for online bidding based on previous non-profit experience.
- M/S/C (Carlson/Herman) to approve the 2022 budget.

### **Membership Committee** (see committee and Executive Director reports)

- Greg Carlson reported on behalf of the committee.
- Erin Vance will continue to serve on the Membership Committee. Fred Starling has resigned from the committee. Greg will be looking over a previous survey in which members indicated committee interest to hopefully identify another member.

- Three sets of calls (February to March, March to May, and June to August) have produced a 46%, 18% and 14% renewal response, respectively. Year to date, 83 calls were made with 21 renewals (25% renewal rate).
- Membership trends since 2019 were reviewed. The Board was reminded 2019 appears to have a significant number of lapsed members because long-term lapsed members were temporarily moved to “graced” status; however, most did not renew.
- In 2021, there has been a 4% increase in pharmacist membership and 17% increase in student membership.
- Greg recommended the Board set a 5-year membership goal of 1000 members when considering strategic planning. There was discussion regarding the need to develop a plan and share this with the membership at large to also engage them.
- While recent numbers are encouraging, there is a significant decline in membership over the long-term. There are multiple factors including, but not limited to, decreased involvement in church at large and fewer pharmacists choosing to be involved in professional organizations.

### **Lunch Break (45 minutes)**

Following a lunch break, Greg Carlson offered a prayer prior to continuation of discussions.

### **2022 Strategic Planning**

- Board members will be asked to do some preparation prior to the June 2022 strategic planning meeting.
- If at all possible, Board members are asked to attend the June 2022 BOD meeting in person but a remote option will be available for those that are unable travel.
- Finalized topic list is TBD. The most recent strategic plan (2016), Board member input, and items identified today (ie: membership) will be considering when determining topics.

### **Education Affairs Committee** (see report)

- Jeff Bates reported on behalf of the committee.
- 2022 Annual Meeting is expected to be in person, which aligns with other large pharmacy organizations.
- 13.25 CE credits are expected. Law, pain, and medication safety will be incorporated based on 2020 feedback. Campbell University will continue to provide CE credit. As in the past, there will be a mix of returning and new speakers. A tentative schedule is in place.
- 2020 feedback indicated a potential interest in pharmacy technician CE so this may be considered in the future.
- Jeff Bates has much of the equipment that is needed to offer remote attendance and plans to bring this to the 2022 meeting. This would not be to detract from in person attendance but to provide an option for individuals who are unable to attend in person.
- There was discussion regarding the possibility of offering complimentary registration to some speakers. This may especially engage new attendees so they can see the benefits of continued participation. Pros and cons were discussed for various options (offering to all vs offering to a few vs offering on an as needed basis). There is an option to offer coupon codes instead of reimbursing

speakers. Board members expressed various perspectives so additional conversation about this is encouraged at the next BOD meeting. M/S/C (Carlson/Herman) to allow Jeff Bates to allocate one complimentary registration to a speaker at the 2022 annual meeting.

- There was previous discussion about an interim meeting and creating a leadership development program. Jeff Bates suggests these may be combined but support and manpower are needed. In regards to leadership development, Daniel Wilson and Jeff Bates have both contacted individuals who declined to lead this. A passionate leader is needed. At this time, Board members are encouraged to bring forward recommendations.
- Ron brought forward the potential for an extended weekend retreat for the interim meeting. There could be one site in each of the nine regions that can remotely connect for speakers. This may help engage members across the company and help engage members with families that can't travel long distances. This would require manpower but is a creative option to consider.

### **Faith Script**

- The following individuals will write for 2022 Faith Scripts articles:
  - Jeff Bates- March, Dawn Battise- July, Greg Carlson- October, Ron Herman- November
  - Daniel Spadaro and Keith Allhands- any month
- Nena Lindrose will contact Board members not in attendance to assess their interest.

### **Additional Business**

- Dawn Battise invited any questions about the report regarding student chapter leadership requirements. There were no additional questions.
- Ron Herman shared that Dr. Daniel Mansour at the University of Maryland is leading efforts to name an Alumni Association endowment or award after Dr. Warren Weaver who is an alum of the university. Additionally, Dr. Mansour is very actively contributing to CPFI at the local level as he advises the University of Maryland student chapter.
- Nena Lindrose shared that John Woolwine is putting together a tribute to Dr. Warren Weaver to gift to CPFI.

### **Concluding Remarks, Prayer and Adjournment**

Adjourned on 19 November at 2:34p with prayer by Daniel Wilson.

Respectfully submitted,

Dawn Battise, PharmD, BCACP