



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

**CPFI Board of Directors Meeting Minutes
17 November 2023 via Zoom**

Opening Remarks

Director Emeritus Fred Eckel called the meeting to order on 17 November 2023 at 9:30a (EST) and made opening remarks.

Devotion and Prayer

Fred Eckel reflected on how God has placed CPFI to take a stand for Biblical truth ever since the organization formed. He also led the group to reflect on several passages:

- Hebrews 12: How we should run our race?
- Ezekiel 31: How do we serve as watchmen for the profession?
- Daniel: Who is our model leader? What qualities did Daniel demonstrate?

Roll Call

Present via Zoom	Absent
Ron Herman, Executive Director	Jeff Bates, Director
Jeff Copeland, President	
Marjorie Hayes, Vice President	
Jordan Daniel, Treasurer	
Dawn Battise, Secretary	
Dan Spadaro, Director	
Tracy Frame, Director	
Keith Allhands, Director	
Jill Boone, Director	
Lucy Malmberg, Director	
Fred Eckel, Director Emeritus	
Jill Boone, Director	
Nena Lindrose, Administrative Director	

Minutes for the June 2023 Board of Directors and Business meeting were previously experienced by electronic vote.

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Board Discussion and Updates

Nominations Committee Report

- Secretary Dawn Battise reported on behalf of the Nominations Committee.
- Report on the elections and process/student elections
 - o If the National Student Council (NSC) agrees, there is a plan to move to online voting with the goal to increase student engagement and align with the professional member voting process. This will also open opportunities for students to run for office even if they are unable to attend the national annual meeting.
 - o There was discussion regarding potential bylaws changes requiring that the NSC Chair Elect nominees and/or full NSC nominee slate be reviewed and approved by the BOD. At the end of discussion, it was determined a small team will meet to finalize the plan with the following key points to carry forward
 - Students submit signed Code of Conduct, statement of faith, \pm letter of recommendation
 - Review the maximum number of terms since, as written, it would allow a student to become Chair Elect as a P1.
 - Consider if this will satisfy the overall needs so that there is no need to change the bylaws
- There have sometimes been challenges with NSC chair being a P4 due to their academic obligations. A consideration was brought forward that would exclude students in their final academic year from this role. However, given the anticipated shift to online voting which will open the role to a wider range of candidates, some of whom may be well-qualified and equipped P4s, this will not be pursued at this time.
- The NSC Chair position description was updated to better align with the updated position descriptions for other Board of Director members. Input was received from Jessica Langdon and Pakou Remick. The BOD provided helpful suggestions to clarify wording. M/S/C (Herman/Copeland) to approve with the updated wording. This can be distributed prior to the 2024 student election.
- The current bylaws do not address what should be done in the event of a tie vote during national elections. It was proposed that
 - o The BOD agreed with this plan.
- 2024 elections will include Treasurer, Secretary, two Directors, and Executive Director.
- Over the past year the question was raised about what should be done in the event of a tie vote. The following language was recommended as a Bylaws revision to Article VI, Section 4, A.
 - o “In the event of a tie vote, the Executive Board (President, Vice President, Secretary and Treasurer) will make the final determination. If one of these individuals is involved in the tie vote, they will not be notified and will be excused from the vote. Criteria to consider include: years of membership, years of service, previous service to the organization.”
 - o Ultimately it was determined that the Executive Committee will review the language and criterion and submit the final wording to the Board.

Prayer and Break

Prior to resuming discussions, Director Lucy Malmberg offered a prayer.

Finance Committee Report

- Treasurer Jordan Daniel reviewed the finance committee report.
- Annual income was reviewed.
 - o Although the annual conference and membership yielded a lower net profit than budgeted, general donations were significantly above expectations.
 - o The annual conference silent auction was used to bless seven student chapters to date by supporting the Hands and Feet Grant. Additionally, donations were used to support student attendance of the annual meeting.
- Assets were reviewed.
 - o A professional relationship has been initiated with Mark Tipton, financial advisor with Edward Jones, who shares our Christian values.
 - o As directed at the 2023 BOD meeting, the Finance Committee has moved reserve funds to Edward Jones CD's and Vanguard investments into Edward Jones CD's and values-based funds.
- 2024 proposed budget was reviewed.
 - o A conservative approach was taken. Previously a zero-based budget approach was used but it was challenging to create a realistic and accurate budget when investments cannot be predicted. A new approach was taken that better reflects how reserves would be used to cover expenses, if needed.
 - o Specific budget line items were discussed including:
 - Increasing the missions designation as an avenue through which the organization tithes and to support the increasing number of pharmacists and student pharmacists participating on trips despite the rising travel costs. It is recommended to provide \$1000 per scholarship.
 - Increasing the accounting designation to continue the relationship with the long-standing bookkeeper.
 - Increasing staff travel designation to reflect anticipated travel to the Samaritan's Purse, GMHC and CPFI annual meetings.
 - Providing funds for updated office technology (computer, phone).
 - Increasing staff salary designation for a merit/cost of living increase.
- A generous member has offered to cover registration, room, and board for individuals attending the annual meeting in an effort to increase attendance and, ultimately, allow more people to be blessed through the conference. This will not cover travel costs. The BOD is encouraged to not only consider how to make pharmacists aware but to also approach this with much prayer and fasting that God will be glorified through this.

Commented [DB1]: Jordan: Please review and feel free to send me revised wording to be sure that this accurately reflects the rationale.

Prayer and Lunch

Prior to pausing discussions, Daniel Spadaro offered a prayer.

Prior to resuming discussions, Jill Boone offered a prayer.

Board Discussion (continued)

Membership/Marketing (see also full Vice President report)

- Vice President Marjorie Hayes reported on behalf of the Membership Committee.
- The Committee called 39 lapsed professional members which was associated with a 15% renewal rate.
- There are continued concerns with MemberClicks and the way that student pharmacists are transitioned to professional members. Various options to resolve this were considered including:

Board member continuing to work with MemberClicks, finding an individual to specifically support this effort, to hire a staff member on a temporary contract basis to address this among other student needs.

- Given the challenges with MemberClicks it was recommended that alternative systems be investigated. When first explored a number of years ago, MemberClicks was the best option and within the budget; however, it may be appropriate to revisit this.
- Marjorie and Nena met with two individuals to explore marketing options. One represented a larger organization which was not a good fit and the individual did not follow-up. The other is an individual who specifically offers social media marketing. Overall, there is continued interest in meeting with an individual or company that can provide a broader marketing analysis and recommendation. It was suggested that we reach out to other Christian organizations (i.e.: CMDA, Samaritan's Purse, etc.) to determine if they have recommendations for marketing. However, in light of the opportunity to increase annual meeting attendance the Board agreed to fund the individual providing social media services for the short term.
 - o M/S/C (Boone/Copeland) Employ the digital marketing professional for 3 months.
- In light of the marketing discussion, it was decided to simplify the current MemberClicks membership form to make it easier for people to complete the process.
- Marjorie and Nena plan to attend the Samaritan's Purse Prescription for Renewal conference and GMHC conference to continue growing awareness of CPFI.

Finance Committee Report

- The final 2024 budget was reviewed and approved. (M/S/C Herman/Spadaro)

Annual Meeting

- Director Keith Allhands reported on behalf of the Annual Meeting Planning Committee.
 - o 2024 is confirmed at Bonclarken Conference Center (Flat Rock, NC).
 - o The committee recommends holding the 2025 conference at St. Simon's Island, GA (Epworth by the Sea). This is ~ 1 hour from the airport and has sufficient capacity.
 - o The committee recommends 2026 be held at Lake Junaluska Conference Center (Lake Junaluska, NC). The center is currently holding June 3-7, 2026 for the organization.
 - o There was discussion about accessibility (i.e.: distance from airport), region of the US, and cost of various options.
 - o A donor has offered to cover registration, meals, and rooms for 2024, 2025, and 2026 to help reduce financial burden for attendees. This may open up additional options. If the gift prompts increased attendance, Lake Junaluska has sufficient meeting space.
 - o It is recommended that the Board meet prior to the summer meeting to finalize annual meeting plans for future years. Nena and Marjorie will visit Epworth by the Sea and provide an update. In regards to venues, at the time, 2024 is confirmed, 2025 is pending the Committee report and final vote, and 2026 is still being investigated but Lake Junaluska is a viable option.
- Live streaming the annual meeting was also discussed.
 - o There are basic capabilities at Lake Junaluska and Epworth by the Sea. It was determined that Nena and Jeff Bates can further explore. Jeff Bates and the Education Committee can make a recommendation.
- After many years of service, Linda Allhands and Beverly Herman are stepping down from their role leading the spouses' program during the annual meeting. There have not been new volunteers.

- There was discussion about providing childcare at annual meeting. Potential challenges were considered (liability, screen caregivers, event insurance, and venue receptiveness). However, it was also noted that the organization and annual meeting have always been more family oriented.
 - o Jeff Copeland recommends sending the spouses' program and questions of childcare back to the annual meeting committee.

Prayer and Break

Prior to resuming discussions, Executive Director Rob Herman offered a prayer.

Board Discussion (continued)

Student Chapters

- Jeff Copeland reported that issues with student chapters have become more challenging, which makes it difficult for one individual to manage. It is preferable to have more people to provide input and decision making for these increasingly complex issues.
- A summary of current questions/concerns from student chapters was provided. Ultimately, these concerns related back to the Code of Conduct. The Board discussed appropriate responses.
- To reduce workload, it was recommended that a database with answers to common questions be developed so that when questions arise a response can be quickly provided. With this in place, a separate individual may not be needed specifically to manage student chapter concerns.
- After discussion, it was determined that all students holding a student chapter officer position must be contacted regarding the Code of Conduct. Jeff Copeland and Nena will develop email wording. This will be sent to Jessica Langdon, Pakou Remick, and Erin Ballentine.

Increasing student membership dues to offset postage increase for membership packets

- There was discussion on increasing student dues from \$30 to \$35 to cover higher postage costs. Although a motion was brought to the table there was not a quorum. The motion was withdrawn.

Prayer and Adjournment

Concluding remarks and prayer provided by President Jeff Copeland prior to adjournment.

Action Items:

Action	Responsible Party
Identify small team to review bylaw wording regarding NSC student leadership approval and develop final recommendation for BOD	Dawn Battise
Coordinate with NSC leadership to implement online voting (via Jessica Langdon and Pakou Remick)	Dawn Battise
Distribute approved NSC Chair position description to National Student Council leadership (via Jessica Langdon and Pakou Remick)	Dawn Battise

Finalize bylaws language re: action in case of a tie, bring back to BOD for vote	Dawn Battise in tandem with Jeff Copeland, Marjorie Hayes, and Jordan Daniel
Simplify current MemberClicks form	Ron Herman and Nena Lindrose
Explore platforms beyond MemberClicks	unassigned
Employ the digital marketing professional for three (3) months	Nena Lindrose
Explore additional Christian marketing firms	Marjorie Hayes and Nena Lindrose
Visit Epworth by the Sea and provide report and final recommendation regarding feasibility for 2025 annual meeting	Marjorie Hayes and Nena Lindrose in tandem with Annual Meeting Committee
Review 2026 annual meeting location options and make final recommendation re: Lake Junaluska	Annual Meeting Committee
Make final recommendation regarding live streaming of annual meeting	Annual Meeting Committee
Review annual meeting spouse's program and childcare option. Develop final proposal for BOD to vote on.	Annual Meeting Committee
Contact student chapters to reinforce requirement to sign Code of Conduct to hold a leadership position	Nena Lindrose and Jeff Copeland
Assess need for called BOD meeting and schedule, as needed	Jeff Copeland