



**2014 Annual Board Meeting
Executive Director's Report
Nov. 6, 2014**

My goal as Executive Director is to assist officers and Board members with access to information and to provide tools that will help each person be more effective in their leadership role.

Program Development and Administration

- The Board in June decided to move the CPFI office to Bristol as soon as it was feasible. The majority of my time this summer and fall was focused on the move of our office to CMDA. Nena has outlined in her report the details of the move and the corresponding expenses.
 - New contact information:
 - Mailing Address:**
PO Box 1154
Bristol TN 37621

 - Shipping Address:**
504 Old Jonesboro Road
Bristol TN 37620

 - Physical Address:**
2604 Hwy 421
Bristol TN 37620

 - Phone:**
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- The Board approved the job description for the Administrative Director. This was signed. The job description for Board members was not approved because members had not seen it in advance. The plan was to send it out and approve it by e-mail vote.
- The ethics task force, Dan Hussar (chair), Ron Herman and Gene Lutz, were asked to evaluate what could be done with the ethical statements. They have reviewed 18 and are prepared to make a recommendation.
- Cooperation with CMDA student ministries has been investigated by the student advisory committee. CMDA has offered to allow our student members to join for free. We should be able to transfer our student membership information to CMDA and make the process seamless, but there is some concerns that we should discuss before we proceed. If students can be CMDA members for free, we may have pharmacy students not joining CPFI and becoming just a CMDA student member. Can we risk the potential loss of income from student members? We have invited Dr. Scott Ries, the head of the CMDA student ministry to speak at our meeting and participate in the retreat to further see how collaborations can develop.
- Educational programming with CMDA was not possible for this year. It may be possible for 2015 if we should choose to pursue it. We did investigate the possibility of having a joint meeting with CMDA in 2015. Their meeting will be in Ridgecrest, NC in April and we have committed to have our annual meeting in Flat Rock, NC in June. Those are very close in dates and location, so we may just investigate doing some programming for pharmacists that attend their meeting, but it seems unlikely that we will do a joint meeting.

Staff Relations

- Last year it was felt that it was time for a formal evaluation of our administrative director. However, there was concern that there was not a formal job description for that position. Nena had drafted a list of her activities. After considerable board discussion I volunteered to draft a formal job description for our administrative director.
- The board also had some discussion with the new bylaws regarding what should be the clearly defined role of board members. So I drafted a job description for CPFI board members.
- Both of these job descriptions were refined by the Executive committee and are now being brought before the Board for formal approval.
- Once the administrative director job description had been approved by the executive committee, it was then used to conduct a formal evaluation of the administrative director. It was decided the evaluation would be done by the President and he would involve the executive director when there was an area of concern or when additional insight was required.

Communication with Membership

- Last year one of the concerns was that many chapter advisors are not CPFI members. We were able to identify 131 advisors and make sure that they were all in our database. We know that 54 are paid up CPFI members, 35 haven't been members, but have allowed their membership to lapse. There are another 43 that are not members, but they have been added as basic contacts in our database so they can be contacted, even though they are not active members.
- The monthly e-mail blasts (the Faith Script) has gone well.

Budget and Finance

- The finance committee prepared the budget and has kept us up to date on progress.
- There was a presentation from a fund raising organization about estate stewardship. It was decided to not pursue this relationship now.
- There was discussion about a possible fund raiser for additional mission scholarships. There will be a silent auction at the annual meeting and part of the proceeds may go to support mission scholarships.

Sincerely, in His service,

Ron Herman