

## WMSHP BOARD MEETING MINUTES- 3/12/09

### Financial update:

Kim M.

- Balance: \$22,512.15
- Accountant will be completing this audit for us yearly. Board to Evaluate a fee to pay her for future work.
- Board approved \$200.00 flat rate for payment as Accountant will be completing 2008 Taxes as well.

### □Website update:

Brad M.

- Board members to e-mail cell phone numbers and pagers to Brad so this information is available. This information is now available on-line
- Brad to develop ability to e-mail members that have RSVP'd for an event. Also, a mechanism to differentiate between a member and a non-member.
- Brad to develop space and files to upload documents regarding grant requests, etc. This will serve as a single 'storing house' for our events.

### CE program planning

· April 2009 - Plainwell

Sarah Paulson/Kali

- Topics:
  1. Evaluation of Haloperidol Continuous Infusions in Critically Ill Patients presented by Christine A. Arseneau
  2. The Relationship Between Cumulative Aminoglycoside Doses and Renal Impairment in Adults with Cystic Fibrosis presented by Adam R Finkbeiner

### · May 2009 (Spring Seminar)

Dana S.

- Grant from Merck confirmed for Keynote speaker (\$2,000)
- Grant from Sanofi Aventis submitted for Dr. Dienes
- 3 reps paid for display
- 3 reps confirmed but not paid as of yet
- 3 others probable
- Dana to send out another e-mail to reps
- Overall, planning going well

### June 2009 Planning Meeting:

- Date: 6/11/09 5:30PM
- Location: Bay pointe on Gun Lake
- Cherie to make reservations closer to the time

### 2009 Scholarship Applications:

Natalie

- Update: 4 applicants thus far
- Natalie to e-mail group after 3/31/09 and then board to vote at the April meeting

### LADC Update (from ACE House of Delegates Meeting)

Cherie

- Annual Business meeting for membership
  1. Suggestion to have at Spring Seminar
    - Consider more formal presentation in 2010 but not an option in 2009 as speaker times/schedule has already been confirmed. See below for 2009 Spring Seminar plan:

- Cherie to complete Rotating powerpoint to show during lunch summarizing the year
- Kim M. to complete 1 page summary regarding WMSHP budget (expenses, incomes, etc) for 2008.
- Annual Life Long Membership Recipients Cherie
  1. See 'HONORARY' Member definition in By-Laws
  2. Is this something we would like to award annually?
  3. Cherie to send out mission of WMSHP to board and then ask for nominations of anyone that may meet that criteria. Voting to take place at April meeting and presented at Spring Seminar in May

**Gift for Ryan Bickel**

Cherie

- \$100 approved to be spent on a gift
- Kim/Adam to obtain and present Ryan with gift

**Free membership for 1 year for Laura Aykroyd**

Renee

- Suggestion made to offer this to her for presenting at Feb. meeting
- Board declined this request

**Honorarium payment**

Cherie/All

- Currently our policy is this:
  - Define amounts from WMSHP (from previous minutes - Jan 2008)
    - The board elected to pay \$500 honorarium per speaker if payment is requested.
      - This may have been decided in the event we did not have support/funding for a meeting and the payment for the dinner/honorarium would come from the general fund
  - The above criteria was put in place prior to the new Pharma Guidelines
  - Grants are now applied for the specific program and how the funds will be used
  - Concerns raised include:
    - Should criteria be based on 'local speaker' vs 'credentials' or a combination of the 2?
      - What if we had a 'World Renowned Speaker' that happened to be local?
    - Is there an issue with using funds obtained from a grant for purposed other than what is stated?
      - Would this be a contract violation?
      - A decision of ethics?
    - ASHP Addvantage webinar last week
      - Jesse/Cherie Participated

- Discussed during the webinar the following:
  - What Grantors expect
    - Expense reconciliation
      - Demonstrates activity is complete
      - Ensure funds were spent as described in the grant request
      - Return unused funds OR request authorization from grantor to use remaining funds for another purpose/event
      - Maintain detailed records in case of audit
        - Brainstorm standard location for records to be kept
  - Discussion:
    - Place on June Planning meeting agenda for further discussion
    - Board members to continue gathering information between now and then
- Bridget Sharif
  - Resignation submitted
  - Cherie to announce at March meeting (tonight) call for Board Member nominations
  - Announcement to be placed in next newsletter
  - Board to vote on nominations at April meeting