

**WMSHP Summer Planning Meeting Minutes
6/10/10**

Financial update:

Cherie

- Account balance: \$25,915.14
- Review financial letter from Accountant
 - See attached
- Kim: request to change to ECCU
 - Board brought up the point that ECCU is not readily accessible and if Kim was no longer treasurer at some point in the future than there would need to be another change. Cherie to bring up this point to Kim.
- Consider increasing dues?
 - Pharmacist: \$20 to \$30?
 - Technicians: Keep at \$20
 - Action:
 - Universal increase to \$30 for pharmacists and technicians
 - Effective 1/1/11
 - Brad to send reminder notice to member 1 month prior to dues being due

Website update

Brad

- Google ad
 - Will proceed and evaluate in 6/11
- Facebook discussion
 - Brad to set this up

2011 Nominations

Cherie

- President: Adam Drzewicki
- Past President: Cherie Woodhams
- President Elect: Kali Schulz
- Treasurer: Kim Melgarejo
- Secretary: Brad Miller
- Board Members:
 - Dana Staat (need to confirm with her)
 - Stacy Vaeth
 - Andrea Goodrich
 - Angela Green (need to confirm with her – email sent 6/11/10)
 - Abby Sturm (Kym Moline to confirm with her)
 - Rebecca Maynard (confirmed by Cherie)

Spring Seminar update (See attached)

- Suggestions for next year:
 - Have continental breakfast and snacks in vendor display area
 - Increase fee for vendor display from \$750 to \$1000?
 - Board approved increasing drug display for Spring Seminar to \$1,000
 - Charge fee for students (\$15 to cover lunch?) as a large number of students that registered did not attend
 - Not approved but voted to include field for the student to list preceptor. Follow up with preceptor if student does not attend as registered.

2010-2011 Program planning (board members to select 1)

Cherie

- September – GR
 - Kym Moline
 - Speaker: Greg Pratt
 - Topic: Radiopharmaceuticals

- October – Kazoo
 - Aaron Britton/Cherie
 - Speaker: Brad Miller
 - Topic: Stroke

- October Residency Showcase – GR
 - Kali Schulz and Angela Green
 - Charge \$40 for display fee

- November- GR
 - Ben M.
 - Speaker: TBA
 - Topic: TBA

- January 2011- Kazoo
 - Kristine Rowley
 - Speaker: Larry Leach
 - Topic: Methamphetamine use

- February – GR
 - Andrea
 - Speaker: Jean Lee?
 - Topic: HIV?

- March- Kazoo
 - New member/Stacy Vaeth

- April- GR
 - New member and/or Sara Paulson

GR Griffin's contacted me and there is a 'special rate' if booked before 7/26 We ask to have these forms back by July 26th, and a date picked out by labor day. If group decided to add this event to your calendars again you can get this back to me by e-mail, fax (616)336-5464 or mail 130 W Fulton Suite 111 Grand Rapids MI 49503. Feel free to contact me with any questions. I look forward to hearing from you soon.

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- May 2011– Spring Seminar

Programming ideas:

Sedation Lecture:

- www.sedationcme.org

Amy Counts from Gilead: pulmonary HTN. (Ben to consider)

Greg Pratt: Radiopharmaceuticals

ASHP Advantage CE opportunities

PGY 1 and PGY 2 Pharmacy residents: requirement for residency/pedals program to present formally as well as obtain CE

- Pay small honorarium as small incentive (\$100?)

Marge Kars: Health Literacy (Consider for Spring Seminar)

- Author of book and has presented to groups in the past
- http://www.mlanet.org/order/guide_health_literacy.html

Larry Leach: Methamphetamine talk (Kristina Rowley)

- KVET's methamphetamine unit (Kalamazoo County)
 - http://blog.mlive.com/kzgazette/2008/07/kalamazoo_department_of_public_7.htm
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April 28, 2010

Western Michigan Society of Health System Pharmacists
Kim Melgarejo, Treasurer
c/o Borgess Medical Center
1521 Gull Rd
Kalamazoo, Michigan 49048

Dear Mrs. Melgarejo,

I have reviewed the financial information for the Western Michigan Society of Health System Pharmacists (WMSHP) for the 2009 calendar year and have found no discrepancies. I have reviewed and confirmed the bank statements, grant checks, expense receipts kept on file for 2009. Additionally, I have re-created the revenue and expenses by month on the "Treasurer Financial Statements," generated a trial balance and the general statement of financial standing which was copied to the WMSHP flash-drive for your records.

I have filed the 2009 Federal taxes for WMSHP: Form 990 EZ, Schedule B and accompanying detailed schedules. These documents were mailed by myself on 4/28/2010 with the receipt saved by Kim. WMSHP is not required to file taxes for the State of Michigan for 2009. A paper copy was submitted to Kim as well as saved to the WMSHP flash-drive.

I understand that the legislation effective on 1/1/2009 has made it more difficult to obtain grants supporting the WMSHP educational seminars and meetings. This undoubtedly has contributed to the significant change in financial standing from the end of 2008 to the end of 2009. For the year of 2008, WMSHP generated an excess (or "profit") of \$8,665. For the year of 2009, however, the organization experienced a deficit ("loss") of (\$2,430). This can be explained by the decrease in grants supporting the monthly, non-Spring Seminar meetings in 2009 compared with these meetings in 2008. The decrease in financial support combined with the cost of the continuing education (CE) credits at each meeting, plus the cost of the dinners and speaker fees raises a concern as to the viability of continuing the status quo regarding the educational sessions for future years. Although not in immediate danger of failing to fulfill the organization's stated goals, I would recommend considering changes that would decrease expenses and/or generate revenue, such as increasing membership dues or finding less expensive venues for the meetings.

Please feel free to contact me with additional questions or concerns.

Respectfully,

Jennifer Arnsman