

# Meeting Minutes

**Attendees:** Mike Ahmadi, Terrish Floyd, Stuart Gillespie, Jim Kohnen, Geoff Lee, Dawn Plaskon, Kate Raymond, Mike Spencer, Jeanne Vargas, Wai Wong, Arlene Kadrach

**Phone in:** N/A

**Minutes By:** Arlene Kadrach

**Date:** 10/06/09

**Re:** Monthly Board Meeting

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## Meeting Agenda:

1. **Call to order-Welcome**  
Meeting minutes for September meeting approved with addition of agreement to establish call # for members
2. **Roles and Responsibilities – Back ups**  
Mike Spencer will be heading up next meeting in Wai's absence. Certification back up is Ellen Hill, Recertification back up is Geoff Langstaff.  
Arlene to contact Gary Martin to check status on board participation.
3. **Vice Chair position filled**  
Terrish Floyd has agreed to take on the duties of Vice Chair. Wai and Mike to bring Terrish up to speed.
4. **Business Plan and budget**  
Submitted and no response yet.  
Mike Spencer and Dawn Plaskon to be added to checking account.
5. **October Event**  
Everything set
6. **November Event**  
Spengers, this will not be a free event  
Mike A. will call to see if they will do something for \$35, also call Skates, Bocca Nova to check on possible alternates for future.  
Dawn proposed \$35 for pay ahead price or discount, full price if paying at the door.
7. **January Event**  
Social Responsibility was suggested topic.  
Terrish to check with Bayer as possible location.  
Mike A. suggested having a panel and sponsored.

February Event

**March Event**

Like to join with Abbott as host for this event

**8. Scholarship Team**

Kate, Mike Ahmadi and Terrish will research and compile feedback on how to manage and promote a scholarship. Proposed to start at modest rate and increase when funds available. Find a school w/quality program and find information on partnering. Maybe have events onsite. Also research certification classes.

**9. Group Discount for one time event**

Suggested first time attendees non-members  
Suggested member gets in free when they bring 5 non members  
Dawn and Geoff Lee to draft marketing flyer to post

**10. Renewal Letters**

Darrell to send out letters for upcoming renewals

**11. TAR Review**

TAR #10 ~ Establish call number for member's questions ~ We can get a number assigned for \$35 . When a VM is left system sends email notification to account. Account is set up. Dawn and Jeanne to arrange for payment  
TAR #11 ~ Set up team for scholarship ~ Team members volunteered, Kate, Mike A. and Terrish  
TAR #12 ~ Decide on discount for students ~ agreed that discount would be the same as for unemployed  
TAR #13 ~ Renewal letters to members ~ see item 10

**12. Monthly Section Update**

**Treasurer ~**

Checks and CD's total \$39,042.95  
No outstanding checks  
\$2,700 of deposits yet to be done  
Projector and sound system purchased for \$844.95

**Communications ~**

Sent reminder for October  
Newsletter to go out the weekend of 10/10/09  
Will include Silicon Valley conference

**Membership ~**

Not present

**Certification ~**

Certification and Recertification are two separate comities  
10 people on the certification committee

4 exams per year doors open at 7:30, test schedule is on line, testing done at Dublin/San Ramon Services District.

Insurance is carried by certification committee and can be applied to other events, need advanced notice to make arrangements

Anyone can walk in and sit w/proctors to earn points for recertification. If you are not certified in the exam you are proctoring, you can not take that exam the next cycle.

13 tests next week, walk ins able to take tests.

Minimum of 18 recertification units needed w/objective evidence.

Education ~

Not present

## Action Items:

Responsible	Action Item	Due Date	Status
Arlene Kadrich	Check with Gary Martin on Status	11/03/09	Email sent will update when Gary responds
Kate, Mike A., Terrish	Research scholarship program, promoting and managing		
Arlene Kadrich	Add certification and recertification back ups to list	11/03/09	
Wai & Mike A.	Bring Terrish up to speed for Vice Chair		
Jeanne	Work with Dawn and Mike S. to get them added to the checking account		
Mike A.	Call Spengers to check on \$35 price for Nov., also call Skates and Bocca Nova to check on possible alternates for future.		
Terrish	Check with Bayer about hosting the January event at their location		
Dawn, Geoff Lee	Draft marketing flyer for proposed group discounts		
Darrell	Send out renewal letters		
Dawn, Jeanne	Arrange for payment for member call in number		

**NEXT MEETING: Tuesday November 3 at Pharmatech**