

MARYLAND INITIATIVE

Quarterly Meeting

October 28, 2004

10:00 am to 2:00 pm

Present: Gail Katz (Chair), Karen Kaiser (Vice-Chair), Mary Vargas (Treasurer), Micke Brown (Coordinator), William Rowe (Director), Lynn McPherson (Director), Tom Carroll (Director), Kathryn Hebert (Director), Tim Keay (Director), Kathy Smolinski (Director), Catherine Jackson (Director), Helen Hatchett, Matt Gainey, Ruth Plant, Carol Billet.

Participants by Conference Call: Shannon Leidig (Secretary),

Absent Board Directors Excused: John Schildt, MaryAnn Schildt

Absent Board Directors, Cheri Baker, Alice Young, Mary Baluss

Meeting called to order by Gail Katz at 1015. Welcome and introductions were made.

April minutes were reviewed and approved with no requests for correction or modification.

Executive Board Report: Gail Katz

Grant proposal submitted to M&T Bank was declined. No money was given to any grant applications during this review cycles.

ACTION: Gail proposed that MPI should plan to re-submit application for next period of review. She will follow-up on this option with M&T.

Next election cycle for board & officers is due in Jan. 2005. Suggestion was made to revise some terms of office in light of the change to a quarterly meeting schedule. An active dialogue resulted. Bylaws currently require 2-year terms for Directors that are staggered terms, to allow for a 50% experienced and 50% new Director team to serve. Officers are 1-year terms with Chair learning the role during the active term of office unless co-chairs are serving. Review of other association trends were discussed for illustrative examples. Following the discussion a proposal was offered and accepted to:

- continue the Director 2-year staggered term cycle;
- revise the Chair role by expanding it to Chair-Elect, Chair and Chair-Emeritus (Immediate Past).
- Therefore, the Chair role would span over 3 years allowing for a leadership team of support and mentored transition.
- The Secretary and Treasurer office will continue as a 1-year term.

ACTION: For the transition year of 2005, Gail confirmed her willingness to continue to serve as Chair, Karen Kaiser agreed that she would serve as Chair-Elect and Cathy Jackson agreed to serve as Emeritus. This will be added to the 2005 ballot for membership confirmation.

ACTION: The board unanimously voted to support the change in leadership terms and the transition year for 2005.

ACTION: Mary Vargas will review the bylaws and provide recommended language change for board review. This process can be handled electronically to allow for the official approval process.

ACTION: Micke will assist with the ballot preparation for the Jan. meeting and election. Candidates will be needed for (8) outgoing board members, Treasurer and Secretary.

ACTION: Board members will assist with recruitment of board candidates.

Role of the board was then discussed. This topic was raised as a review of board behavior from the July meeting committee reports. Gail expressed concern that the board was focusing on issues on a micro level rather than on a macro level. Vision and goals in keeping with the strategic plan should be the primary concern of board action instead of becoming caught up on action plans and details of how to get the work done. This is the primary role for committee work. Committee reports come from active participant discussion. Board must act when recommendations require financial support or strategy change away from priority goals. The board is responsible for charging committees and workgroups to create the process of accomplishing key goals and strategies. Re-thinking committee work can be a dis-incentive for member's participation. Committees should be open to board participation just as board members are expected to participate in a committee of interest. Currently, all committees are lead by board members. This should change as MPI grows and matures.

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1 Re-structuring of current committees to maximize member interest was suggested. Re-alignment of committee chairs was
2 included. It was decided to separate public awareness into two separate committees: Public Outreach and Professional
3 Education.

4
5 **ACTION: Public Outreach Committee is charged to concentrate on the Maryland POP Campaign with the focus
6 on the public listening activities. Co-Chairs are Mary Vargas and Shannon Leidig.**

7 **ACTION: Professional Education is charged to concentrate on continuing education programs for the healthcare
8 professional audience. Contributions to the POP Campaign should be a consideration as programs are created.
9 Lynn McPherson volunteered to lead this committee. Kathy Hebert and Tom Carroll expressed interest in working
10 with this committee.**

11 **ACTION: Will Rowe requested to chair the Public Policy Committee as this aligns with one of his primary roles
12 for APF. He will continue to guide Capacity Development for year-end then transition it to a new leader.**

13
14 Capacity Committee will divide into (3) subcommittees: Fundraising, Website Enhancement and Membership
15 Development.

16
17 **ACTION: Karen Kaiser will lead the Fundraising Subcommittee with a core interest in grant writing & monitoring.
18 Tamara S. Anderson from APF will serve as her liaison and advisor.**

19 **ACTION: Yvette Colon will continue to monitor and improve the MPI website. She works closely with the MPI
20 coordinator and welcomes board feedback and suggestions.**

21 **ACTION: Membership Development needs a leader. A call for volunteers will be sent out by Micke to the general
22 membership. Gail will serve on this committee.**

23 **ACTION: Micke will create a new committee listing that includes charge, leader w/contact info and members. This
24 will be posted on the website as a reference for membership.**

25 26 **Treasurer's Report: Mary Vargas**

27
28 Current checking account balance is: \$2824.18. Expenses include the computer/disc drive purchase, pharmacy CE
29 program in Sept. 2004, staff and telephone costs.

30
31 Projected income includes: POP grant of \$10,000 is due for transfer. Will Rowe reported that the Endo grant to APF for
32 Maryland support is pending. APF will transfer funds to MPI, as promised, no matter the status of the Endo grant within
33 the next 2 weeks.

34
35 About \$200.00 was raised as individual donation during the pharmacy CE program.

36
37 ACS fund report is due before a new grant proposal request of \$5,000 can be submitted. Mary needs help with this report.

38
39 The role of the Treasurer was discussed. The Treasurer role is oversight of budget and financial health. MPI growth
40 requires further assistance with fundraising, grant submissions and reports. The Treasurer cannot be expected to meet
41 this expectation. The board, as well as MPI membership, must help with these critical responsibilities. Re-structuring of
42 committees will complement this need.

43
44 Budget planning is in process with the assistance of the APF accountant, which includes a projection for 2005 activities
45 and funding needs. This budget also is essential for grant applications. Mary requested a budget projection from each
46 committee chair by 12/01/04.

47
48 **ACTION: Karen Kaiser (Fundraising Committee Chair) will assist Mary with completing the 2004 ACS report and
49 grant request for 2005.**

50 **ACTION: All committee chairs will offer a project budget to Mary no later than December 1, 2004.**

51 **ACTION: 20% indirect cost for staff and overhead will be included with every grant request.**

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COMMITTEE REPORTS

Capacity Development: Will Rowe

Most activity has centered on fundraising with APF staff support. Four (4) grants have been written: POP, M&T, Baltimore Community Foundation was resurrected from 6 months ago and in play with promising outlook. Other smaller grants of a few thousand are pending. ACS grant also in play. Other sources of income should be a consideration.

Karen Kaiser requested assistance with recruitment of committee members especially someone interested in leading the durable product development & sales aspect of this committee. Shannon has already begun some creative work in this area, but she is already over-extended with her POP & Secretary responsibilities. It was agreed that the Treasurer should serve as a liaison to this committee, but not a chair or active contributing member. An upcoming fundraising meeting is scheduled on November 4, at 3pm at the APF office.

Shannon reported news of new funding source proposal in the form of a demolition derby. A personal contact has pledged to dedicate a "Crush Pain Mobile" for spring 2005 competitions. A contact in Washington County has donated POP bookmarks for the Public Listenings. Micke showed a proof. Silk screening for POP tee-shirts was also offered as an in-kind donation. Shannon is looking into possible donors for the shirts.

Shannon's pain story was covered by the Hagerstown newspaper, the Herald-Mail, with a picture featuring her walking her dog, Aria. A suggestion was made about making POP bandanas for family pets to encourage walking. Lynn offered the tag line: "Pain Pooches". Shannon was applauded by the board for her wonderful work and endless dedication.

ACTION: Shannon was given full and enthusiastic board support to proceed with each of the funding ideas. Micke will continue serve as her resource.

Micke reported on Website Enhancement for Yvette. The website will be undergoing gradual changes in organization and appearance. To date, only Micke and Kathy Smolinski have provided feedback on website. Suggestions, such as logo re-design (to make more compatible with mission statement) as previously recommended, content additions and other ideas should be directed to Yvette (yvette@painfoundation.org). There is a need to find a graphic designer who might donate logo design ideas.

Will stated that membership development has not been a top priority due to time constraints. Help with recruitment ideas is needed. New members have been gained through the listening events and CE program. Targeted recruitment is needed that includes ASPMN Maryland Chapter, newsletter entries to Maryland Pharmacy Association and MedChi. Expanding MPI meeting locations into regional locations may be helpful. A new brochure has been suggested and a repeated theme. MPI business cards for board and committee leaders were recommended. Generic cards could be provided to MPI members who are assisting with in-kind or individual donations.

ACTION: Will agreed to continue to lead this committee for the remaining year as there were no other volunteers. Gail agreed to serve as committee member to assist with membership recruitment and marketing of MPI.

Public Awareness Committee: Mary Vargas and Shannon Leidig

Mary provided an update on the listening activities. Washington County conducted two events in September, one with the original group and a separate event at Somerford, an extended care facility in Hagerstown. Micke also conducted a listening with an overview of the POP campaign during a speaking engagement at the Maryland Lupus Association meeting in Baltimore City.

Frederick County will have its first listening in Emmitsburg on November 13th. Washington County will conduct a public testimony with state and county leaders on November 6. The 2005 listening calendar was circulated for additional sign-ups of new counties in locations where MPI participants either work or live. All were invited to attend current listenings to observe before their counties are scheduled. Micke, Mary and Shannon will serve as mentors.

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1 Lynn reported that the Pharmacy CE program was offered on September 21, 2004 with a successful turnout of
2 approximately 60 attendees. The post-evaluation feedback was positive. A pre and post test was conducted with
3 interesting results. See report attached. Discussion around the duplication of this activity ensued. Finding a new faculty
4 member who is a state-based pharmacist with retail experience was suggested since Marc Gonzalez lives on the
5 westcoast.

6
7 **ACTION: The Professional Ed Committee is charged to analyze the refinement, duplication and expansion of this**
8 **program for the state. Recommendation will be introduced for discussion at the Jan. 2005 meeting.**
9

10 Micke reported that MPI has been invited to present a full-day conference on Pain Management at the End of Life for
11 Allegheny Community College, in Cumberland, on May 25, 2005. The audience will be pharmacists, nurses, social
12 workers and rehab. therapists. The speaker honoraria will be donated to MPI. Faculty volunteers are: Matt Gainey
13 PharmD (Purdue Pharma, formally from Duke U), Yvette Colon MSW (APF On-line support expert), Kathy Smolinski
14 MSW (Johns Hopkins Cancer Pain Team), Marie Thompson RN (Patient Advocate), Susan Lyons RN (Palliative Care
15 Specialist) and Micke Brown RN (Pain Mgt Specialist and APF Outreach Manager). This program may be replicable as
16 another POP venue for community colleges across the state.

17 **Public Policy/Advocacy Committee: Cathy Jackson for Lynn McPherson**

18
19
20 Lynn remarked that she did not feel qualified to serve as chair of this committee. Cathy complimented Lynn on her
21 willingness to try to serve in this capacity. Cathy remarked that she felt it not appropriate for her to serve as chair due to
22 the risk of misperception even though her advocacy role within the drug industry is not related to branded product
23 promotion. Cathy then stated that she did not receive the agenda via email and therefore Jack Schwartz was not officially
24 invited to attend this meeting. Other board members reported having similar problems with receiving mailings. Eric Galley
25 from ACS was not able to attend due to last minute obligations in Annapolis. Cathy proceeded and outlined the 30
26 recommendations offered from Maryland State Pain Advisory Council's report to the Governor. The findings of the report
27 were discussed. The selection of priorities for proactive MPI action was the focus. Federal legislative activity around
28 funding state-developed PMPs was also raised. Advantages and disadvantages of PMP's were highlighted. Recognition
29 of the pain council's work and legislative leadership was reinforced as an important responsibility for MPI.
30

31 **ACTION: Public Policy Committee was charged to analyze the policy related recommendations, plan strategic**
32 **priorities and suggest a policy agenda for MPI over the next year. Will Rowe will arrange a committee meeting**
33 **ASAP. Bonita Pennino and Eric Galley will be invited to serve as advisors.**
34

35 **ACTION: Gail will send a letter of appreciation to Michael Gloth MD, Pain Advisory Council Chair on the behalf of**
36 **MPI.**
37

38 **ACTION: Gail will send a letter of support and appreciation to State Senator Hollinger and Delegate Hurson, who**
39 **sponsored the original bill that created the advisory council.**
40

41 **Coordinator's Updates:**

42
43 Majority of the items were offered during the context of meeting agenda. Discussion around the email problem was
44 encouraged. An assumption was made that some problems may be due to blocking devices from corporate or university
45 email systems. Alternative emails were provided by some members expressing problems. A reminder was made to
46 members that the quarterly agenda and minutes are posted on the MPI website: www.marylandpaininitiative.org . All are
47 encouraged to monitor site as another source of information.
48

49 Members were also reminded that the meeting location was been changed to the ACS office due to the larger meeting
50 space.
51

52 **ACTION: Micke will send test email to all attendees as well as revise the email listings with the new information.**
53

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1 **MISCELLANEOUS ISSUES:**

2
3 Upcoming meetings were announced. Information to be posted on website.

4
5 **ACTION: Micke will forward all brochures to Yvette for website posting. If not available, members making the**
6 **announcement will email the information to Micke within the next week.**

7
8 **Adjournment:**

9
10 Recognizing no further business, the meeting adjourned at 1400.

11 **The next quarterly meeting will be January 27, 2005 from 10am-2pm at the ACS White Flint office.**

12
13 Recorded by: Micke Brown 10-28-04; Drafted on 11/10/04.

14 Reviewed by:

15 Approved by MPI Board:

16
17
18 Supporting documents: See Committee Re-structure grid; Pharmacy CE Pre/Post Test Summary