

## **PQRI Board of Directors Meeting**

Wednesday, January 9, 2008  
10:00 am – 11:00 am

**Teleconference**  
**Call In Information**  
**1-866-570-1041**  
**Conference code 106955**

### **SUMMARY MINUTES**

#### **Opening**

The meeting convened at 10:00 a.m., Chair presiding. A quorum was reached with all Board members in attendance.

#### **Reading of the Admonition Statement**

Chair read an admonition statement relative to anti-trust issues:

“Our discussions today are subject to the anti-trust guidance applicable in the U.S. Nothing discussed at this meeting is intended to restrict the individual decision-making of any member company or to represent an agreement to coordinate marketing or sales conduct. Those participating in this meeting are advised to avoid discussion of competitively sensitive subjects, including, confidential marketing, sales, and pricing information.”

#### **Review and Approval of the Agenda**

The agenda was presented and approved as presented.

#### **Approval of Minutes**

The full representation of the August 17, 2007 meeting minutes were approved as presented.

The summary minutes of the August 17, 2007 minutes were approved as presented.

**Action Item:** *PQRI Ex. Secretary to forward approved minutes onto AAPS for the EC to review.* Action item accomplished on January 11, 2008.

#### **Treasurer's Report**

- Review of December financials discussed and accepted as presented. The Institute is in a very favorable financial position. Board discussed the maturation of CDs, short term investments, and a motion was made and seconded to reinvest the monies into CDs which they are due to mature (Jan. and March 08) due to the favorable financial position of the Institute.
- Discussed the disparity in the Smith Barney statement in the balance and the short term investment balance on the AAPS financial statement.
- Reviewed and discussed the Contracts spreadsheet in regards to totals payments made in 2007 and what deliverables PQRI has attained. Some concern that we

need to be sure that we are getting deliverables when we pay off contracts such as was done with the BCS III WG, RIC and UNL in 2007. There is a need for better input from the WGs informing the SC and Board of what deliverables they are getting.

**Action Item:** *PQRI Ex. Secretary to request clarification and explanation from Accounting regarding the disparity in short term investments. PQRI Ex. Secretary to request that Accounting reinvest the CDs and to request monthly Smith Barney statements so that they can be included in the financial package sent to the Treasurer and Chair each month. PQRI Ex. Secretary to advise TC Chairs that they need to prepare and submit indepth reports of where their WGs are currently and particularly what deliverables were acquired this year in relation to the monies spent by PQRI on research projects. Action items accomplished on January 9, 2008.*

**Post Meeting Action:** The amounts in short term investments is the same for both the AAPS financial statement and the December 2007 monthly statement as \$549,348.00

### **Steering Committee Report**

- SC Chair went through the proposed Bylaw changes with the Board. They recommended, and subsequently moved and seconded, and then approved the following changes:
  - Art. III (1)- delete last sentence in paragraph
  - (2)- add the words, “to the Board” following the word recommending
  - Art. IV (1)- okay as stated
  - Art. V (6)- change to member organizations; delete the words “representatives, or their designated alternates, will”
  - Art. VI (2, 3, 7)- okay as stated
  - Art. VII (1)- delete the word “such”
  - Art. VIII- replace the word “FDA” with the words “government organization” throughout the Article
  - Art. IX- delete last sentence
- Discussed the restructuring of the TCs on the SC as well as the status of the newly formed, and up and running DTC.
- Strategic Visioning Meeting is set for February 26-27, 2008 and is being hosted by CHPA. On Jan. 8, 2008 there was a telecom to discuss format and discussion topics. The next call for pre-planning is set for Jan. 23<sup>rd</sup> at 4:00 pm EST. All Board members are encouraged to attend as this will be the best opportunity for face to face interaction with the SC, TC Chairs and WG Chairs.

### **Old Business**

- Board discussed the terms of service for the members of the Board and advised the following:
  - Board Chair will step down in September 2008 so AAPS will need to appoint a replacement.
  - Steering Committee Chair will step down in September 2008 and Vice Chair will assume that position.
  - Steering Committee Vice Chair position will be vacated and need filling in September 2008 so an election in the preceding months will be necessary.

The Board suggested that conversations begin soon to have candidates and people in place by this time frame.

**Action Item:** *PQRI Ex. Secretary to remind AAPS of the need to fill the Chair of the Board position by September 2008. Action item accomplished on January 11, 2008.*

- SC Vice Chair reported ECAS has been sunset with some of its members electing to join the new Visibility Committee. They are trying to put together an overall brief article about PQRI and its accomplishments, and then on a quarterly basis, or thereabouts, WGs will be asked to provide updates on their progress, where appropriate, for inclusion in member organization's newsletters.
- NIPTE has in its possession the draft Memorandum of Agreement, and SC Vice Chair is waiting for their revisions prior to bringing the document to the SC and Board for approval.

### **New Business**

- Member Assessments- currently we have not collected from IPAC-RS and USP. IPAC-RS assured SC chair today that they intend to pay their dues shortly, and Treasurer offered to make a call to Exec. Director at USP to try to find out their intentions regarding involvement in PQRI.

**Post Meeting Action Report:** *Treasurer confirmed with USP that they wish to remain members, and PQRI Ex. Secretary sent a copy of the original invoice to USP ED. He states that he will appoint someone in the near future to fill the vacated position as USP's primary representative. PQRI Ex. Secretary also sent a copy of the invoice to IPAC-RS at their request on January 9, 2008.*

- Health Canada's Membership- Board discussed the appropriate administrative handling procedures for if/when Health Canada joins PQRI. They are to be treated just as the FDA is, as a government member. That will mean no member assessments and we will send them the WGs recommendations and reports following the completion of projects just as we currently do with the FDA.

### **Board Meetings for 2008**

Board members are encouraged to attend the SC Strategic Visioning meeting on Feb. 26-27, 2008. Following that meeting, if necessary, a Board meeting will be set for March 2008 to handle any budgetary issues. A face to face meeting should be set in May 2008, to coincide with the SC meeting to address Member Assessments for FY09.

There being no further business of the Board, a motion was made to adjourn the meeting at 11:15 a.m.