

## **PQRI Board of Directors Meeting**

Wednesday, May 7, 2008  
3:30 pm – 5:00 pm

**Teleconference  
Call In Information  
1-866-570-1041  
Conference code 544861**

### **SUMMARY MINUTES**

#### **Opening**

The meeting convened at 3:35 pm. with the 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 January 9, 2008 meeting minutes were approved as presented.

The summary minutes of the January 9, 2008 minutes were approved as presented.

**Action Item:** *Secretary to forward approved minutes onto AAPS for the Executive Council to review.* Action item accomplished on May 8, 2008.

#### **Steering Committee Report as presented by SC Chair**

- Stability Shelf Life WG- good presentation given today at the SC meeting. Lots of discussion but questions still remain about the implications/impact of the results and how relevant they might be to industry. SC came up with next steps for a critical review to take place following the webinar that the WG is going to present to member organization statisticians. We will ask their (webinar attendees) input on the work project via survey.
- National Institute of Pharmaceutical Technology Education (NIPTE)- good discussion following presentation made by NIPTE rep and next steps set up for information sharing with NIPTE as that appears the best avenue available

to us for collaboration at this time. SC members are to talk with NIPTE President to follow up the presentation to see if he sees any additional areas where we might collaborate at this time.

- MTC- leadership issue within the committee as the current chair needs support. MTC member has volunteered to transition into the Chair position; we will work with current and incoming Chair to facilitate the transition.
- BTC- chair vacancy as of December 31, 2008. SC member to work BTC Chair to try to determine candidates for the position.
- SC Vice-Chair- nominating committee to select candidates to fill this position
- Board of Directors Chair position is being addressed by AAPS. Reminder sent to AAPS Executive Council.

### **Old Business**

- Visibility Committee –reported that media articles drafted re the NIPTE collaboration and admission of Health Canada. We are still waiting for authorization from Health Canada to send out their media release. Committee is developing a form for TCs to complete to do periodic updates for the WGs so that can be used in media articles. Addressed the requests from outside journals for news/media articles. Discussed the possibility of hiring outside source to help write news articles reference PQRI works.

**Action Items:** *Secretary will follow up with Outreach Department in AAPS as well as with Health Canada rep. Action item accomplished, but we are still waiting for confirmation from Health Canada. SC Chair to contact science writer from IPQ to explore the possibility of him doing media articles for PQRI's publication as he is familiar with PQRI projects.*

### **Treasurer's Report**

- Review of April statements indicates \$674,051 in net assets. This is after all FY08 research commitments have been paid. PQRI is still in sound financial shape.
- Board reviewed the draft FY09 budget and made a couple of suggestions:
  - Ask Accounting to remove the WG Food Function, Member Travel and Supplies line items to the operating budget out of research budget. ***Post meeting note:*** *Secretary spoke with Accounting and they advised that those items need to stay in the research budget, as they are directly related to research functions and there should be a clear accounting of all monies spent of anything affiliated with the research done by WGs. He believes that we would have issues during audit if we were to switch them to the operating budget.*
  - Budget was approved with the following changes:
    - Increase member assessment income to reflect \$20,000 per company, and \$10,000 rate for AAPS
    - Increase SSL budget amount for projected costs that might be incurred Jan-June 2009 of \$32,000

- Member Assessments for FY09- discussion regarding the monies needed to pay for operating expenses for 2008 should be about \$140,000. Therefore, we should try to make sure that Member Assessments cover most, if not all, of the projected operating expenses. In order to do that, we will need to charge the full amount this year from Member Organizations. A motion was made to charge the full assessment as that would net us \$130,000 if six organizations pay \$20,000 each, and AAPS pays \$10,000. A motion was also made to try to keep about \$250,000 in the operating account as that would cover almost two years worth of expenses if financial times get more difficult. That should leave enough of a buffer to carry PQRI through until more fundraising could be done. The Board voted unanimously on both motions.

**Action Item:** *Board and SC Chairs will draft first an email to SC reps giving them a heads up that the member assessments will be increased this year, and then they will draft a letter to be sent to all Member Organizations explaining the rationale for this change this year, prior to the Invoices being sent out in mid June. Secretary to send additional request to TC Chairs for any extraordinary expenses they project for FY09 to include them in the budget. Action item accomplished with TC Chairs on May 8, 2008.*

### **Board Meetings for 2008**

Thursday, August 7, 2008      Teleconference      3:30 pm – 4:30 pm

There being no further business to be brought before the Board, the meeting was adjourned at 4:50 pm.