

PQRI Board of Directors Meeting

Tuesday – November 29, 2005

4:00 – 5:30 p.m.

International Pharmaceutical Aerosol Consortium for Research and Science (IPAC-RS)

(Law Offices of Gardner Carton & Douglas)

1301 K Street, NW – Suite 900E

Washington, DC 20005

MINUTES

The meeting convened at 3:20 p.m., Dr. Robert Lipper, Chair, presiding. A quorum was not reached.

Welcome and Introductions

It was noted that this was the first meeting with new Board officers; Dr. Lipper as the new Board Chair, and Dr. Alexander Giaquinto, as the newly elected Treasurer.

Review and Approval of the Agenda

The agenda was presented and agreed upon.

Approval of Minutes

Due to a lack of a quorum, the minutes as presented for the March 14, 2005 meeting were approved by those present. An electronic vote will be taken for the remaining Board member not in attendance.

Steering Committee Chair and Vice Chair Position

- A three member nominating committee will be formed to establish a slate of names for election for the position of Vice Chair. This position will also be Chair-Elect and will then move to SC Chair in two years
- The Board endorses this change.
- PQRI Executive Secretary will notify the absent Board member and seek his vote on this matter.

PQRI Web Site Redesign

The site has been redesigned by the ECAS and AAPS Technology Department and is ready for SC/Board approval. Upon presentation and approval, the site is ready for immediate launching.

PQRI Newsletter

Publication schedule of the newsletter was discussed. It was agreed that the SC will work with ECAS to ensure that the quarterly schedule is met.

➤ **Press Releases**

The Board suggested that there should be more aggressive public relations done relative to PQRI.

Project Manager

- It was reported that the Institute is still seeking a project manager for the Manufacturing Technical Committee.
- CHPA member representative volunteered to assume responsibility for filling this position.

Treasurer's Report

It was noted that new signature cards have been executed for the Sun Trust checking account and for the Smith-Barney investment account.

- **Leachables and Extractables Workshop**
 - It was noted that this workshop was scheduled for December 4-6, 2005.
 - Workshop promotion was discussed.
- **Investments**
 - It was reported that all Sun Trust investment accounts have been moved to Smith-Barney, as agreed at the March 2005 Board meeting.
- **Audit Report for FY2005**
 - Rogers & Company presented the details of its audit of PQRI financials.
- **Steering Committee Assessment**
 - There was discussion relative to the annual SC assessment contributed by member organizations.
 - The Board requested the SC Chair discuss with the SC their continuing to fund through calendar year end of 2006.
- **Research Project Funding**
 - The Board discussed the possibility of a change in funding requests for projects.
 - It was agreed that the Board Chair would draft a guideline for funding of research projects.
 - Dr. Yacobi offered to assist in securing funding for BTC projects.
 - CAMP, another source of alternative funding with assistance of the Board Chair was discussed.

Re-Creating PQRI Meeting

- General discussion and suggestions for streamlining the operating policies/procedures of PQRI were discussed.
- The Steering Committee was congratulated for its efforts and review of operating procedures.
- **Workshops for 2006**

There are currently no workshops planned for the coming year. Possibilities for workshop topics could include –

 - Process robustness
 - Design space
 - Critical attributes
 - Quality by design

Tunnell Consulting

- The matter of the Consulting firm contributing proceeds from its proposed workshop was discussed.
- The SC Chair agreed to take this discussion back to the SC as a reminder for future procedural follow through.

Formalizing a Mechanism for Disbursement of PQRI Funds to Investigators

It was determined that this matter will be handled through the new restructuring of PQRI.

Telecommuting for PQRI Employee

It was reported that an agreement is now in place allowing the staff member to telecommute.

Future Board Meetings

There was discussion relative to scheduling of future Board meetings.

There being no further business of the Board, the meeting adjourned at 5:15 p.m.