

**Summary Minutes**  
**Joint Board of Directors and Steering Committee Meeting**  
**February 19, 2009**  
**9:30 am – 4:30 pm**

**Hosted by AAPS**  
**2107 Wilson Blvd. Suite 700**  
**Arlington, VA 22201**

**Call in Information:**  
**1-866-570-1041**  
**10695500 passcode**

**Opening and Welcome** was conducted by Chair, Board of Directors.

The following Admonition Statement was read by the Chair.

“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 instructed to avoid discussion of competitively sensitive subjects, including, confidential marketing, sales, and pricing information.”

**Agenda** was reviewed with no additions.

**Unanimous Approval of Minutes** for the following meetings:

Board/Steering Committee – January 15, 2009

Steering Committee Teleconference – February 2, 2009

**PQRI Financial Statements** from January 2009 were reviewed by the Treasurer.

**New Business:**

IPAC rep made a motion that we should consider making the TC Chairs actual members of the Steering Committee to acknowledge and encourage their participation at that level. That would require a bylaws change. Some disagreement that this needs to be formalized.

**Action Item:** IPAC rep to send to PQRI a draft of his motion for the bylaws change, and we will then send it out for an email vote by all current SC members.

**Reports by the following Task Forces:**

**Mission/Vision Statement**

Reviewed newly drafted Mission Statement

**Productivity**

Reviewed the power point presentation (copy attached)

Reviewed volunteer contract; consensus on idea and productivity team needs to review and firm up

Project Concept Template was reviewed via power point.

**Action Item:** Vicki to send template to all SC members for their input prior to Feb. 27<sup>th</sup>.

*Post Meeting Note:* Template was sent and no suggestions received.

Project Update Template was reviewed and decided that roles/responsibilities need to be refined for documenting when changes occur during life of the project.

### **Relationship to Regulators**

Per FDA rep, it is okay to add FDA reps to SC distribution list for inviting to future SC meetings.

### **PQRI Outreach**

Reported on the voted upon date of June 4-5, 2009. After discussion, decided that the meeting was too close in to adequately prepare and execute. Suggested that we look for dates in 4Q2009 or 1Q2010 at USP facility. Also discussed format of conference and program agenda to emphasize moving forward versus look back.

**Action Item:** Planning committee will continue to revise the program and present alternatives to SC/Board. PQRI to obtain dates from USP.

*Post Meeting Note:* USP is looking into dates and should have them for us by the next SC/Board meeting on April 2<sup>nd</sup>.

CHPA rep is still in the process of developing the web link at CHPA for the PQRI information. CHPA has acquired permission to use the PQRI logo. All SC members were sent the Permission request letter template for their use.

Sent a CD with PQRI historical information on it for his PQRI article that he is drafting for publication.

Reports by the following Task Forces/Subcommittees:

Objective #5: Financial Model

Outlined the current structure for PQRI investment, and it was agreed upon to create a Finance Committee to look at the current method and advise for future investment opportunities.

Objective #2: Uniqueness

Reviewed power point presentation (copy attached)

Objective #4: Communication

Website is in development at CHPA

Objective #1: Relevant and Impactful

Reviewed power point presentation (copy attached)

Four topic areas will be vetted by TC members on telecom in March.

**Action Items:** CHPA rep will work with folks at CHPA and FDA to try to develop a proposal for nanoparticles topic. PQRI to set up telecom with TC members for March 12, 2009 from 1-3 pm. PQRI to send Objective #1 presentation to IPEC rep.

*Post Meeting Note:* Telecon set for March 12, 2009 and solicited participants from all Technical Committees, the Objective #1 Task Force, and Steering Committee members. Power point presentation was sent to IPEC rep.

Objective #3: Emerging Trends      No report

**Upcoming Meetings**

March 12, 2009	1:00 pm – 3:00 pm Teleconference
April 2, 2009	1:00 pm – 3:00 pm Teleconference

There being no further business, the meeting adjourned at 4:30 pm.