

## **PQRI Steering Committee Meeting**

### **Teleconference**

Tuesday – April 18, 2006

1:00 – 3:00 p.m.

### **MINUTES**

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Meeting convened at 1:05 p.m., Gordon Hansen, SC Chair, presiding. A quorum was reached during this meeting, with nine (9) of eleven (11) SC member organizations represented.

#### **Purpose of the Meeting**

Dr. Mary Oates (PhRMA) was congratulated on her election as Vice Chair of the Steering Committee.

The purpose of this meeting is to prepare for the May face-to-face meeting. It is anticipated that all administrative and procedural matters can be completed during this teleconference to allow for substantive discussion surrounding the Institute's portfolio and new projects at the May meeting.

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

The agenda was presented and agreed upon.

#### **Approval of Minutes**

A motion was made, seconded and approved to accept the December 7, 2005 full minutes and summary minutes as presented.

A motion was made, seconded and approved to accept the February 8, 2006 minutes, both summary and full, with one correction.

#### **Board of Directors Update**

##### **➤ Funding of BTC proposed project.**

- The SC Chair reported on recent discussions with the PQRI Board Chair.
- Funding of the request for \$100,000 for the proposed BTC/BCS project was approved in concept.

PQRI Executive Secretary will schedule a teleconference among Board and SC Chairs, SC Vice Chair and BTC Chair to discuss this matter to conclusion.

##### **➤ PQRI Mission Statement**

It was agreed to accept the mission statement as edited at the SC meeting of February 8<sup>th</sup>.

##### **➤ By-Laws**

- Proposed changes in the bylaws in the below-noted areas were approved for submission/recommendation to the Board of Directors.
  - Changing the number for a quorum
  - Designating Authority to the Technical Committees
  - Working Groups

**Excipients Workshop**

- There was general agreement of the concept of the workshop as discussed at this meeting.
- Excipients WG Chair was requested to revise the proposal to be more focused.

Excipients WG Chair will make the suggested changes, then forward to the PQRI office for distribution to the SC for a final vote.

**Action Items**

The status of the action items from the December 7, 2005 and February 8, 2006 meetings was discussed.

**Goals for the May SC Meeting**

- Proposed projects are to be submitted to the PQRI office by the end of April, for distribution to the SC and including all points referenced in the 4/3/06 message.
- The goal of the May meeting will be to approve new proposals for projects by meeting conclusion.

**Informational Items**

➤ **PQRI Financials**

- PQRI financials for month ending March 31, 2006 were included in the meeting packet.

➤ **SC Meeting Schedule**

- Current schedule of meetings included in the meeting packet with the notation that the September meeting will now be held on September 26<sup>th</sup>.

There being no further business of the SC, the meeting adjourned at 2:30 p.m.