

**Summary Minutes  
Board of Directors Meeting  
November 12, 2008  
2:00 pm – 3:00 pm**

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

**Opening and Welcome**

Chair welcomed all members to the call.

**Admonition Statement**

Chair read the admonition statement.

**Review of Agenda**

A review of the agenda revealed no new additions to the agenda.

**New Business**

**Election Results for Treasurer of Board**

Chair reported the results of the election for Treasurer. Both candidates were thanked for their interest in the position.

**Creation of Task Force to Explore Financial Models for PQRI**

Chair advised that he had a teleconference with SC Vice Chair, and that they both in agreement on how to move forward with creation of the Task Force and its mission. Chair requested that the Treasurer Chair the Task Force, and he offered to assist him in the endeavor.

*Action Item: Chair will send an invite to each of the Task Force nominees asking for their agreement to participate. Once that is received, PQRI Secretary will solicit dates/times for the Task Force to hold a teleconference prior to the December 9<sup>th</sup> meeting.*

*Post Meeting Note: All parties invited to participate agreed to do so, and a teleconference was set for November 20, 2008 at 8:00 am EST.*

**Reimbursement for European Speaker- Bioequivalence Workshop**

Board addressed the issue as presented by SC Chair to consider reimbursement for specified speaker, a requested speaker for the Bioequivalence Workshop in March 2009. Board discussed issues of:

- 1) setting a precedent as she is not an academic, and were advised that PQRI has opted to offer reimbursement to other non-academics in the past on a case by case basis;
- 2) the planning committee has already exceeded their travel reimbursement budget for the workshop; and

- 3) Therefore, the Board recommended that PQRI could offer up to \$2,500 in travel reimbursement to said speaker for her participation. If that was not acceptable, the Board offered to help the planning committee solicit other speakers to perform the EU regulatory role in the workshop.

*Action Item: PQRI Secretary to send email to Board members soliciting their vote (those absent from the meeting) on this issue.*

***Post Meeting Note: Email sent to solicit vote on this issue. Recommendation passed unanimously.***

## **Old Business**

### **Request for waiver of membership dues for IPAC-RS for FY09**

Chair began the discussion with examining the spreadsheet that PQRI Secretary had compiled with all the financial data for all workshops, conferences, etc. since FY03 to compare the efforts and contributions by various member organizations to revenue sources for the Institute. It was agreed upon that IPAC-RS has made significant contributions to efforts that have produced revenue for PQRI. Specifically during the FY07 and FY08 years. Therefore, the Board was going to recommend that since their significant contributions took place during FY07/FY08 that the Board would consider waiving the \$10,000 dues paid during one of those years. If this recommendation is passed unanimously, then the Board will address the issue at the upcoming Joint meeting in December 2008 so that it is transparent to all member organizations what is being done, and allow their input. IPAC-RS members will be asked to recuse themselves from the discussion. Chair will address the handling of the matter with IPAC-RS representatives prior to the meeting so they are aware of what will be transpiring.

*Action Item: PQRI Secretary to draft the recommendation to send to Chair for finalizing. Email will then be sent to all Board members soliciting their vote on the recommendation.*

***Post Meeting Note: Chair composed the recommendation and sent it to all Board members. Vote response was unanimous for approval of the recommendation. PQRI Secretary set up teleconference between the Chair and the IPAC reps so that he could inform them of the Board's decision and method of resolving the issue.***

### **Upcoming Board Meetings**

December 9, 2008     9:30 am – 4:00 pm  
Joint meeting with the Steering Committee  
Face to Face in Washington, DC

### **Adjournment**