

**Summary Minutes  
Board of Directors Meeting  
October 29, 2008  
10:30 am – 12:30 pm**

**Hosted by PQRI  
2107 Wilson Blvd. Suite 700  
Arlington, Virginia 22201**

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

**10:30 am – 10:45 am**

**Opening and Welcome**

Chair welcomed new Board members, both representatives from AAPS.

**Admonition Statement**

Chair read the admonition statement.

**Review of Agenda**

Agenda reviewed with no additions to the agenda noted.

**Approval of Minutes from August 7, 2008**

Both the Full and Summary Minutes from the August 7, 2008 meeting were unanimously approved as presented.

**10:45 am – 11:15 am**

**Transition of Board Members**

Chair spoke and offered parting comments to the Board. He appreciates the opportunity to have served and believes the Institute has performed valuable work over the past several years. Moving forward the Institute will need new projects and produce deliverables valuable to industry and the regulatory agencies. The Steering Committee is a vital part of the organization and must drive the Institute to meet its goals and objectives. Board members expressed personal thanks to the Chair for a job well done.

Treasurer spoke and offered parting comments to the Board. He has been involved with PQRI since its inception, and has seen PQRI come a long way. It has been a pleasure to work with the organization and he appreciates AAPS giving him the opportunity to do so. PQRI Secretary expressed personal thanks for all of his assistance, especially with accounting issues.

**Presentation of Plaques**

New Chair presented both outgoing Board members with a plaque expressing PQRI's appreciation for their service to the organization. Treasurer's plaque will be mailed to him immediately following the meeting.

### **Nominations for Treasurer of Board**

Two Board members volunteered their services for the position of Treasurer on the Board of Directors. The Chair discussed the voting process (handled via email) following the conclusion of the meeting.

***Post Meeting Note: PQRI Secretary sent emails to all Board members for their vote for Treasurer following the meeting, and the results were sent in an email to all Board members advising them of the result of the election process.***

### **11:15 am – 11:45 am**

#### **PQRI Financials**

Treasurer led the discussion about the current financial position of the Institute as portrayed in the Financial Statements of the period ending September 2008. No comments were received on the statements. Chair had requested, prior to the Board meeting, a spreadsheet that showed all revenue and expenses for the past several years. Past Chair discussed the history of expenditures and revenue of research projects. It was agreed upon that in order to continue and/or increase the work/research that PQRI is doing, or will elect to do, there will need to be a continuous flow of income coming into the Institute. That may come from dues, workshops, training courses, or solicited donations. We will need to make choices about those activities that we choose to fund, and what our revenue sources will be (i.e., meetings, targeted appeals to companies and/or membership assessments.) We will also want to discuss the option of approaching other companies and/or agencies for their support and membership in PQRI. In light of these issues, the Board will create a Task Force to explore some alternate financial models that might be taken under consideration at the December Joint Board and Steering Committee meeting.

Action Item: Mario will solicit participation on the Task Force. PQRI Secretary to set teleconference for task force members once they confirm their availability to participate.

***Post Meeting Note: Following the election process for Treasurer, Glenn was asked then to chair the task force. Glenn agreed to serve in that capacity. A teleconference was set for November 20, 2008.***

### **11:45 am -12:00 pm**

#### **Presentation by IPAC-RS Rep**

IPAC Representative requested a waiver of membership dues for FY09 based upon the premise that IPAC-RS has contributed significant resources in addition to in-kind contributions which generated significant revenue for PQRI through the various workshops and training courses offered by the Leachables and Extractables Work Group.

Action Item: IPAC Rep will provide written documentation which supports her proposal and outlines the issues that she wishes the Board to consider.

***Post Meeting Note: IPAC Rep provided the document outlining IPAC-RS' argument for consideration of a waiver of dues. The Board discussed the issue on a teleconference call on November 12, 2008 and agreed to support a recommendation that will need to be addressed and approved by the full Steering Committee at the December meeting. A copy of that recommendation is attached to these minutes, and was voted on and approved by all Board members via email following the end of this teleconference. It is the desire of the Board that***

*once this issue is handled, that the creation of a new financial model for PQRI moving forward should eliminate the need to address this type of issue in the future, particularly retroactively.*

**12:00 pm – 12:30 pm**

**Overview of Steering Committees Work Groups**

Chair gave a brief overview of Steering Committee and Technical Committee status. The December Joint Board/Steering Committee meeting will be a high level meeting with emphasis put on dealing with strategic issues needed to be addressed by the Institute. In addition, a Chair for the BTC is still needed as the current Chair will be resigning effective December 31, 2008. The Development Technical Committee is in good shape, and the Stability Shelf Life Work Group conducted a positive webinar in July to introduce their work concept to others in industry and academia. The survey reactions to the work project were both pro and con, and will be addressed by the Work Group as they move forward. The Manufacturing Technical Committee is still struggling with leadership issues. It is not clear what the intent is as far as a possible transition for a new Chair, or if Vice Chair will just assist current Chair and maintain status quo.

The new Chair of the Steering Committee will be installed on December 9<sup>th</sup>, and as such will run the meeting. There are currently two possibilities for Vice Chair. A decision on who will be on the slate will be made by November 7<sup>th</sup> so that the vote can be put out for all Steering Committee primary representatives to vote prior to the December meeting.

*Post Meeting Note: Sc Chair confirmed that there will be only one member on the slate. Therefore, a vote for endorsement was sent to all SC members and asked for a response by November 25, 2008. PQRI Secretary will advise the results of that vote once it is completed.*

**12:30 pm**

Upcoming Board Meetings

December 9, 2008      Joint meeting of the Board and the Steering Committee @ DBR offices

Adjournment