**MPA Board of Directors Orientation Calendar**

**MPA Address PO Box 1569, Helena, MT 59624**

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**Abbreviations of Associations**

* APhA – American Pharmacists Association
* NCPA – National Community Pharmacy Association
* ASHP – American Society of Health System Pharmacists (Our Health-Systems Academy is affiliated with ASHP).
* NACDS – National Association of Chain Drug Stores
* PTCB – Pharmacy Technician Certification Board. (This is national entity.)
* HSA – Our Health-Systems Academy

**Other Abbreviations**

* PBM – Pharmacy Benefit Manager
* DIR – Direct Indirect Remuneration

**MPA Monthly Calendar of Activities**

*(Should not be considered an inclusive list but a guideline and idea generator.)*

***January***

* MPA Winter Meeting is this month (dates vary), beginning Friday, closing Sunday. All preparations for this meeting take place beginning in July after committees are assigned. The Program/Awards committee is responsible for picking the speakers and presentations. Deedee will handle all the hotel details, advertising, registration, and speaker information between MPA and UM Skaggs School of Pharmacy for CE.
* MPA Board meeting will be held on Friday afternoon at the winter meeting and directors can attend in-person or via conference call.
* Chair will make announcements at certain times during the conference (Deedee will provide notes)
* Chair will also facilitate MPA Business meeting on Saturday afternoon. All chairs of their committee will be responsible for giving the full membership update as well as a technician, UM school and student update.
* Committees will meet once a month or more if necessary
* Membership committee – lapsed membership solicitations go out this month

***February***

* NW Convention in Coeur d’Alene registration will begin. This meeting is sponsored by Washington State Pharmacy Association with help from MPA. The conference is typically the 1st weekend in June. Deedee will handle all the details for this conference. We will have a board meeting at this conference. All board members who can attend are encouraged to do so. We will also have a call-in available.
* Nominations for MPA Board of Directors commence this month.
* We begin promoting the Health-Systems Academy Spring Seminar
* Committees will meet once a month or more if necessary

***March***

* More membership promotions to target non-members as per the Membership Committee
* Committees will meet once a month or more if necessary

***April***

* Health-Systems Academy Spring Seminar is this month (dates vary). This is an evolving conference. It includes presentations from this year’s Residents. We have made CE available in past years and have included other speakers outside of the Residents.
* Committees will meet once a month or more if necessary
* New board member nomination ballots to be sent out

***May***

* Committees will meet once a month or more if necessary
* New board members announced

***June***

* MPA Board meeting in conjunction with NW Pharmacy Convention in Coeur d’Alene. New directors are seated at the NW Convention.
* MPA Business meeting to take place on the Saturday of the NW Convention. Chair will also facilitate MPA Business meeting on Saturday afternoon. All chairs of their committee will be responsible for giving the full membership update as well as a technician, UM school and student update.
* Chair will put together committees and assign a chair for each committee after NW Conference
* Room registration available for the MPA Fall Board meeting in Missoula in September
* PR/Publications committee to work on the Summer newsletter (posted in July)

***July***

* Program and Awards Committee will meet to begin process of picking speakers and subjects for the winter meeting.
* Award nominations to go out to be given at the winter meeting
* Room registration available for the MPA Fall Board Meeting in Missoula in September

***August***

* Program and Awards Committee will try to have most of the speakers identified for the Winter Conference. The chair will notify each speaker via email with Deedee’s email attached to gather all of the speakers’ pertinent information
* Finance committee to meet to come up with a proposed budget to take to the full board in September for approval
* Deedee to send email to solicit Exhibitors for the winter meeting
* Membership committee to have a personalized letter for dues mid month

***September***

* Begin promotion of winter meeting – Save the Date.
* Membership dues will be sent out at the 1st of this month.
* Deedee will send speaker letters out by mid month for their pertinent information to submit to UM for CE approval
* UM Pharmacy student meet and greet to coincide with the Board of Directors meeting in Missoula (date vary, but usually 3rd week of September)
* MPA Board of Directors meeting – most of the day on Thursday in Missoula (venue varies) We will split up into separate committees to discuss plans/goals for the following year. We will come back together as a whole group and report back our findings

***October***

* Yearly dues begin October 1st
* Program committee to prepare agenda to post on website for winter meeting registration in November
* October is American Pharmacist’s Month – PR committee to send Deedee information as shout out to our members.
* National Pharmacy Technician Day is the 3rd Tuesday in October. PR committee to send Deedee a shout out to technicians
* Close award nomination process.

***November***

* Registration open for Winter meeting
* PR/Publications come up with membership packets to send out to returning MPA members and new members.

***December***

* Deedee will focus on winter meeting details
* Gather gift baskets to be auctioned off at the winter meeting (all board of directors). Theme around your hometown. Auction proceeds to go to student travel and room for the winter meeting