

NCRAF Executive Committee Meeting

14 Feb 2013

Attendees: Aubri Charboneau, Stacy Hammonds, David Jensen, Alexandra McCormick, Bill Seisser

Committee Updates:

- 1) Communications – Sheila and Gail were not able to attend the meeting; however, David reported that they are learning how to manage the NCRAF website.
- 2) Programs:
 - a. 21 Feb 2013 – Michele Cummins was originally scheduled to present. Unfortunately, she is now not available and her presentation will be scheduled for a later date. Linda Charles and Maria Oyaski will present on Development Safety Update Reports (DSURs). This update was posted on the NCRAF website as of today (14 Feb 2013); David also sent an email to confirmed registrants. The date/time/location remains the same.
 - b. March 2013 – The March program will also be held at Quintiles; the presenter has not yet been confirmed. Sheila and Donna Deal are following up. Lakshmi indicated that Tamara Pinkette, a statistician at Quintiles, is interested in giving a talk. As soon as this program is confirmed, an update will be posted to the NCRAF website & included in QuickNotes.
 - c. April 2013 – Ken Eds will speak on devices. Donna and Lakshmi are following up with Ken to confirm the specific details.
 - d. May 2013 – The spring dinner program is currently open and the committee would like to have a current or former FDA employee as the presenter. Lakshmi is still waiting to hear from Keith (formerly of FDA). Amar indicated that he has a local FDA contact who may be willing to present a program. It was noted that the Hilton is a good venue for this event.
 - e. September 2013 – Lisa Olsen is scheduled; her specific discussion topic has not yet been confirmed.
 - f. October 2013 – David Houck and Dana Minnick are tentatively scheduled.
 - g. November 2013 – The Round Table program has not yet been determined; this decision will be made no later than September.

Note: Lakshmi will be out of the country from 18 Feb 2013 through mid-March 2013.

- 3) Finance
 - a. Aubri reported that she has a draft budget prepared and will be filing NCRAF's 2012 taxes by 18 Feb 2013.
 - b. Receipts for reimbursement (e.g., NCRAF executive committee dinner for meeting tonight) should be sent to Aubri.

Note: Aubri will be out of the country for a few weeks in ~June/July; back-up support would be helpful.

Education:

- 1) EU RAC Workshop
 - a. This workshop is ongoing.

- 2) US RAC Workshop
 - a. Alex will add more info about the book (e.g., a detailed explanation about the book, why attendees may or may not want to purchase a copy) and the question “would you like to purchase the book?” (with a simple yes/no checkbox for response) to the June 2013 US RAC workshop registration information to be added to the NCRAF website.
 - b. Alex will also send the date of last registration for the spring 2013 exam so that the June workshop registration may begin. The June workshop registration will open approximately 60 days in advance (end March); classes are anticipated to start the first week of June. David will talk to Sheila and Gail about adding the June registration to the NCRAF website.

- 3) RAPS Webcast
 - a. The RAPS exam seminar series will be re-broadcast during March to assist NCRAF members who plan to sit for the spring 2013 US RAC exam. Alex will confirm the exam dates to ensure that the re-broadcast dates are in advance of the exam dates.

Membership Survey:

A link to the membership survey was sent to the Executive Committee (EC) in December 2012 for feedback; David addressed most of the noted concerns. David will re-send the link to the EC and request feedback (including information that is missing or should be added) within the next week. David will also forward a Member Clicks email (our website server) to the EC. Although feedback on the programs will not change programs planned this spring, it may impact our plans for the remainder of 2013, notably presenters for the November Round Table. David will target sending the membership survey to all NCRAF members by end-February.

New items:

- 1) Use of the Quintiles space for our spring through fall 2013 programs is being provided at no charge to NCRAF.
- 2) Approximately 50 of our 351 paid members are currently active. The EC is interested in increasing the number of active members. It was noted that NCRAF may want to invite other groups (e.g., Duke physicians, AMWA) to participate in NCRAF events.

Next meeting:

The next NCRAF EC meeting will be held at 6 pm ET on 14 March 2013, in Room 7014 at DCRI on Pratt St.