

WCC PDA

SUBJECT: Minutes of November 2, 2004 Chapter Board Meeting
DATE: December 2, 2004
TO: Distribution
CC: WCC PDA Files
FROM: Kristina Nordhoff, Acting Secretary
ATTENDEES: Randall Tedder, Peter Rauenbuehler, John Ferreira, Kristina Nordhoff, Michael Place

1) Chapter Board Member Elections

- a) Open positions: Treasurer, Secretary, President, President-Elect, Members-at-Large (2)
 - i) Per the Bylaws, the term of office for Chapter Board Members shall be two years, and until their successors are elected and assume office. Chapter Board Members may not be elected to the same office for more than two successive terms. Therefore, Peter and Randall will not be eligible to continue in their elected positions. They will, however, be eligible and encouraged to seek other positions on the board.
 - ii) A vacancy in any office of the Chapter Board shall be filled by the majority vote of the entire Chapter Board and the appointee shall serve until their successor is duly elected and qualified. Election date to be determined.
 - iii) Michael Place (Bayer) volunteered to be Acting Treasurer and Kristina Nordhoff (Genentech) volunteered to be Acting Secretary for this board meeting until the formal election.

2) National – Request for Nominations

- a) Join National, automatic member of local chapter. No local dues. Open to the public.

Action item: Tie to dinner meeting to vote. Question: Must be present to vote?

3) Upcoming Dinner Meetings – Dates, Topics, Speakers, Locations

- a) Dates
 - i) Board prefers to have the next meeting before close of 2004, but proposed starting the new year with one on 20 January 2005 instead. Subsequent meetings proposed for third Thursday of March, May, June, and/or September.

Action item: Randall to ask Natalie Saldou-Holtz to reserve Clarion Hotel, Burlingame.

- b) Topics
 - i) Previous surveys indicated preference for the following topics:
 - (1) FDA/Regulations
 - (2) Process/Equipment/Facilities Validation
 - (3) Current and Upcoming Technologies
 - ii) Other possible topics:
 - (1) “Integrated Model Approach to Systems Integration” – Case Studies of good approaches.
 - (2) Contract Manufacturing/ISPE
 - (3) Cold Chain Management

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- c) Speakers
 - i) Possible conflict for availability of speakers with National's plans.
 - ii) John Ferreira (Bänziger Systems) volunteered to speak at the March Dinner Meeting.
 - iii) Martin VanTreiste (Bayer HealthCare-Biologicals) agreed to speak about new FDA Guidance Document at the January Dinner Meeting upon Michael's request.
 - iv) Other suggestions:
 - (1) Environmental Monitoring
 - (2) Local FDA (Alameda/Oakland)
 - (3) Small Business representative

Action Item: Board to consider having a back-up/contingency plan in case speaker(s) cancel. Consider having speaker(s) forward their presentation materials in advance and/or nominate delegates/stand-ins. Randall is still looking into obtaining cancellation insurance.

5) Dinner Meeting/Chapter Attendance

- a) How to get former members involved?
- b) How to rekindle member interest in attending events on West Coast/Bay Area rather than East Coast/DC Area? How to get Academic interest? Competition for jobs/local talent.
- c) Return of WCC PDA Newsletter? Single-page PDF to include notices of Elections, Dinner Meetings?
- d) Web site/Mailing Lists: Randall to call National to have them post mailing list, host website.

6) Next Symposium

- a) Purpose
 - i) A one day event to raise money for the chapter.
- b) Date
 - i) Considering June or September 2005.
- c) Topic
 - i) Peter proposed topic such as "20 Years in Review for Biotech: Where Have We Been, Where Are We Going?" ("Lessons Learned"). Board is open to other suggestions.
- d) Speakers
 - i) Randall has been in discussion with Frank Matarrese (Biotech Interest Group) regarding a joint session. Randall to follow-up with Frank.
- e) Location
 - i) Hyatt Regency, Marriott, South San Francisco Conference Center
 - ii) East Bay, San Francisco, Burlingame?
- f) Other
 - i) Consider inviting Vendors to sponsor tables, displays
 - ii) Consider having a "Job Postings" board
 - iii) National still owes local chapter money from last symposium.

Action Item: Randall to check with Natalie Saldou-Holtz regarding Symposium locations

7) Other

- a) New business & any other suggestions from participants
 - i) Set-up schedule for elections, board and dinner meetings, and speakers.
 - ii) Next meeting to be determined.