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2018 HOUSE OF DELEGATES

Saratoga Springs, NY

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# REPORT OF THE EXECUTIVE DIRECTOR

**Shaun C. Flynn**

This report is for consideration by the New York State Council of Health-system Pharmacists House of Delegates only and does not represent official policy until approved the House of Delegates.

1. **Responsibilities of the Executive Director**

The Executive Director shall be responsible for the administrative activities of NYSCHP including direction of all operations, programs and activities. The Executive Director shall at all times, support the vision, mission and goals of NYSCHP.

1. **Operations**
	1. **Administration**
		* 1. The 2019 Annual Assembly will be held on April 11through April 14, at the Sagamore, Bolton Landing, NY.
			2. Tri-State Educational Program is tentatively scheduled for September 21, 2018 in Tarrytown NY.
			3. NYSCHP continues to provide administrative support for the New York State Council of Health-system Pharmacists Research and Education Foundation (REF) and assists in the administration of the REF awards.
			4. NYSCHP provided successful practice based (certificate) continuing professional education programs in Antimicrobial Stewardship in conjunction with the Greater New York Hospital Association and the Pennsylvania Hospital Association.
			5. Several major updates to the Council website were made during the past year including the creation of a New Practitioner page, a speaker bureau submission link and a significant update to the advocacy section.
			6. The Council developed an RFP and conducted a search process for a new contract lobbyist. The transition to Empire Strategic Planning was conducted during November and December of 2017.
			7. The Council office has worked with Capitol Hill Management Services to transition to a new audit firm and change the Council’s budget year to August 1st through July 31st.
			8. The use of the Anymeeting webinar platform has been expanded to include training for chapters to conduct webinars and meetings. The first of these was held in late 2017.
			9. Cost containment efforts have been very successful in improving the health of the Council’s finances. The move to Capitol Hill management Services saved the Council approximately $46,000 during its first year, with most of those savings being from reduced administrative and overhead costs. The new package of services also enabled the Council to avoid additional costs for accounting, meeting planning and strategic planning services. Overall administrative expenses are down approximately 8% from 2014 not adjusted for inflation. These savings allowed the Council to make strategic investments in specific areas such as communications, education and advocacy while making significant contributions to reserves. We continue to explore ways to contain costs and streamline operations.
			10. Social media activity for the Council has been increased with an increased focus on chapter and Council information. As a result of these efforts we have increased our followers on all of the Council’s accounts.
2. **Activities**

**Nationally:** I have represented NYSCHP at the following ASHP events: and the 2017 Midyear Clinical Meeting in Orlando Florida, 2017 State Executives meeting the and the 2017 ASHP Lobby Day in Washington DC.

**State:** On the state level, I have attended meetings with the Alliance of New York Licensed Health Professionals (ANYLHP), IPRO, Empire state Society of Association Executives (ESSAE), NYS Cancer Consortium Steering Committee, NYS Pharmacy Conference, NYS Senate, NYS Assembly, NYS Office of the Professions, the State Education Department, State Department of Health, Bureau of Narcotic Enforcement and NYS Board of Pharmacy. NYSCHP continues to work collaboratively with PSSNY, the Chain Pharmacy Association and ASCP to promote our mutual legislative agendas. I completed my term as chair of the NYS Pharmacy Conference during 2017 and will serve as the secretary for 2018. I will continue to work to expand the Council’s visibility in these areas and pursue avenues for NYSCHP to provide input with regard to professional and legislative issues that promote and enhance the pharmacy profession.

Respectfully submitted,



Shaun C. Flynn

Executive Director