**Date/time**: 1/25/2023 at 7:15 PM

**Location**: Virtual

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Y/N/E** | **Name** | **Y/N/E** |
| Kaitlyn Agedal | E | Zach Hayes (Secretary) | Y |
| Peter Aiello | Y | Elizabeth Feldman | Y |
| Erin Beitz (President Elect)) | Y | Jeremy Gleason (Membership Co-chair) | N |
| Curtis Blow | Y | Susie Zhongyue Zhang (Resident Liaison) | N |
| Bernie Delello (Treasurer) | E | Andrea Dressler (Resident Liaison) | N |
| Brian Dodge (Membership Co-chair) | N | Luke Probst (Past President) | E |
| Jenna Harris (President) | Y | Ali Scrimenti (Industry) | Y |
|  |  | Bruce Stalder (Treasurer) | E |

\*Y=yes, N=no, E=excused

**Agenda/Minutes**:

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| --- | --- | --- |
| ***Old Business & Standing Items*** | | |
| **Agenda Item** | **Notes** | **Action Item(s)** |
| Minutes | * *Standing item* * December minutes approved | Zach to send to NYSCHP |
| Finance update | * *Standing item* * Bruce/Bernie | Bruce/Bernie to send finance update, Zach to upload to Google Drive |
| Membership | * *Standing item* * Curtis * Last membership meeting canceled; membership meeting next week | Curtis to send pertinent updates from membership meeting to BOD |
| Grassroots/advocacy | * *Standing item* * Peter/Zach * No meeting at state level since change in leadership | Peter/Zach to send updates to group |
| Upcoming/Past CEs | **CE Planning**  *Upcoming CEs*   * Feb 15th, 2023   + Virtual   + Accredited and ready to go   + Make available to other NYSCHP chapters * May 17th, 2023   + Compounding – Greg Stanley   + Pediatrics – Kaitlyn and Erin   + Live event   + Industry: yes   + Location: St Joes Room   + Catering: Francescas?   + Accreditation freeze with Annual Assembly so need materials by Feb; Zach has all materials except flyer * June 2023 – typically resident event   + Live event, PGY1 & PGY2   + Venue: TBD   + Date/time: TBD   + Topic: clinical pearl | Zach to reach out to Rebecca about opening February CE to state  Jenna to send reminder email about February CE  Bernie to find out if room at St Joes is available for 5/17  Erin to work on flyer for May CE  Erin to reach out to Francesca’s about catering May CE  Group to think about venue options for resident showcase  Group to think about how we can increase attendance at resident showcase |
| Member event | * Feb 25 at 7:15 PM * Zach to take lead on advertising (will send out e-mail with flyer & sign up link) * RSVP headcount needed by 2/17 * Will proceed with event regardless of headcount |  |
| Honorariums | * $200 for St. Joe’s and $200 for AA * How to distribute AA funds   + Resident/student to write small “blurb” to justify why they deserve/how they would utilize the funds   + NYSCHP and non-NYSCHP members included | Jenna to send email to residency directors to distribute to residents/students |
| OCC Pharmacy Tech Cert Program | * Pharmacy tech certification program * Looking for pharmacist to consult to help with program/material development * Paid position | Reach out to Jenna if interested in contributing |
| Board transition | * Erin to take over in June 2023 * Will become more involved in president duties and plan to lead residency showcase event in June |  |
| Industry | * Increase involvement from attendees   + Punch card; if complete card will be entered into drawing for gift card | Ali to make punch card |

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| ***New Business*** | | |
| **Agenda Item** | **Notes** | **Action Item(s)** |
| Annual Assembly HOD | * Jenna and Erin confirmed | Jenna to submit names to NYSCHP by 1/30 |
| Next BOD meeting | * Schedule during call | Jenna to send out Doodle Poll  Zach to set up WebEx |
| Open Forum |  |  |