**Date/time**: 1/7/2020 at 5:30 PM

**Location**: Apple Bee’s on Erie Boulevard

**Attendance**:

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| **Name** | **Y/N/E** | **Name** | **Y/N/E** |
| Lisa Avery | N | Lisa Phillips | N |
| Peter Aiello (Past President) | E | Christie Rahme | N |
| Erin Beitz | E | John Salemme | E |
| Bernie Delello (Treasurer) | Y | Ali Scrimenti | Y |
| Brian Dodge | Y | Pegah Shakeraneh | Y |
| Jenna Fancher (Secretary) | Y | Bruce Stalder (Treasurer) | Y |
| Elizabeth Feldman | Y | Matthew Taranto  | N |
| Jeremy Gleason | Y | Ryan Watson | N |
| Luke Probst (President) | Y |  |  |

\*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*
* Motion to approve last month’s minutes
 | Jenna to send to Lisa, Shaun, and Office |
| Finance update | * *Standing item*
* Bruce & Bernie
* Check received from AbbVie
* MBT bank still needs proof of ID from Bernie (Luke just sent in)
 | Bruce or Bernie to e-mail Jenna Excel spreadsheet from last call to post to Shared Drive (only if any changes)Bernie to send proof of ID to bank |
| Upcoming CEs | * **February: ID Symposium + Preceptor Development**
* Lisa A. + Wes + Mary S. – PCN allergy/med safety; Pegah – PEP/PrEP; Jessica – CAP
* Feb 29 at St. Joe’s 12-4 PM
* Catering – Francesca’s vs. Joanne
* Going with Francesca’s to increase draw
* Advanced notice requirement of 48 hours
* Chicken riggies, veggie lasagna, chicken parm, Ceaser salad, Utica greens, mini cannolis 🡪 will wait to order once we have RSVPs in place
* Bring refreshments, silverware, and napkins in advance (soda and water)
* Coolers will be needed
* Cost: $30/member, $50/non-member (pharmacists), $15/member (tech), $25/non-member (techs), $10/student, $15/residents, $35/interprof
* Advertisement: Luke sent to CNYSHP directors; Peter has distribution lists for PSSNY; list of people from last CNYSHP event; Weekly Updates; social media
* **April: Law/advocacy CE + remaining PGY2 clinical topics**
* Peter to present law/advocacy component (only available 3/30-4/3, 4/13-4/17, or 4/27-5/1)
* Tentative date: April 1, 2020
* Venue: Theodore’s (once a year? ~$21 per head), could also go North or West; Vito’s (the old Rico’s) on Bridge St. (Syracuse); Craftsman
* Responses to Luke: Taylor White (pediatrics PGY-2), Curtis Blow (am care PGY-2)
* EPIC SIG at this event (need to identify point person, will comp their registration)
 | Bernie to pick up refreshments, silverware, and napkins and will also reach out to Francesca’s Luke to look into Craftsman in FayatevilleBernie to call Vito’sLuke to ask Joe B. and Bernie to ask Joe or Jason for EPIC SIG |
| Annual Assembly | * 4/23-4/26 in Saratoga
* HOD delegates needed (registration fee covered, see 12/17 minutes)
* Officially have 3 delegate spots for Annual Assembly
* Ali, Elizabeth, and Jenna interested
* Bernie and Bruce still considering
* Look into tech offerings for Jeremy
* Could be extra costs for Annual Assembly vs. Residency component if you planned on attending both; could be two registrations
 | Luke to look into tech involvement/offerings for Annual Assembly  |

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| ***New Business*** |
| **Agenda Item** | **Notes** | **Action Item(s)** |
| Membership Spring Social Event | * Could consider May or June
* Empire may reopen in Cazenovia, may be an option; Beak & Skiff 1911; baseball game
* Event at a park like Green Lakes (“Captain Luke” and “Captain Bernie”); charcoal grill with hamburgers and hot dogs, soda, BYOB, day event instead of evening event \*\*likely leaning towards this event
* Need a set activity and a way to engage members
* Goal could be membership retention
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| CNYSHP Social Media | * Facebook, LinkedIn, etc.
* Create Private group 🡪 will proceed with Facebook
* Ali, Jenna, Pegah, Elizabeth, Jeremy to serve as admin users on site and to assist with gate-keeping
 | Jenna to create Private Facebook group |
| Open Forum | * Upcoming CE (final CE) in June for PGY-1 residents (could be Platform vs. Clinical Pearl vs. what I learned this year); total of 12 minutes per resident; cluster the presentations and add 5 min Q&A sessions for a total of 120 min
* Next BOD is 2/11 at 5:30 PM (call)
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