**Date/time**: November 9, 2021 6:45 PM-7:45 PM

**Location**: N/A (WebEx information distributed)

**Attendance**:

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| --- | --- | --- | --- |
| **Name** | **Y/N/E** | **Name** | **Y/N/E** |
| Kaitlyn Agedal (Resident Liaison)  | E | Zach Hayes | E |
| Peter Aiello  | N | Elizabeth Feldman | Y |
| Erin Beitz (Secretary) | Y | Jeremy Gleason (Membership Co-chair)  | N |
| Curtis Blow | Y | Nicole Ondrush (Resident Liaison) | E |
| Bernie Delello (Treasurer) | E | Luke Probst (Past President)  | Y |
| Brian Dodge (Membership Co-chair)  | Y | Ali Scrimenti (Industry) | Y |
| Jenna Harris (President) | Y | Bruce Stalder (Treasurer) | 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
 | Erin to send to Lisa, Shaun, and Office |
| Finance update | * *Standing item*
* See finance update on Google Drive
* Pending checks from industry
* Industry interested in direct deposit
 | Bruce or Bernie to e-mail Erin spreadsheet from last call to post to Shared Drive (only if changes)Ali to follow up with industry on status of checksJenna to follow up on Presidents call to see if other chapters are using direct deposit |
| Membership | * *Standing item; no updates*
* Nicole is to start helping with membership
 |  |
| Grassroots/advocacy | * *Standing item; tabled for now*
 | Jenna to add advocacy week to introduction slides for CEs  |
| Upcoming/Past CEs | **CE Planning** *October 12th, 2021** Event wrap-up
* # of attendees (28) & industry reps (10-12)
* Borio’s wasn’t a great setup for CEs, possible avoid this venue in future
* Possibly max vendors to 2 reps/booth in future

*November 16th, 2021** Total # RSVP’d at this point? ~90
* Need to track paid vs non-paid for virtual event (plan to have non-members pay prior to receiving link to CE)
* NYSCHP posted on their calendar and sent around to other chapter presidents

*February CE** Flier? Reg link?
	+ Flier is complete, accreditation materials sent to NYSCHP
* Speakers: Luke, Danielle
* Date/Time: Feb 8th from 6:30-8:30 PM
* Location: Craftsman
* Industry: Lisa Voigt? (have not heard from her, sent 2 follow up e-mails)
* Grant vs higher than standard booth rate (grant is tedious)
* Concern is company may reject dollar amount and then we would need to apply for grant
* *Other industry?* No
* Food
	+ Spinach salad
	+ Chicken parm, mushroom tortellini

*May CE** Opportunity for PGY-2 residents? Topics?
* Materials MUST be in by beginning of Feb due to accreditation blackout

*June CE** PGY-1/PGY-2 Resident Event
 | *November CE*Jenna to determine non-NYSCHP members and send email for payment prior to sending linkAndrew/SB to send slides to Jenna to compose one master slide deck *February CE* Jenna to ask Lisa Voigt for $1000 for uninterrupted booth time *May/June CE*Jenna to send email to local PGY-2 residents about presenting to gauge interest Group to think about live vs virtual CE for residents  |
| Website Updates | * Registration links, upcoming events
* Leadership section (include bios and headshots) both exec leadership & BOD
* Under our mission, add language about technicians & students? (currently states “welcomes pharmacists”)
 | Peter to update |

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| ***New Business*** |
| **Agenda Item** | **Notes** | **Action Item(s)** |
| Virtual HOD | * Delegates: Jenna, Kaitlyn, Erin
* Alternates: Luke, Bruce
* Dec 2, 2021 6 PM

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| Membership Drive | * Platform: Zoom
* Awaiting response from membership committee
* Structure: all together for intro, then breakout rooms with BOD members
 | Jenna to bring up during presidents call  |
| BOD Roster | * Call for President-Elect
 |  |
| Next BOD meeting | * December 6th at 6:45 PM
 | Erin to set up WebEx meeting |
| Open Forum | *
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