| **Meeting Items** | **Summary** | **Follow Up / Action** |
| --- | --- | --- |
| April Minutes  | * Reviewed & approved
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| Finance | * Treasurer’s report
	+ $26,781.13 in bank
	+ Net profit YTD approximately $9800
	+ Detailed reports can be found on Dropbox
	+ Hosting the Quad was expensive; will need to consider factoring in this cost at the next event in a few years (i.e. consider St. John’s University)
* Company sponsor – limit to 15 to 20mins the most per meeting
* Budget
	+ Incorporated status possibly by September
		- Pay less taxes; save up to $3000 in sales tax for the year so we can support additional events for networking
* Audiovisual
	+ Spend $475 and suggested tip
	+ Chung has confirmed that our AV cost/rate is comparable to others, however would like to offer a contract and negotiate
 | * New reports/minutes need to have breakdown of expenses and send to the State Board
* Rubiya will share Dropbox access to new members
* Rubiya will attach expense report as an Appendix to the minutes
* Rubiya, Allison and Julio will speak with sponsors regarding shorter (15-20 min) sponsored talks before the main lecture – Chung may have a contact
* Ellen asked everyone to upload receipts into dropbox once access is granted
* If using Square for payments, please send screenshot of receipt to Ellen/upload to Dropbox as the completed receipt Ellen sees does not have details of the payer.
* Allison to email Rob & Paul (AV team) to negotiate a contract
	+ Discus with company about giving an advance for the next 8 meetings to see if we can get a discounted rate
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| Event debriefs since last board meeting | * Paint Night – went well but it allowed only minimal member interaction
	+ Can try a more interactive activity
* Consider Escape the Room
* April – ACLS & Post Cardiac Arrest Management CE – went well
* May – Parkinson’s Disease – went well
* June – Awards, Installation & Sepsis CE – went well, awards were well received and speaker did well
* LIU Residency Research Symposium
	+ Royals Residency Symposium cost $1500 for support – should we be promoting this event to members? Residents who are not selected for the LISHP Residency Research Symposium may be candidates for presenting at the Royals Symposium
 | * Rubiya/Chung will give feedback to speakers about size of projection screen so they can make their presentation appropriate for the screen
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| Upcoming Events/ Meetings | * Upcoming meetings Dates – We have various dates in Sept, Oct, and Nov for Crest Hollow, Westbury Manor and Fox Hollow.
	+ Once we have dates, we can send save the dates
* Upcoming meeting Presenters
	+ September – CEI - Naloxone: Preventing Opioid Overdose in the Community
	+ October - Ashley Galla – developing future leaders in the cross-generational workplace
	+ November - 11/15 Thomas Caraccio - NYU Winthrop – Toxicology Updates
* Sponsored non CE presenters
	+ Respimat Hospital Pack
* Consider interesting presentation formats for upcoming speakers including Jeopardy style or debates.
 | * Rubiya will confirm with the speakers this week and get back to Allison so she can help contact the venues.
* Chung to send save the dates (when confirmed)
* Allison will contact the rep to inform them we cannot accommodate this speaker
* Norberto will reach out to someone who can possibly provide an IT/Technology in Healthcare lecture for 2019
* Greg Hughes will look into potential speakers for 2019
* Rubiya will reach out to Heidi Christensen about more speakers
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| Committee Updates | Council and Chapter* Education & Workforce Development – Heide Christensen
* Membership – Ellen Giordano
* Pharmacy Practice – Professional Affairs – **vacant**
* Public Policy – **vacant**
* Communications – **vacant**
* Pharmacy Practice – Support Personnel Committee – Regine Anglade
* Regulatory Affairs Liaison – Farrell Melnick (conflict of interest?)
* Industry Relations – Mike McDonough

Constitution Bylaws – need to review membership requirements for pharmacists | * Rubiya will get a short description of each committee and pass along information to board members and membership at large to see if anyone is interested.
* Rubiya and Allison to review By-Laws to determine if non-Pharmacists or technicians can participate in committees
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| New Business | * Incorporated status possibly by September
* Conflict of Interest Policy
	+ The purpose is to protect non-for-profit organizations
	+ Draft will be shared to board members
* Upcoming networking and community events
	+ NSUH Resident Jenny Seo – Substance Abuse Program for HS Students
		- Communications committee – presenters
		- Educations committee – powerpoint/content creators
	+ Held in October and March at Stuyvesant HS
	+ 10 health classes (2 presenters/class) for students
	+ Each class is 45 mins long
	+ 40-50 high school students, health teachers/class
	+ Confirmed with Royals
	+ There are physicians in Northwell Feinstein Institute interested in programs involving high school education
* Members bringing guests
	+ Student should pay the $10 membership fee; Pharmacists $50/program attended (if not a member)
	+ Of note, $10 is the *annual* membership fee for students to join; This may be a financial concern as dinner cost outweighs student membership fee
* Obtaining CE Credits (NYSCHP Website)
	+ Members are able to obtain CE credits from the NYSCHP website. Will notify members that CE credits can be obtained without the follow-up email. Link can be found on the NYSCHP website.
* Listserv for members
	+ Member request
	+ May be challenging to implement. Can consider discussion board on LISHP website.
	+ Will evaluate website’s capabilities to consider launching a discussion board
* Exhibitor name tags/sign in
	+ Members have requested exhibitors wear name tags
	+ Ellen requested to have exhibitors sign in to keep track of attendance for financial purposes; decided that paper log is the preferred method
* No Shows
	+ Email no shows – “we appreciate you registering but please let us know if you cancel…”
	+ Some members have emailed Samantha on the day of meeting
	+ Other chapters require a $10 upfront fee per meeting to improve attendance
* Liaison Program
	+ The responsibility of the liaison is to remind the institution’s LISHP members about upcoming events and promote LISHP functions
	+ Identify representative – send them material on LISHP and talking points they can use to spread info to staff at their hospital
	+ Has been challenging to implement – can consider asking about it during a survey for members
* Annual Assembly/House of Delegates
	+ Will only be held in Saratoga, NY
	+ Occurs in April
	+ Two conference calls will be held prior to Annual Assembly to provide background content
* Legislative Update
	+ Pharmacy students now able to vaccinate under the supervision of a pharmacist
	+ Pharmacists are able to vaccinate pediatric patients
	+ Pharmacy tech registration - NYS still doesn’t require it (pending)
* Criteria for submission of presentations for CEs for the residents
	+ Resident should be able to present at least preliminary data
	+ Selected residents should present at the LIU / make recommendation to Residency Program Directors
	+ Minimum expectations will be developed into a criteria, which will be shared to the RPDs
		- Should have data on their research projects
 | * Rubiya will draft a policy and send to the group
* Samantha and Rubiya to work with Jenny on next steps but will reach out to other board members and society members for participation
* Rubiya will include on the informational slides at the CE Program
* Rubiya to work with Chung on this (Chung currently has access to modify website)
* All board members communicating with exhibitors will remind exhibitors that they should wear name tags
* Allison will send an email to request exhibitors to bring their name tags to meeting
* Rubiya will work with board members on developing a survey (can ask about venue, lecture topics)
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