| **Meeting Items** | **Summary** | **Follow Up / Action** |
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| April Minutes | * Reviewed & approved |  |
| 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 |
| 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 |
| 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 |
| 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 |
| 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) |