



New York City Society of Health-System Pharmacists

September Board of Directors Meeting Minutes

2020 - 2021

Attendees

Amber Johnson, Ben Jacobson, Cathy Hwang, Charrai Byrd, Christian Lee, Diana Duong, Emily Messing, Harshal Shukla, Jamie Chin, Jessica Snead, Josh Rickard, Karen Berger, Kibum Kim, Lilia Davenport, Maabo Kludze, Matthew Li, Nader Yarmout, Neha Kumar, Paige J Briggs, Pavel Goriacko, Rafael Roman, Sam Lam, Shaun Flynn, Sefa Kploanyi, Selvin Selby, Stacy Tse, Stephen Eng, Tamara Hernandez

TOPIC	DISCUSSION
Welcome and Introductions	<ul style="list-style-type: none"> ● Welcome to our first Board of Directors meeting
Special Guest: NYSCHP Executive Director Shaun Flynn	<ul style="list-style-type: none"> ● ASHP has a very strict conflict of interest policy. All board members should fill out Disclosure of Conflicts of Interest Forms ● Important to have realistic budget based on revenues and expenses ● Create a financial plan that will allow the organization to set long term goals ● Recommend separation of duties for good financial practice and an audit committee of people not on the board (past members are ideal) ● Harshal asked how much reserve we should have. Shaun suggests 1 year to 18 months worth. Okay to spend reserves if it is an investment (i.e. membership drives) ● Amber asked how many people would be on your audit council. Shaun suggests at least 3 people or more if possible
President Report Harshal Shukla	<ul style="list-style-type: none"> ● Theme for this year: Collaboration, Innovation & Well-Being ● Approve August BOD minutes ● Announcements <ul style="list-style-type: none"> ○ NYCSHP Healthcare Equity Award (AKA The Harriet Ellis NYCSHP Equity Award, first black president of NYCSHP who pushed for NYCSHP to get involved with the community) <ul style="list-style-type: none"> ■ New award to honor member(s) of the society who made a significant contribution or effort to reduce healthcare disparities in the NYC area ■ Goal: bring awareness to the wonderful quality improvement projects that help address healthcare disparities
President-Elect Report Jamie Chin	<ul style="list-style-type: none"> ● February 25, 2021: 2021 Quad Program - Webinar platform <ul style="list-style-type: none"> ○ Plan: survey QUAD membership for presentation topics and presentation format ● Education and Professional Development <ul style="list-style-type: none"> ○ Sept 23, 2020; 1-2 PM, Monthly webinar:

	<ul style="list-style-type: none"> ■ What to Expect When She's Expecting - Clinical Considerations in the Management of Obstetrical Emergencies <ul style="list-style-type: none"> ○ October 10, 2020, Virtual Tri-state meeting ○ October 3, 2020, Virtual Career Pathways panel for students only
Immediate Past-President Report Maabo Kludze	<ul style="list-style-type: none"> ● Resolutions ● Award nominations ● 2021-2022 NYCSHP Elections ● Virtual Annual Assembly 2021
Secretary Report Sefa Kploanyi	<ul style="list-style-type: none"> ● Working with Rebecca from NYSCHP and Emily & Sybil from Membership Committee to maintain records
Treasurer Report Amber Johnson	<ul style="list-style-type: none"> ● Income tax status: Application submitted online over weekend and will look out for updates ● Plans to continue working on retrieving unclaimed funds from the State and Paypal <ul style="list-style-type: none"> ○ Emailing past presidents and past treasurers that have accounts in their name or past addresses ● Budget meeting
Director at Large Constitution and Bylaws, Public Relations, Special Projects Josh Rickard (DAL # 1)	<ul style="list-style-type: none"> ● Constitution & Bylaws <ul style="list-style-type: none"> ○ Emails sent to all leaders to review and update documents ○ Deadlines: <ul style="list-style-type: none"> ■ Review by September 14, 2020 ■ Update by October 10, 2020 ● Marketing & Public Relations <ul style="list-style-type: none"> ○ NYCSHP Face Masks ○ NYCSHP Apparel ○ First NYCSHP Member Spotlights posted on social ● Special Projects & Community Outreach <ul style="list-style-type: none"> ○ Fall 2020: <ul style="list-style-type: none"> ■ Senior Wellness Calls - Sign up by September 16, 2020 ■ Pharmaid Food Drive- Donate money or drop off food by September 13, 2020
Director at Large Student Relations, Legislative Affairs, Supportive Personnel Matthew Li (DAL #2)	<ul style="list-style-type: none"> ● Grassroots Advocacy <ul style="list-style-type: none"> ○ Jonathan Sin Stepping down. Committee now headed by Lilia Davenport alone ○ Virtual Legislative visits: Email Lilia and Matthew if interested <ul style="list-style-type: none"> ■ September 9, 2020 at 1 pm ■ September 29, 2020 at 1pm ○ Spotlight on Health-System Pharmacy ○ Pharmacist Immunization video released and now working on Pharmacist CDTM video ● Student Relations <ul style="list-style-type: none"> ○ November 10, 2020 Regional Interview Workshop: ○ November 19, 2020 Clinical Pearl Webinar Session: ● Pharmacy Technicians

	<ul style="list-style-type: none"> ○ Pharmacy technician executive committee recruitment ○ Event TBD: 12/2020
<p>Director at Large Industry Relations, Installation Dinner, Membership</p> <p>Emily Messing (DAL #3)</p>	<ul style="list-style-type: none"> ● Installation <ul style="list-style-type: none"> ○ June 2021 Installation Ceremony update ● Industry Relations <ul style="list-style-type: none"> ○ November 12, 2020: Industry Relation Virtual “Dinner”-Topic: Medication Safety Panel <ul style="list-style-type: none"> ■ Virtual sponsorships and exhibits are being planned ● Membership <ul style="list-style-type: none"> ○ Collaboration with NYSCHP Membership Committee and NYCSHP Secretary, Sefa ○ Contacting NYC RPDs to engage pharmacy residents
<p>Bulletin Editors Report</p> <p>Eris Cani Syed Arafath</p>	<ul style="list-style-type: none"> ● Update on NYCSHP Bulletin 2020-2021 <ul style="list-style-type: none"> ○ Shorter & Concise pieces ● First bulletin in October 2020 ● Need assistance from our other committee chairs to encourage writers/contributors ● New email address for information & submissions: nycshpbulletin@gmail.com
<p>Digital Solutions</p> <p>Selvin Soby</p>	<ul style="list-style-type: none"> ● Review of Current Workflows ● Review of Available technologies ● Webinar & Teleconference Proposal ● Website Update proposal ● Collaboration for NYCSHP proposal
<p>New Practitioner Committee</p> <p>Jackie Chirico and Dimitri Savva</p>	<ul style="list-style-type: none"> ● Mentor Program Updates for 2020-2021: Panel format <ul style="list-style-type: none"> ○ Surveys for mentor & mentee sign up sent out ○ September 25, 2020: Deadline to sign up ● New Practitioner Survey sent out on August 18, 2020. Gathering results ● Important Dates: <ul style="list-style-type: none"> ○ September 23, 2020 - New Practitioners Virtual Game Night ○ October 8th - New Practitioners CE Program: <ul style="list-style-type: none"> ■ Pharmacy Leadership: Models, Entrepreneurship, and Advocacy; Speaker: Leigh Briscoe-Dwyer
<p>Well-Being & Resilience Committee</p> <p>Jessica Snead and Alana Ciolek</p>	<ul style="list-style-type: none"> ● Well-Being & Resilience Survey Results <ul style="list-style-type: none"> ○ ● Collaborating with NYSCHP Communication Committee to conduct Well-Being Podcast ● Planning a Mindfulness & Yoga session: TBD ● October 22, 2020 - Well-Being & Resilience CE program
<p>Science, Research & Evidence Based Medicine Committee</p> <p>Pavel Goriacko</p>	<ul style="list-style-type: none"> ● TBD - Healthcare Disparities Panel Discussion CE Program <ul style="list-style-type: none"> ○ Structural Racism in Healthcare ○ Currently recruiting members to planning and review committee

<p>Preceptor Development Committee</p> <p>Jason Babby and Kanika Ballani</p>	<ul style="list-style-type: none"> ● Goal to provide our members resources on developing necessary skills to be effective preceptors ● January 2021, Preceptor Panel Discussion
<p>Past Presidents Committee</p> <p>Amisha Arya, Leila Tibi Scherl, and Charrai Byrd</p>	<ul style="list-style-type: none"> ● Goal to provide support to current BOD ● August 27, 2020 at 6pm- First Informal virtual happy hour ● Quarterly meetings
<p>Social Media Coordinator</p> <p>Christian Lee and Samuel Lam</p>	<ul style="list-style-type: none"> ● Posted NYCSHP Committee Chairs and BOD info on Social Media ● Events updated all social media platforms (Twitter, Instagram, Facebook) ● Events updated information on NYCSHP and NYSCHP website ● Collaborating with Marketing & Public Relation teams
<p>NYSCHP Liaisons Report</p> <p>Mary Choy, Andrew Kaplan</p>	<ul style="list-style-type: none"> ● Pharmacy Practice Report <ul style="list-style-type: none"> ○ Committee recruitment. Looking for 2 liaisons ○ Pharmacy Technician opportunities ○ Collaboration with Communication committee <ul style="list-style-type: none"> ■ Podcast episodes ■ YouTube channel ● VP of Public Policy Report <ul style="list-style-type: none"> ○ Legislative update ○ February 8 -12, 2021 Advocacy Week ○ NYSCHP Budget review and local state relationship ○ Strategic planning and council re-design ○ Committee recruitment ● NYCSHP Committees <ul style="list-style-type: none"> ○ New Practitioner Committee- Emily Messing <ul style="list-style-type: none"> ■ Members ■ 2020-2021 Initiatives ○ Annual Assembly - Karen Berger <ul style="list-style-type: none"> ■ Virtual Annual Assembly 2021
<p>BOD Meetings</p>	<ul style="list-style-type: none"> ● October 1, 2020; 6PM - 7:30PM ● November 5, 2020; 6PM - 7:30PM
<p>CE & Networking Dates (Events)</p>	<ul style="list-style-type: none"> ● September 9th - Pharmacy Times Influenza CE Program ● September 16th - Networking Program Program 5:30 PM-6:30 PM ● September 23rd - New Practitioners Virtual Game Night 6PM - 7PM ● October 8th - New Practitioner CE Program (Leadership and Self-Care) ● October 15th - Mindfulness/Meditation Session ● October 22nd - Wellbeing & Resilience CE
<p>Calendar of State Events</p>	<ul style="list-style-type: none"> ● Sept 23, 2020; 1-2 PM, Monthly webinar: <ul style="list-style-type: none"> ○ What to Expect When She's Expecting - Clinical Considerations in the Management of Obstetrical Emergencies ● October 10, 2020, Virtual Tri-state meeting

	<ul style="list-style-type: none">• October 3, 2020, Virtual Career Pathways panel for students only
Adjournment	Adjourned by Harshal Shukla at 7:36 pm

Respectfully Submitted,

Sefa Kploanyi, PharmD, BCPS

Secretary, NYCSHP

Pharmacotherapy Care Specialist, Transitions of Care

The Mount Sinai – New York, NY 10029