**Royal Counties of New York State Council of Health-system Pharmacists**

**Board of Directors Meeting Minutes**

**President**: Rebecca Kavanagh

**Minutes Taken By**: Rachel Quinn

**Attendance**: See Appendix A

**Location:** Zoom

**Date**: April 6th, 2021

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| **Category** | **Discussion** | **Action Item and Party Responsible** |
| 1. Welcome | * **N. Niceforo** opened meeting and thanked everyone for attendance |  |
| 2. Approval of BOD meeting minutes | * Unanimous vote made to approve minutes from March BOD meeting |  |
| 3. Installation Banquet | * Discussed having installation banquet over Zoom or waiting until the fall for an in-person event   + Unanimous vote to post-pone event so that it can be in-person   + Potential date: 9/14/2021 | * **N. Niceforo and R. Lumish** to provide updates at next BOD meeting |
| 4. Nominations/Elections | * Tabled until next meeting |  |
| 5. Committee Updates | * **T . Mondiello** discussed establishing process to elect committee chairs   + Determined that each committee will meet amongst themselves and elect committee chair     - If an election is needed, DALs will assist   + Determined that chair should be held by pharmacist     - If a student would like to be a chair, they will be paired with a mentor * Secretary is currently in charge of membership and communications committee   + Determined that role will be passed to DALs after upcoming election * As many students are not actively participating in committees, **R. Khaimova** discussed making committee requirements | * **T. Mondiello** and **N. Dandan** to provide updates at next BOD * **R. Kavanagh** to update bylaws, if needed * **R. Khaimova** to draft blanket statement defining requirements of committees and stating grounds for dismissal |
| 6. Membership Updates | * Chaired by **M. Freel** and **N. Greco;** reported by **R. Quinn** * Membership committee has been updating gmail contacts and placing into the following categories (“Expired members 2021” Expiring members- \_\_\_\_\_ 2021” and “Members 2021 (with expiring \_\_\_\_ 2021)”) based upon monthly reports sent from NYSCHP * Any member with a membership expiring that month will receive an email detailing the benefits of renewing their membership with Royals * Currently have 243 active members as of March 2021   + Discussed ways to increase membership including holding live events in the fall and increasing student involvement | * **M. Freel** and **N. Greco** to provide updates at next BOD meeting * **R. Kavanagh** to email membership roster for April 2021 once received |
| 7. New Practitioner Newsletter | * Chaired by **R. Khaimova** * Newsletter to be distributed May 2021 * Determined that Touro and St. John’s do not have faculty/student liaison   + Discussed that Touro does not need liaison as they are part of NYC chapter | * **R. Khaimova** to provide updates at next meeting * **N. Niceforo** to reach out to St. Johns to determine faculty/student liaison |
| 8. Grassroots Updates | * **T. Gerber** and **S. Paone** (co-chairs) * **T. Gerber, R. Quinn, T. Mondiello** and **S. Paone** wrote an article for the Royals newsletter on advocacy week * Twenty-five meetings completed since founding grassroots in 2020   + Will reach out to legislators in May/June to schedule advocacy meetings * Co-Chairs would like to increase member involvement and encourages board members to reach out to their legislators | * **S. Paone/ T. Gerber** to provide updates at next BOD * **T. Gerber** to give presentation to Touro students on importance of advocacy. Will coordinate with **R. Kavanagh** |
| 9. Upcoming Events |  | * **R. Lumish** to contact Claire Martin from Daiichi Sankyoto sponsor an event |
| May 25, 2021 | **CE topic:** Novel Reversal Agents to Safely and Effectively Treat Direct Oral Anticoagulant Bleeding: Education for the Health-System Pharmacist   * Location: Zoom * Presenter: John Fanikos | * **N. Niceforo** to provide updates at next BOD meeting |
| June 18, 2021 | NYC Regional Residency Conference   * Location: Event will be virtual and include NYC, Royals, and LISCHP chapter | * **N. Niceforo** to provide updates at next BOD meeting |
| June 2021 | **Programming Event:** Branded topic by Takeda   * For Takeda, the amount of money given to Royals will be determined by attendance * **R. Quinn/N. Niceforo** discussed raffling amazon gift cards to increase attendance   + BOD members in agreement | * **N. Niceforo** to provide updates at next BOD meeting |
| July 13, 2021 | **CE Topic:** How to financially plan and invest   * Location: Zoom * Presenter: Wealth Advisory Group | * **N. Niceforo** to provide updates at next BOD meeting |
| September 2021 | **CE Topic:** The Wonderful World of SGLT-2 inhibitors   * Location: TBD * Presenter: Tony Gerber | * **N. Niceforo** to provide updates at next BOD meeting |
| September 14, 2021 | **Installation Banquet**   * Location: Russo’s On The Bay | * **N. Niceforo** to provide updates at next BOD meeting |
| TBD | **Programming Topic:** Anemia and CKD   * Location: TBD * Presenter: Astra Zeneca | * **N. Niceforo** to provide updates at next BOD meeting |
| 10. Treasurer’s Report | * See Appendix B * CE donations totaled $9.41 * Checking balance is $16,280.32 * Money market account balance is $37,352.41 | * **R. Lumish** to provide updates at next BOD meeting |
| 11. New Business: | * None |  |
| 12. Adjournment and Next Meeting | * Adjourned at 6:50 PM |  |

Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

Secretary – Royal Counties Chapter – NYSCHP

Rebecca Kavanagh, PharmD, AAHIVP, BCACP

President – Royal Counties Chapter – NYSCHP