

**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: Via Zoom

Date: August 19, 2020

Category	Discussion	Action Item and Party Responsible
1. Welcome	<ul style="list-style-type: none"> ○ R. Kavanagh opened meeting and thanked everyone for attendance 	
2. Approval of May BOD meeting minutes	<ul style="list-style-type: none"> ○ Unanimous vote made to approve minutes from May BOD meeting 	
3. Virtual Installation Banquet	<ul style="list-style-type: none"> ○ Originally planned in-person meeting for Fall 2020. However, decided against due to concern for Covid-19 ○ Considered virtual installation banquet during BOD meeting vs. smaller banquet dinner with only officers (sworn in by R. DiGregorio) ○ Decided to have abbreviated installation before September CE 	<ul style="list-style-type: none"> ● R. Kavanagh and N. Niceforo to coordinate installation prior to September CE
4. NYC Residency Conference Poster Submitted to National Pharmacy Preceptors Conference	<ul style="list-style-type: none"> ○ M. Sorbera, R. Kavanagh, and R. Khaimova submitted poster <ul style="list-style-type: none"> ▪ Currently awaiting if poster is accepted 	
5. Continuing Education Webinar Policy	<ul style="list-style-type: none"> ○ Historically CE's are completed live and in person. However, due to Covid-19, most recent CE was done via Zoom and fee was waved. August CE charged a \$10 fee to pharmacists <ul style="list-style-type: none"> ▪ Other chapters, including Westchester and NYC, are holding events virtually and waving fees. However, concern that Royal's chapter will lose money. ▪ Decided to continue to wave fees and provide pharmacists 	<ul style="list-style-type: none"> ● BOD to re-evaluate charging for CE's in January ● T. Gerber and S. Paone to present CE on law updates (to coordinate date/time with N. Niceforo)

	<p>with an optional donation of \$10 for non-sponsored CEs. Will charge \$500 flat fee to sponsors for all sponsored events.</p> <ul style="list-style-type: none"> ○ Agreed to cross-promote CEs with other chapters (NYC and Westchester) ○ Discussed having med safety/updates to law CE in Spring 2021 	
6. Committee Updates	<ul style="list-style-type: none"> ● Grassroots Committee: Tony Gerber and Samantha Paone (co-chairs) <ul style="list-style-type: none"> ○ Nine meetings completed during Spring 2020 <ul style="list-style-type: none"> ○ Scheduled Senator meeting with Zellnor Myrie on 9/1/2020 ○ Grassroots needs additional member involvement ○ R. Quinn, S. Paone, T. Gerber, T. Mondiello involved in pharmacy advocacy week. Goal is to meet with one assembly member/senator each ○ N. Niceforo met with Assembly member Michael Miller to discuss CDTM and immunization bills 	<ul style="list-style-type: none"> ● S. Paone/ T. Gerber to send email containing Zoom information for meeting with Senator Zellnor Myrie ● S. Paone to send email about recruitment for Grassroots committee <ul style="list-style-type: none"> ○ R. Quinn to forward to all members of Royals chapter and RPDs ○ R. Kavanagh to forward to Touro students for co-curricular credit ○ M. Sorbera to forward to LIU for student involvement ● T. Gerber to present lunch and learn to residents at TBHC to increase involvement <ul style="list-style-type: none"> ○ M. Sorbera to attend lunch and learn to talk about additional committees
7. Upcoming Events		
August 18 th , 2020	<p>Updates in HIV Treatment and Prevention</p> <ul style="list-style-type: none"> ○ Location: Zoom ○ Presenter: Emily Kim ○ Sponsor: None 	

September 27 th , 2020	<p>Pharmacy Times Presents Influenza Treatment</p> <ul style="list-style-type: none"> ○ Location: Zoom ○ Presenter: TBD ○ Sponsor: Pharmacy Times 	<ul style="list-style-type: none"> ● N. Niceforo to provide updates at next BOD meeting
October 7 th , 2020	<p>Pharmacy Times Presents Multiple Myeloma</p> <ul style="list-style-type: none"> ○ Location: Zoom ○ Presenter: TBD ○ Sponsor: Pharmacy Times 	<ul style="list-style-type: none"> ● N. Niceforo to provide updates at next BOD meeting
November 2020	<ul style="list-style-type: none"> ○ Branded Presentation from Beigene ○ Location: Zoom ○ Presenter: TBD ○ Sponsor: TBD 	<ul style="list-style-type: none"> ● N. Niceforo to schedule date
January 2021	<p>Pediatrics CE</p> <ul style="list-style-type: none"> ○ Possible Location: TBD, likely via Zoom ○ Presenter: Kyle Hampson ○ Sponsor: TBD 	<ul style="list-style-type: none"> ● N. Niceforo to schedule date
June 2021	<p>Installation</p> <ul style="list-style-type: none"> ○ Location: Russo's by the Bay ○ Date: TBD 	
8. Treasurer's Report	<ul style="list-style-type: none"> ● See Appendix B ● Elise Kim has not cashed check, but is reflected in checking balance ● Checking balance is \$18,143.75 ● Money market account balance is \$37,336.45 	<ul style="list-style-type: none"> ● R. Lumish will follow up at next BOD meeting ● R. Quinn to give check to Elise Kim
9. New Business	<ul style="list-style-type: none"> ● Requirement that all board members attend 2 meetings per year to maintain good standing ● T. Mondiello addressed committee involvement and strategies to recruit for committee members <ul style="list-style-type: none"> ○ Will focus on membership (ran by secretary), communications (ran by secretary), grassroots, and grant writing committees ○ Will work to establish a spotlight for new pharmacists, which may fall under communications committee ● Discussion to update Drop Box and Royal's website 	<ul style="list-style-type: none"> ● R. Quinn to take attendance to ensure that all board members meet requirement ● All members to bring recommendations to increase committee involvement to next BOD meeting ● M. Sorbera to provide Instagram password to R. Quinn and T. Mondiello ● R. Kavanagh and R. Quinn to update Royals website and forward meeting minutes/CE events to state office

		<ul style="list-style-type: none"> • G. Guerra to review/update Royals Dropbox
10. Adjournment and Next Meeting	<ul style="list-style-type: none"> • Adjourned at 7:08 PM 	

Respectfully submitted by,
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