

**Royal Counties of New York State Council of Health-system Pharmacists
Board of Directors Meeting Minutes**

President: Maria Sorbera

Minutes Taken By: Rachel Lumish for Rebecca Khaimova

Attendance: See Appendix A

Location: Aurora Williamsburg, 70 Grand St, Brooklyn, NY 11249

Date: 6:00pm August 28th, 2019

Category	Discussion	Action Item and Party Responsible
1. Welcome	M. Sorbera opened the meeting and all attendees introduced themselves (see attendance below) and a unanimous vote was made to approve the minutes from the previous BOD meeting.	
2. President's Report	<p>Summary from NYSCHP President State Chapter call:</p> <ul style="list-style-type: none"> • All meeting minutes should be sent to the state. They also should be uploaded to the google drive. • Angela Cheng would like a list of events to be sent to her so she can post them. • All events should be put into the google calendar. The dropbox is linked to the website, but there is not much in the dropbox at this point. • N Niceforo will be receiving membership check soon • Other regional chapters have involvement with state grassroots committee, this may be something to consider for this year. There are students who are interested in grassroots but no pharmacists have volunteered to take the lead. 	<ul style="list-style-type: none"> • R Khaimova and the communications committee to update the dropbox and add all events to the google calendar • Andrew Kaplan and Karen Berger will speak about grassroots at the Holiday CE to get members interested • T Gerber interested in taking the lead in grassroots and will follow-up • M Sorbera will email Jamie Chin from Grassroots to introduce T Gerber
3. Constitution and by-laws	<ul style="list-style-type: none"> • Motion from M Sorbera to implement policy that executive board members will sign the constitution at the beginning of each term 	<ul style="list-style-type: none"> • B Maniara to find to the most up-to-date constitution and bylaws and send to M Sorbera • M Sorbera will email document to executive board of directors for review and signatures
4. Committee Updates	<ul style="list-style-type: none"> • Membership, communications, and finance committees are active. <ul style="list-style-type: none"> ○ Membership (Secretary): Jowana Tekle (chair), Rebecca Khaimova, and Kwong Lau? <ul style="list-style-type: none"> - Membership Committee will be in charge of membership list - Maria has been updating faculty members 	<ul style="list-style-type: none"> • N Dandan and S Ventrice to reach out to listed members to see if they are still interested in leading/participating in committees • M Sorbera to send updated list of faculty members

	<ul style="list-style-type: none"> ○ Communications (Secretary): Rebecca Khaimova, Anatoliy Ladyzhenskiy? Billy Sin? ○ Finance (Treasurer): Nicolas, Niceforo, Patrizia Favale, Rachel Lumish, and Bejoy Maniara ● One of the goals for this year is to get the grant writing committee active <ul style="list-style-type: none"> ○ Grant writing (Treasurer): <ul style="list-style-type: none"> - Lourdes will send out feelers to see who we can potentially get grants from ● Touro faculty members may be interested in participating in committees for service <ul style="list-style-type: none"> ○ Community Service: ● Other Committees: <ul style="list-style-type: none"> ○ New Practitioner: Rosana Li? Joshua Beckhusen, John Cao, Vivian Kum, Richard Williams ○ Continuing Competency (PE): Rebecca Kavanagh ○ Industrial Relations (DALs): Nadine, Sal ○ Elections (IPP): Bejoy Maniara ○ Student Liaison: Maria Sorbera (faculty liaison), Kateryna Kovalenko ○ NYC RPRC: Maria Sorbera, Bejoy Maniara ○ Installation (PE): Rebecca Kavanagh, Maria Sorbera ○ QUAD: Nicolas Niceforo, Rachel Lumish, Nina? ○ Grassroots Committee: Tony Gerber ● Committees to Fulfill: <ul style="list-style-type: none"> ○ Organizational Affairs ○ Regulatory Affairs ○ Supporting Personnel 	<ul style="list-style-type: none"> ● L Guerrero to compile a list of companies/websites for grants that we can apply to ● M Sorbera to reach out to Eric regarding interest in community service committee ● R Kavanagh to reach out to Touro faculty members regarding committees and to find out who Touro student liaison is ● M Sorbera to reach out to N Chhabra regarding interest in QUAD committee
5. BOD and Policies	<ul style="list-style-type: none"> ● Discussion that there are several board members who appear to be no longer active in the organization ● Motion by M Sorbera: In order to be active on the BOD, you must attend at least 2 meetings per year ● Roll Call Vote: Unanimously passed 	<ul style="list-style-type: none"> ● M Sorbera will send email to BOD list asking members who no longer wish to be board members to let her know. Board members who do not respond will be contacted individually to confirm their ongoing interest
6. Upcoming Events		
September 5 th 2019	<ul style="list-style-type: none"> ● Pharmacy Times CE: DOAC Reversal <ul style="list-style-type: none"> ○ Location: Vesuvio ○ Time: 6:30 – 8 pm ○ Presenter: Rebecca Cope 	
October 24 th 2019	<ul style="list-style-type: none"> ● Medication Safety CE <ul style="list-style-type: none"> ○ Location: TBD ○ Presenter: Batoul Senhaji-Tomza ○ Sponsor: Takeda 	

November 19 th 2019	<ul style="list-style-type: none"> ● Holiday CE <ul style="list-style-type: none"> ○ Possible Location: Vesuvio? ○ Sponsor: Novo Nordisk ○ Presenter: Grassroot 	<ul style="list-style-type: none"> ● N Niceforo to email L Guerrero regarding holiday CE sponsorship
	<ul style="list-style-type: none"> ● QUAD <ul style="list-style-type: none"> ○ Location: TBD ○ Time: February or March? ○ Goal: 10 exhibitors? 	<ul style="list-style-type: none"> ● M Sorbera to reach out to N Chhabra about being a possible chair ● N Niceforo to reach out to Russos to determine which night of the week will be most affordable for QUAD.
	<ul style="list-style-type: none"> ● Installation <ul style="list-style-type: none"> ○ Location/Time: TBD 	<ul style="list-style-type: none"> ● M Sorbera and R Kavanagh to follow up
	<ul style="list-style-type: none"> ● NYC Residency Conference <ul style="list-style-type: none"> ○ Location/Time: TBD 	<ul style="list-style-type: none"> ● M Sorbera and B Maniara to follow up
8. Treasurer's Report	<ul style="list-style-type: none"> ● See Appendix B ● Overall another positive month ● Beginning of July, we paid liability insurance (\$500) and the food for the LIU Residency conference (\$4,115.33) ● Our checking balance is \$12,022.30 and increasing, as we receive the membership check from NYSCHP 	
7. Adjournment and Next Meeting	<ul style="list-style-type: none"> ● Adjourned at 7:30 PM 	<ul style="list-style-type: none"> ● R Kavanagh to provide September BOD meeting information to the board by email

Respectfully submitted by,

Rachel Lumish, PharmD

Treasurer Elect– Royal Counties Chapter – NYSCHP