**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**: February 9, 2021

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| **Category** | **Discussion** | **Action Item and Party Responsible** |
| 1. Welcome | * **R. Kavanagh** opened meeting and thanked everyone for attendance |  |
| 2. Approval of BOD meeting minutes | * Unanimous vote made to approve minutes from January BOD meeting |  |
| 3. 2021 House of Delegates | * Delegates serve 2-year term and must be active pharmacists who are not currently on NYSCHP board of directors * 2020-2022 House of delegates listed below:   + Rebecca Kavanagh (president)   + Nicholas Niceforo (president elect)   + Maria Sorbera-Longo (immediate past president)   + Bejoy Maniara   + Jaclyn Scott   + Salvatore Ventrice   + Deep Patel   + Vito Limoncelli   + Alternate: Liz   + Alternate: Mark | * **R. Kavanagh** to submit names to NYSCHP |
| 4. Annual assembly pictures | * NYSCHP would like to thank health care workers and wants active members to submit pictures of patient care activities/advocacy meetings | * All members to submit at least one photo to **R. Kavanagh** by 2/26/2021 |
| 5. Technician bill updates | * NYSCHP has a committee working on a best practice document for pharmacy technician bill * If interested in joining, contact **R. Kavanagh** |  |
| 6. Membership Updates  a. Membership Incentives & Multi-Year Membership  b. Expired Member Outreach  c. Recruitment goals | * Meagan Freel and Natalie Greco (co-chairs)  1. Tabled until next meeting. R. Kavangh emailed NYSCHP and is awaiting response 2. 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 that has a membership which has expired or is expiring that month will receive an email detailing the benefits of renewing their membership with Royals 3. Goal was to recruit 20 new members by the end of 2020    * + Although goal was not met, membership has increased. In October 2020 there were 268 total members. In February 2021, there were 280 members      + Discussed having a co-curricular event to increase student membership at Touro and LIU.        - Examples discussed include elevator pitch session, round table session about residency/fellowship, etc      + **M. Sorbera** discussed re-grouping with students after grassroots advocacy meeting to discuss membership options | * **R. Kavanagh** to follow up with M. Choy and A. Chang * **R. Kavanagh** and **M. Sorbera** to brainstorm co-curricular events for students * **R. Kavanagh** to remove dual authenticator from Royals Gmail |
| 7. New practitioner/ newsletter | * Chaired by **R. Khaimova** * New practitioner was defined as any pharmacist that has been practicing for 5 years or less   + If a pharmacist completes residency, the five years would start after post-graduate training * For new practitioner spotlight, BOD decided to utilize fellows and residents, but give preference to new practitioners * Committee is starting seasonal newsletter which will include student/resident articles, recent programming events/CE’s, student/resident spotlight, member publications, etc.   + **R. Khaimova** sent out email to highlight membership accomplishments/ gauge interest in newsletter (Ex: writing an article/precepting a student writing an article)   + Only 14 response have been received. Therefore, will push deadline to 2/26 and try to get more pharmacist/student involvement | * **R. Khaimova** to send email to LIU faculty and **M. Sorbera** to send email to LIU students * **R. Kavanagh** to send email to Touro faculty/students * **R. Khaimova** to send email to faculty liaison at St. John’s * **R. Quinn** to forward email to staff at TBHC |
| 8. Grassroots Updates | * Tony Gerber and Samantha Paone (co-chairs); **R. Quinn** reported * Advocacy week is February 8th to 12th and will focus on immunizations and CDTM bill   + Ten meetings have been scheduled for Royals   + **M. Sorbera** suggested writing an article for Royals newsletter about advocacy week * Senator Gustavo Rivera has sponsored CDTM bill (S4689) * Seventeen meetings completed since January 2020 * 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 |
| 9. Upcoming Events |  |  |
| February 17, 2021 | **CE Topic:**  The Keys to Managing Inflammatory Bowel Disease: Clinical Pharmacotherapy Updates   * + - Location: Zoom     - Presenter: Dr. Kyle Hampson     - Sponsor: None |  |
| February 25, 2021 | **QUAD:** Hosted by NYC chapter virtually |  |
| March 16 2021 | **CE Topic:** Law and Order: Grassroots Edition   * Location: Zoom * Presenter: Drs. Sam Paone and Rachel Quinn * Sponsor: Shionogi Pharmaceuticals with another pharmaceutical company. Each company would present for 15 minutes | * **N. Niceforo** to provide updates at next BOD meeting |
| May 2021 | * Discussed having presentation from Clinical Education Initiative (CEI) or branded event by Takeda:   + For Takeda, the amount of money given to Royals will be determined by attendance | * **N. Niceforo** to provide updates at next BOD meeting |
| June | * Residency conference and installation banquet:   + If in person, consider increasing price to attend installation banquet   + Installation may need to be re-scheduled to the fall due to restrictions with pandemic     - Can also consider having an in-person/virtual event | * **N. Niceforo** to provide updates at next BOD meeting |
| TBD | * Discussed having an event on how to financially plan by Wealth Advisory Group | * **N. Niceforo** to provide updates at next BOD meeting |
| 10. Treasurer’s Report | * See Appendix B * $600 check to Keith Veltri not deposited * CE donations totaled $84.69 * Checking balance is $16,452.99 * Money market account balance is $37,349.55 * Discussed having APhA immunization course and charging $200 per person | * **R. Lumish** to provide updates at next BOD meeting * **R. Lumish/ N. Niceforo/ R. Kavanagh** to discuss logistics of APhA immunization course |
| 11. New Business:  Elections | * Elections will take place end of March/beginning of April * Positions available include president elect, director at large, and secretary | * **M. Sorbera** to provide updates at next BOD meeting |
| 12. Adjournment and Next Meeting | * Adjourned at 7:00PM |  |

Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

Secretary – Royal Counties Chapter – NYSCHP

Rebecca Kavanagh, PharmD, AAHIVP, BCACP

President – Royal Counties Chapter – NYSCHP