**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**: January 5, 2021

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| **Category** | **Discussion** | **Action Item and Party Responsible** |
| 1. Welcome | * **N. Niceforo** opened meeting and thanked everyone for attendance
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| 2. Approval of November BOD meeting minutes | * Unanimous vote made to approve minutes from November BOD meeting
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| 3. Committee Updates | * **N. Dandan** has been reaching out to existing members asking if they would like to become involved at a committee level
	+ Low response rates possibly due to holiday season and some invalid emails
* New practitioner committee (Chaired by **R. Khaimova)** is starting seasonal newsletter which will include student/resident articles, recent programming events/CE’s, student/resident spotlight, member publications, etc.
	+ **M. Sorbera** suggested highlighting newsletter on NYSCHP website and **R. Kavanagh** suggested sharing newsletter on social media
 | * **N. Dandan** to continue reaching out to existing members and include google document created by **T. Mondiello**
* **N. Dandan** to update current membership committee list if additional members become involved
* **R. Kavanagh** and **M. Sorbera** to get Touro and LIU students involved with newsletter
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| 4. Membership Updatesa. Membership Incentives & Multi-Year Membership b. Expired Member Outreach c. Informational Flyer  | * Meagan Freel and Natalie Greco (co-chairs)
1. Tabled until next meeting
2. Membership committee has reviewed the expired members list for 2020 and sent expired/expiring members an email reviewing the benefits of Royals
3. **T. Mondiello** and **R. Quinn** have been working with communication committee to create committee spotlight flyers highlighting the benefits of each committee
	1. Membership committee flyer posted to social media
	2. Communication flyer will be posted in January
* **R. Kavanagh** discussed compiling all committee flyers and sending to residency programs. Also recommend advertising to LIU and Touro students to increasenumber of members
 | * **R. Kavanagh** to follow up with M. Choy and A. Chang
* **R. Quinn** to follow up with membership committee to see current number of members and evaluate if Royals has met the goal of 20 new members by the end of 2020
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| 5. 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
* Please see the NYSCHP Advocacy Mini Tool Kit on nyschp.org/advocacy for dates of prep sessions, upcoming CE's, sample letters to representatives, and a legislative script
	+ Two meetings have been scheduled:
		- Senator Savino on 2/10 at 2 PM
		- Assemblymember Michael Reilly on 2/9 at 10 AM
* Fourteen 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
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| 6. Upcoming Events |  |  |
| January 21, 2021 | **CE Topic:** Adult, Adolescent, and Childhood Vaccination Schedules* Location: Zoom
* Presenter: Dr. Keith Veltri
* Sponsor: Acadia Pharmaceuticals
 | * **N. Niceforo** to provide updates at next BOD meeting
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| February 17, 2021 | **CE Topic:** Pediatrics* + - Location: Zoom
		- Presenter: Dr. Kyle Hampson
		- Sponsor: Shionogi Pharmaceuticals
 | * **N. Niceforo** to provide updates at next BOD meeting
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| March 16 2021 | **CE Topic:** Grassroots/Updates in law* Location: Zoom
* Presenter: Drs. Sam Paone and Rachel Quinn
* Sponsor: TBD
 | * **N. Niceforo** to provide updates at next BOD meeting
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| TBD | **QUAD** LISHP is due to host in 2021; unknown if event will happen due to on-going pandemic |  |
| 7. Treasurer’s Report | * See Appendix B
* $1,342.50 check sent to NYSCHP for membership reimbursement
* Checking balance is $17,006.32
* Money market account balance is $37,347.66
 | * **R. Lumish** to provide updates at next BOD meeting
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| 8. New Business:Pharmacy Technician Bill | * Bill defines the role of registered pharmacy technicians and establishes qualifications for licensure. Law goes into effect April 2021
 | * **R. Kavanagh** to follow up at the state level as a best practices document is being created
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| 9. Adjournment and Next Meeting | * Adjourned at 6:36 PM
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Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

Secretary – Royal Counties Chapter – NYSCHP

Rebecca Kavanagh, PharmD, AAHIVP, BCACP

President – Royal Counties Chapter – NYSCHP