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

**Board of Directors Meeting Minutes**

**President**: Nicholas Niceforo

**Minutes Taken By**: Samantha Paone

**Attendance**: See Appendix A

**Location:** Webex

**Date**: January 5, 2022

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| **Category** | **Discussion** | **Action Item and Party Responsible** |
| 1. Welcome | * **N. Niceforo** opened the meeting at 6:00 PM and thanked everyone for attending. |  |
| 2. Approval of BOD meeting minutes | * Unanimous vote made to approve minutes from the November BOD meeting. |  |
| 3. Regional Residency Conference | * The Regional Residency Conference is planned for June 17, 2022. * **N. Niceforo** addressed the conference may be virtual this year, pending feedback from residency directors. * **S. Paone** sent an email with a Doodle poll asking if directors would prefer the meeting to be in person or virtual. The email was sent to Royals residency directors and LI and NYC chapter presidents to distribute to their residency directors. Deadline for their decision was set for 1/10/22. * **N. Niceforo** asked the BOD to brainstorm potential keynote speakers for the Regional Residency Conference. * Tabled until next meeting. | * **R. Quinn** will schedule a meeting offline to discuss tasks required for each BOD member for the conference * **S. Paone** will let the board know the results from the Doodle poll regarding the location of the conference * **M. Sorbera** will determine if LIU could host the conference this year and if there is a person count limitation if the event is held in-person |
| 4. Annual Assembly | * Annual Assembly will take place in Saratoga, NY from April 7-10, 2022. It is still unknown if this event will be live or virtual. * A final list of delegates attending Annual Assembly needs to be sent by January 28, 2022. * **2021 House of Delegates**   + Rebecca Kavanagh   + Nicholas Niceforo   + Maria Sorbera-Longo   + Bejoy Maniara   + Jaclyn Scott   + Salvatore Ventrice   + Deep Patel   + Vito Limoncelli * **Cost covered by Royal Counties**   + The board is asking delegates to first try to gain reimbursement through their work institution, and the rest will be reimbursed up to $550.00 by Royal Counties. | * **N. Niceforo** will send out an email to the delegates about Annual Assembly and determine if alternates are needed |
| 5. Committee Updates   1. Membership 2. New Practitioner 3. Grassroots | 1. Membership  * Chaired by **M. Freel** and **N. Greco** * 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. * As of 01/22, Royals has 280 members, down 17 members from 12/21. However, all chapters had a decrease in membership from December. * Of the 280 current members, there are 126 active and 154 associate members. * Membership does not have committee members. Membership has not had any students reach out about joining the membership committee and there was no response from the ones that emailed earlier in the year.  1. New Practitioner  * Chaired by **N. Dandan** and **Y. Kim** * The December Newsletter has been posted to the Royals Facebook and Instagram account and will be posted to Linkedin.  1. Grassroots  * **T. Gerber** and **S. Paone** (co-chairs) * Thirty-one meetings completed since founding Grassroots in January 2020.   + Sixteen legislative visits in 2021. * Committee met with Senator Jose Serrano’s Legislative Analyst Mandi Heller on 10/15/2021. * Committee met with Assemblymember Nily Rozic’s Chief of Staff Isobel Pulgarin on 10/26/2021. * Committee met with Senator Toby Ann Stavisky on 11/3/2021. * Committee met with Senator Andrew Gounardes on 11/18/2021. * Committee plans to meet with Assemblymember Reilly on 2/15/22 and Senator Lanza on 2/16/22. * 2022 Advocacy Week will take place from 2/14-2/18. * Governor Hochul signed the immunization bill A6476/S4807. This law authorizes pharmacists to administer all CDC-recommended vaccines. * **R. Quinn** and **S. Paone** will be presenting an Advocacy Week Presentation on 2/8/22 from 12:00-1:00 PM.   D. ByLaw Update   * Due to feedback from Royals members, **N. Niceforo** announced BOD will leave the Bylaws as is. BOD will create a separate policy including criteria for committees outside the Bylaws to avoid complications going forward. * **R. DiGregorio** proposed that the Bylaws should reference the new committee criteria policy. | * All BOD members will reach out to their legislators to schedule a meeting for Advocacy Week * **S. Paone** will send a sample email to legislator and Zoom link to BOD members to send to their legislators * **Y. Kim** will send the latest Newsletter to the Communications Committee and to the Royals Gmail account so **S. Paone** can disperse to all Royal Counties members * **N. Niceforo** will add a statement in the Bylaws referencing the new committee criteria policy |
| 6. BOD Elections | * **N. Niceforo** announced the BOD should start thinking about when to reach out to Royals members for upcoming elections/nominations. * Tabled until next meeting. | * **N. Niceforo** to provide updates at next BOD meeting |
| 7. Upcoming Events |  |  |
| Upcoming 2022 Events | * **January 12, 2022**   + Presenter: Justin Andrade, PharmD   + Topic: Hit Me With Your Best Shot: A Review of the COVID-19 Vaccines   + Location: Virtual   + Time: 6-7 PM * **January 27, 2022** * Presenter: Jenny Lee, PharmD * Topic: ​​Achieving Safe and Effective Neuromuscular Blockade (NMB) in Critically Ill Patients * Location: Virtual * Time: 6-8 PM * **February 17, 2022** * Presenter: Keith Veltri, PharmD * Topic: Adult, Adolescent and Childhood Vaccination Schedules: A Review of Immunization Schedules - 2022 Centers for Disease Control (CDC) * Location: Virtual * Time: 6-8 PM * **March 10, 2022** * This will be a 2-hour CE event * Presenters CE #1: Joseph Sciabica and Bina Patel   + Topic: Financial * Presenter CE #2: Josh Rickard, PharmD   + Topic: CDTM * Location: Tuscan Hills * Time: 6-8PM * **May 12, 2022** * Presenter: Joanna DeAngelis, PharmD * Topic: ID * Location: Da Nonna Rosa * **June 14, 2022**: Installation   + Location: Russo’s * **June 17, 2022:** NYC Regional Residency Conference   + Location: TBD * **July 2022** * Presenters: Rachel Quinn, PharmD and Tony Gerber, PharmD * Topic: Jeopardy * Location: TBD * **September 2022** * Presenter: Christine Ciaramella, PharmD * Topic: EM * Location: TBD * **October 2022** * Presenter: Meagan Freel, PharmD * Topic TBD * Location: TBD * **November 2022** * Presenter: Jenny Xu, PharmD * Topic Hypertriglyceridemia * Location: TBD * **S. Paone** and **R. Quinn** will give CE on Advocacy week for NYSCHP on 2/8/22 from 12:00-1:00 PM. | * **R. Quinn** to provide updates at next BOD meeting |
| 8. Treasurer’s Report | * See Appendix B * Checking balance is $20,143.51 * Money market account balance is $37,865.64 * **R. Lumish** presented the 2022 budget and most revenue is from exhibitors and sponsors and most expenditures are for CE speakers. * Budget showed that we need more exhibitors to sponsor more events. * **R. Quinn** and **R. Lumish** are encouraging members if they speak to drug representatives to send Royals their information/contact for potential sponsorship in the future. * **N. Niceforo** proposes we may need to increase our cost for in-person CEs to keep up with increasing cost of events. * **N. Niceforo** proposes to increase the cost of in-person events to $15.00 for in-person CE fees. * BOD agrees that in-person fee will increase to $15.00 starting in March 2022. | * **R. Lumish** to provide updates at next BOD meeting * **R. Lumish** will determine if the 2 outstanding balances from our January exhibitors will be deposited due to events turning virtual * **S. Paone** will send an email to members explaining the increase in in-person CE pricing |
| 9. New Business | * **N. Niceforo** asked the BOD if the installation event should have a DJ instead of a CE/exhibitor. Members agreed for a DJ for the event. |  |
| 10. Adjournment and Next Meeting | * Adjourned at 6:52 PM. |  |

Respectfully submitted by,

Samantha Paone, PharmD, BCPS

Secretary – Royal Counties Chapter – NYSCHP

Nicholas Niceforo, PharmD, BCACP, CDCES

President – Royal Counties Chapter – NYSCHP