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

**Board of Directors Meeting Minutes**

**President**: Rachel Quinn

**Minutes Taken By**: Rachel Lumish

**Attendance**: See Appendix A

**Location:** Palo Santo (652 Union St, Brooklyn, NY 11215)

**Date**: 7/6/2022

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| **Category** | **Discussion** | **Action Item and Party Responsible** |
| 1. Welcome | * **R. Quinn** opened the meeting at 6:00 PM and thanked everyone for attending
* Attendees introduced themselves
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| 2. Approval of BOD meeting minutes | * Unanimous vote made to approve minutes from the June BOD meeting
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| 3. Statement of Policy of Conflict of Interest and BOD agreement  | * **R. Quinn** advised all members to read the statement of policy of conflicts of interest and sign the conflict of interest questionnaire and board member agreement
 | * BOD members to sign conflict of interest questionnaire and board member agreement and send to royalcounties@gmail.com
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| 4. Review Royal Counties Constitution and Bylaws | * **R. Quinn** asked for feedback regarding Royal Counties Constitution and Bylaws
* BOD members did not have any comments on Constitution and Bylaws
 | * **R. Quinn** to submit document to state
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| 5. Royals Survey | * **R. Quinn** suggested to survey Royals members. Questions will include:
	+ What day of the week do you prefer CE events to be held?
	+ What borough do you prefer CE events to be held?
	+ Do you prefer to attend CE’s that are live, virtual, or hybrid?
	+ What CE topics do you hope to see at future Royals events?
	+ Are there any other concerns that you wish for Royals to address?
* **R. Quinn** opened up discussion regarding additional questions/comments regarding survey
	+ **J. Babby** said that NYC chapter has CEs on Thursdays so would recommend avoiding CEs on that day
	+ **B. Fischetti** recommended against having CEs on Mondays
* BOD unanimously agreed to survey members
 | * **R. Quinn** to send out survey to members
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| 6. Installation Location | * Installation numbers have decreased since 2019. This year, Royals did not meet minimum requirements of people (75 people)
* i. 2019: 91
* ii. 2020: 37
* iii. 2021: 36
* iv. 2022: 66
* **R. Quinn** proposed moving Installation to an area that is closer to public transportation
* **T. Gerber** proposed moving the event to a location in Brooklyn
* **M. Longo** suggested waiting another year before making the location change as the low participation may still be related to COVID
	+ The price at Russo’s is very low compared to other locations and may be difficult to find comparable price
* **R. Lumish** said it may be worth looking into an alternative venue as exhibitors may be more willing to attend if location is more favorable and higher attendance is more likely
 | * **T. Gerber** to look into potential venues
* Will revisit at September BOD meeting
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| 7. Membership Dues Reimbursement | * NYSCHP State is asking for Royal Counties to donate membership dues for this year ($1,231.75)
* BOD voted to decline donation as dues have been donated to the state for the past 2 years and $1,231.75 is a substantial portion of Royals’ budget
 | * **R. Quinn** to notify the state that Royals has declined donation
* **B. Sulaiman** to share her address with **R. Quinn** so that NYSCHP can send membership check
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| 8. Committee Updates1. Membership
2. New Practitioner
3. Grassroots
 | 1. Membership: Currently no chair
* **R. Khaimova** saidSarah Mansour is interested in chairing the committee
	1. Currently looking for additional cochair
* **J. DeAngelis** provided update that there are currently 189 members (decreased from 283). Majority of members who expired were from St Johns.
	1. **R. Khaimova** will be giving a presentation on Royals to One Brooklyn Health to try to increase membership
1. New Practitioner: Chaired by **N. Dandan**
* **Y. Kim** is stepping down as co-chair
* **N. Dandan** is willing to continue as co-chair
* **R. Khaimova** said that students have been submitting newsletter articles late so she will reach out to faculty liaison to discuss issue
* **R. Quinn** recommended decreasing newsletter frequency to twice per year instead of quarterly

Grassroots: Chaired by **T. Gerber** and **S. Paone** * Wil re-start meetings in September
* Will work on getting a LIU liaison
 | * Committee chairs to provide updates at the next meeting
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| 9. Upcoming Events |  |  |
| Upcoming 2022 Events | * **July 20, 2022**
* Presenters: Rachel Quinn, PharmD, BCACP, AE-C and Tony Gerber, PharmD, BCACP
* Topic: Are you Smarter than a Pharmacist: The Game
* Location: Fushimi
* Time: 1.5 hour event
* **T. Gerber** would like to encourage residents to attend, especially PGY1 residents as this will be good NAPLEX preparation. **R. Quinn** said that we need to promote July CE on social media.
* **August or September 2022 – Resident Social**
	+ Date: TBD
	+ Location: TBD
* **September 21, 2022**
* Presenter: Christine Ciaramella, PharmD
* Topic: EM
* Location: Marco Polo – 345 Court Street, Brooklyn, NY 11231
* **October 2022 – QUAD**
	+ **R. Quinn** says that all chapters will be participating in planning
* **October 2022**
* Presenter: Rachel Lumish, PharmD, BCACP and Meagan Freel, PharmD
* Topic TBD
* Location: TBD
* **November 2022**
* Presenter: Jenny Xu, PharmD
* Topic Hypertriglyceridemia
* Location: TBD
* **January 2023**
	+ Presenter: Victoria Rupp, PharmD, BCACP, BC-ADM
	+ Topic Diabetic Kidney Disease
	+ Location: TBD
* **December 2022/January 2023 - Professional Development Event**
	+ Possible ideas: professional headshots, CV review, interview preparation series
	+ **T. Gerber** said that additional volunteers will be necessary in order for interview preparation series to be feasible
	+ **B. Fischetti** recommended that interview preparation event could also be done over Zoom to get additional volunteers
	+ **R. Quinn** recommended that this type of professional development series could go from December through February as this is prime interview season
 | * Communication Committeeto make a flyer for July CE to promote on social media
* **T. Gerber** will work with DALs to plan a social event with a target audience for incoming residents
* **T. Gerber** to provide updates at the next BOD meeting
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| 10. Treasurer’s Report | * See Appendix B
* Checking balance is $27,961.47
* Money market account balance is $37,867.52
* **R. Quinn** reports some members were unable to guest checkout with PayPal for installation. There is a new option called WePay channeled by Chase which allows you to pay through credit card. WePay has less transactional fees than PayPal.
	+ Will set up WePay once Citibank account transferred to **B. Sulaiman**
* **Alcohol at CE Events**
	+ Many sponsors will not pay for alcohol at events. Can consider finding an exhibitor to cover costs of alcohol, though some sponsors may not permit another pharmaceutical company to be present. Alternatively, can have members pay for their own alcohol.
	+ **J. Babby** said NYC chapter is having the same issue and will have attendees pay for their own alcohol
	+ For now, CE attendees will pay for their own alcohol
 | * **B. Sulaiman** to provide updates at the next BOD meeting
* **B. Sulaiman** and **R. Lumish** will attempt to set up WePay for next event
* **R. Lumish** to discuss potential for exhibitor at September CE with Novo Nordisk
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| 11. New Business | * **B. Sulaiman** said that some people are reporting that they are not receiving Royal Counties emails
 | * **R. Quinn** recommended that members email Royal Counties Gmail to resolve this issue as membership list lags by 1 month
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| 12. Adjournment and Next Meeting | * Adjourned at 6:50 PM
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Respectfully submitted by,

Rachel Lumish, PharmD, BCACP

Secretary –Royal Counties Society of Health-system Pharmacists– NYSCHP

Rachel Quinn, PharmD, BCACP, AE-C

President – Royal Counties Society of Health-system Pharmacists– NYSCHP