**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**: June 6, 2021

|  |  |  |
| --- | --- | --- |
| **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 May BOD meeting |  |
| 3. NYC Regional Residency Conference Updates | * Conference will be hosted virtually * Goal is to finalize agenda by Friday, June 11th * Training session to be completed after BOD meeting on June 8th |  |
| 4. Installation Banquet Updates | * Installation will be an in-person event   + Date: 9/14/2021 @ 5:30 PM * Astra Zeneca to give branded programming event on anemia and CKD at the beginning of installation | * **N. Niceforo and R. Lumish** to find exhibitors * **N. Niceforo and R. Lumish** to provide updates at next BOD meeting |
| 5. Nominations/Elections | * Election results are finalized   + President-elect: Rachel Quinn   + Secretary: Samantha Paone   + Director at large: Anthony Gerber * New officers will transition on Friday, June 18th   + Each position will plan personalized hand-off meeting * Plan to have July BOD meeting in person so BOD members can meet each other |  |
| 6. Committee Updates   1. Membership Updates 2. New Practitioner Newsletter 3. Grassroots Update | A) Membership   * Chaired by **M. Freel** and **N. Greco;** reported by **R. Quinn** * 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 * Currently have 191 active members  1. New Practitioner  * Chaired by **R. Khaimova** * Next newsletter to be published August 2021   + Google form for next newsletter sent out in June * **R. Khaimova** is looking for a pharmacist to chair committee for upcoming year   + **M. Sorbera** discussed having a formal process to vote for committee chairs  1. Grassroots  * **T. Gerber** and **S. Paone** (co-chairs); reported by **R. Quinn** * Twenty-five meetings completed since founding grassroots in January 2020   + Ten legislative visits in 2021 * Chapter plans to hold Q/A session with chapter/potential members who expressed interest and start scheduling visits with legislators * **R. Quinn** and **T. Gerber** to participate in lunch break roundtable discussion titled “Advocate, Teach, Repeat: Importance of Grassroots Advocacy During a Pandemic" during the Royals Regional Residency Conference on 6/18 * Immunization Bill (A6476)/(S4807): Passed in the Senate/Assembly and is awaiting signature from Governor Andrew Cuomo | * Committee chairs to provide updates at next meeting * **N. Niceforo and R. Kavanagh** to follow up at Fall BOD meeting regarding implementing a formal process for committee chairs |
| 7. Upcoming Events |  |  |
| June 18, 2021 | NYC Regional Residency Conference   * Location: Zoom * Keynote speaker: Catherine Liu | * **N. Niceforo** to provide updates at next BOD meeting |
| July 13, 2021 | **CE Topic:** Saving and investment strategies   * Location: Zoom * Presenter: Wealth Advisory Group | * **N. Niceforo** to provide updates at next BOD meeting |
| July 21, 2021 | **Programming Event:** Branded topic by Takeda   * Location: Zoom * Presenter: TBD | * **N. Niceforo** to provide updates at next BOD meeting |
| September 14, 2021 | **Installation Banquet**   * Location: Russo’s on The Bay | * **N. Niceforo** to provide updates at next BOD meeting |
| October 2021 | **CE Topic:** Pharmacists Role in Transgender and Gender Non-Conforming Care   * Location: TBD * Presenter: Tony Gerber | * **N. Niceforo** to provide updates at next BOD meeting |
| November 2021 | **CE Topic:** ID Topic   * Location: TBD * Presenter: Justin Andrade | * **N. Niceforo** to provide updates at next BOD meeting |
| 8. Treasurer’s Report | * See Appendix B * Checking balance is $19,000.31 * Money market account balance is $37,855.65 | * **R. Lumish** to provide updates at next BOD meeting |
| 9. New Business: | * There is currently a NYSCHP liaison at St. John’s (Dr. Lee). BOD discussed involving another St. John’s faculty member, Dr. Brocavich   + Currently students can pick what chapter to belong to (Ex: Royals, NYC, LISHP, etc)   + Discussion to start Royals chapter at St. Johns and LIU * **T. Mondiello** discussed adding new practitioner, student liaison, and grassroots committee to bylaws * **T. Mondiello** discussed if continuing competency, finance, industrial relations, organizational affairs, regulatory affairs, and supporting personnel committees should remain active * **R. Quinn** discussed making finance committee active for upcoming year   + **N. Niceforo** and **R. Lumish** to potentially serve as chairs * Secretary is currently in charge of membership and communications committee   + Determined that role will be passed to DALs after upcoming election | * **T. Mondiello** to follow up with Dr. Lee and Dr. Brocavich about creating NYSCHP chapter at St. Johns * **R. Kavanagh** to follow up with **S. Flynn** regarding updates on committees at state level and report back to BOD |
| 10. Adjournment and Next Meeting | * Adjourned at 6:56 PM |  |

Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

Secretary – Royal Counties Chapter – NYSCHP

Rebecca Kavanagh, PharmD, AAHIVP, BCACP

President – Royal Counties Chapter – NYSCHP