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

**Board of Directors Meeting Minutes**

**President**: Rachel Quinn

**Minutes Taken By**: Rachel Quinn

**Attendance**: See Appendix A

**Location:** Zoom

**Date**: 3 /16/2023

| **Category** | **Discussion** | **Action Item and Party Responsible** |
| --- | --- | --- |
| 1. Welcome | * **R. Quinn** 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 February BOD meeting |  |
| 3. NYC Regional Residency Conference 2023 | * Date: 6/15/2023 (Thursday as Touro closes at 3 PM on Fridays) * Location: Touro (3 Times Square) * Keynote speaker: Rebecca Cope   + Topic: How does change happen? Introduction to Social and Behavioral Theory for Pharmacists * Put down deposit for Riverdale Kosher Market   + Food will cost ~$6,500 for breakfast and lunch for approximately 200-250 people * **R. Quinn** and **T. Gerber** submitted grant to Paratek Pharmaceutical for $10,000   + Still not have heard if money was awarded; date continues getting pushed back * Last in-person conference cost $15 for resident pharmacists, directors/ preceptors, and other NYSCHP members; $25 for non-NYSCHP members; $0 for students   + **R. Quinn** proposed increasing price to $25 for resident pharmacists, directors/ preceptors, and other NYSCHP members; $35 for non-NYSCHP members; $0 for students   + All BOD members in agreement with raising price | * **R. Quinn** and **T. Gerber** to provide updates at next BOD * **R. Lumish** to send Constant Contact on 3/20/23 |
| 4. Installation | * Date: June 21, 2023 * Location: Baku Palace * Tentative agenda proposed by **T. Gerber**:   + 6:30 PM- 8 PM: Registration and exhibitor hall with industry partners   + 8 PM- 9 PM: Installation of new officers and acknowledgement of residents   + 9 PM- 11 PM: Jeopardy CE?, photobooth, and networking * BOD members decided to start installation at 6 PM * Majority of BOD members voted to have an interactive CE (86% said yes and 14% said no) * **B. DiGregorio** proposed having member awards and presenting winner of Seymour Katz Award at installation | * **T. Gerber** to provide updates at next BOD * **R. Quinn** and **T. Gerber** to brainstorm ideas for member awards to be presented at installation |
| 5. Annual Assembly Updates/ Sponsorship | * Date: April 20, 2023 - April 23, 2023 * Location: Saratoga Hilton   + The cut-off date to book as a part of NYSCHP's room block in Saratoga Hilton is March 17, 2023   + The cut-off date to book at the Courtyard Marriott in the room block is March 24, 2023 * Registration is open and will cost $560 if you did not complete early bird special * Agenda can be found here: <https://nyschp.memberclicks.net/assets/docs/2023AA/2023%20AA%20Schedule%20FINAL.pdf>.   + Friday night: Social event with comedian   + Saturday night: President’s reception * 2023 Delegates are:   + Nick Niceforo   + Rachel Quinn   + Tony Gerber   + Sal Ventrice   + Sam Paone   + Briann Fischetti   + Maria Longo * On March 30, 2023 from 6 PM-7 PM, delegates need to attend NYSCHP HOD open hearing over Zoom * On April 20, 2023 delegates should report to NYSCHP HOD in-person meeting at Saratoga Hilton:   + 11 AM- 12 PM: HOD registration   + 11:30 AM- 12 PM: HOD open hearing   + 12 PM- 12:30 PM HOD lunch   + 12:30 PM- 4 PM: HOD * Royals will reimburse up to $700   + Receipts need to be emailed to **B. Sulaiman** after the conference * State is requesting donation:   + HOD Lunch: $5,500   + Coffee Breaks: $1,500   + Coffee Breaks with Snack: $3,000   + Chapter Presidents Lunch: $2,000 * In 2022, Royals donated $1,000   + Will assess budget and repeat similar donation from 2022 | * **R. Quinn** and **T. Gerber** to provide updates at next BOD |
| 6. Revised Seymour Katz Award/ Ralph DePalma Jr. Memorial Scholarship Criteria | * **R. Quinn** showed current criteria for awards and suggested adding a clause that students should be a member of Royal Counties and be actively involved * BOD decided to make a rubric to define the term “actively involved”   + Can include how many meetings attended, committee involvement, etc | * **N. Niceforo** and **R. Quinn** to help create rubric |
| 7. Elections | * Currently seeking positions for:   + President-elect (1)   + Secretary (1)   + Director-at-large (1) | * **N. Niceforo** to email members on 3/20/23 |
| 8. Committee Updates   1. Membership 2. New Practitioner 3. Grassroots 4. Communications | 1. Membership: Chair: **S. Mansour**  * Number of current members: 264 (from 265) * Number of active members: 133 (from 134) * Membership list is being updated every month  1. New Practitioner: Co-chairs: **D. Zavgorodnyaya** and **J. Scott-Rota**  * Next newsletter is planned for Spring 2023 * Committee is looking for member accomplishments/nominations for student/new practitioner spotlight: <https://docs.google.com/forms/d/e/1FAIpQLSf7SZsKRXTirxiKN3Rl9q9b9jnpEv0VZQVZXMWQWga42Ur2vQ/viewform?usp=sf_link> * Most recent New Practitioner Spotlight: Scott Miele  1. Grassroots: Co-chairs: **T. Gerber** and **S. Paone**    1. Save the date for 6/1/2023: Patient Advocacy Virtual CE Event Collaboration 2. Communications: **L. Hessam**  * Working on flyers for upcoming events | * Committee chairs/DALS to provide updates at the next meeting |
| 9. Upcoming Events | * There will be a black out date between 3/22/23 – 5/3/23 to encourage members to attend annual assembly * **May 3, 2023**: **\*In-person only\***   + In person BOD meeting   + Location: Zuma (Manhattan)   + Sponsor: Heron * **May 17, 2023 \*In-person only\***   + Presenter: Lilia Davenport PharmD, BCPS   + Topic: Supporting the Fighters: Supportive Care in Hematology/Oncology   + Location: Bacchus Bistro   + Sponsor: Dexcom * **June 15, 2023 \*In-person only\***   + NYC Regional Residency Conference   + Location: Touro College of Pharmacy (3 Times Square) * **June 21, 2023 \*In-person only\***   + Installation   + Location: Baku Palace | * **T. Gerber** to provide updates at the next BOD meeting |
| 10. Treasurer’s Report | * See Appendix B   + Checking balance is $33,069.26   + Money market account balance is $38,064.77 | * **B. Sulaiman** to provide updates at the next BOD meeting |
| 11. New business: NYSCHP Leadership Development Committee | * Committee is responsible for developing the future leaders of NYSCHP * Meets on a quarterly basis and helps plan CE events for the leadership track including lunch with a leader events * If interested in joining or need more info, email royalcounties@gmail.com |  |
| 12. Adjournment and Next Meeting | * Adjourned at 6:48 PM |  |

Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

President –Royal Counties Society of Health-system Pharmacists