**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** |
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| 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
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| 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
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| 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
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| 7. Elections | * Currently seeking positions for:
	+ President-elect (1)
	+ Secretary (1)
	+ Director-at-large (1)
 | * **N. Niceforo** to email members on 3/20/23
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| 8. Committee Updates1. 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
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| 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
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| 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
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| 12. Adjournment and Next Meeting | * Adjourned at 6:48 PM
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Respectfully submitted by,

Rachel Quinn, PharmD, BCACP, AE-C

President –Royal Counties Society of Health-system Pharmacists