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

**Board of Directors Meeting Minutes**

**President**: Anthony Gerber

**Minutes Taken By**: Nardine Karam

**Attendance**: See Appendix A

**Location:** Zoom

**Date**: 11/15/2023

| **Category** | **Discussion** | **Action Item and Party Responsible** |
| --- | --- | --- |
| 1. Welcome | * **T. Gerber** 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 Oct. BOD meeting
 |  |
| 3. Social and Networking Events | * **T. Gerber** proposed future networking events to the board including Game Show Night in January
	+ Game of 1000 Boxes (248 West 37th Street)
	+ Cost $1750 for 32 people
	+ T. Gerber proposed charging $10 to $15 to attend event
	+ Survey to be sent out to members to gauge interest
* **T. Gerber** and **K. Fabbio** considering getting holiday Thank you Gifts to BOD members and delegates as
	+ Last year Royal Counties Jacket purchased
	+ Considering obtain a Hoodie, Sweatpants or Hats
	+ Survey to be sent out to BOD and delegate to obtain proper names and sizes
 | * **T. Gerber** and **K. Fabbio** to provide updates at next meeting
 |
| 4. Award and Scholarships  | * Rubrics created last year for awards and scholarship given by Royal Counties
	+ New Practitioner Award
	+ Pharmacy Advocacy Award
	+ Pharmacy Resident Award
	+ Pharmacy Technician Award
	+ Seymour Katz Award/ Ralph DePalma Jr. Memorial Scholarship
* **T. Gerber** looking for volunteers to help adjust criteria for these awards
	+ **R. Quinn and R. Lumish** volunteered to help
	+ **R. DiGregorio** will inquire regarding the State award rubrics and possibility of using them as a model or example for the Chapter’s award rubrics
	+ **T. Gerber** proposed having students submit essay (written or video) for student scholarship awards
	+ **M. Longo** stated that the proposed essay topic for the Seymour Katz award should be related to the life of Seymour Katz and how the student’s achievements align with his life
 | * **T. Gerber and K. Fabbio**  to provide updates at next meeting
 |
| 5. Royal Counties Regional Residency Workshop | * Dates: November 6, 7, 8, 9
* Location: Zoom
* Audience: Students; Certificate will be

obtained if students attend ALLrequired sessions* 13 students completed the series and were emailed certificates of completion
* Survey to be sent out to students for feedback regarding the workshop
	+ **T. Gerber, K. Fabbio, J. Scott,** and **J. DeAngelis** considering creating poster to be presented at Annual Assembly 2024
	+ **T. Gerber** thanked BOD members **K. Fabbio, J. Scott, J. DeAngelis**, and **N. Karam**, as well as **M. Longo** and **B. Fischetti** for assisting with the workshop
 |  |
| 6. House of Delegates  | * Recommendation received during the 2023 NYSCHP House of Delegates (HOD) asking that the Board of Directors of the New York State Council of Health-system Pharmacists annually certify the delegates of affiliated chapters by September 30th of the year that they are elected to office
	+ The rationale to align the delegates term with the NYSCHP’s Presidential term
* Changes to Certification of Delegates
	+ January: NYSCHP office will determine number of delegates for each chapter based on active member average
	+ July: Chapters submit list of names of their delegates
	+ September 1st: Delegates certified
	+ These delegates will participate in the November virtual HOD and than April in person HOD
	+ Training sessions for all delegates to be held in fall and spring before each HOD
 |  |
| 7. State Council Updates | No new Council updates | * **H. Cohen/J. Manzo** to provide updates at the next meeting
 |
| 8. Committee Updates1. Membership
2. New Practitioner
3. Grassroots
4. Communications
5. Industrial Relationships Committee
 | 1. Membership: Chair: **S. Paone**
	* Membership list is updated monthly
	* Number of current members: November: 208 < October: 257 September: 267 < August: 271
	* Number of active members: November 134 < October: 130 < September: 132 < August: 133
	* Expiring membership reminder email is sent twice (month prior to and month of expiration) prior to member being deleted from Royals email list
	* The NYSCHP Communications Committee’ Newsflash bounceback excel updated / cross referenced with master list
2. New Practitioner: New co-chairs: **Rowan Elkeshawi and Lauren Eng**
	* Committee will send out Newsletter google form to N. Karam to email a call for Newsletter articles
	* Committee has received 2 Newsletter article submissions
	* Currently working on getting Spotlight nominations
3. Grassroots: Chair: **L. Davenport**
* First legislative meetings will start November-December (emails will be sent out to each assigned group individually)
* Advocacy week is scheduled for March 2024
* Charrai Byrd, Amisha Arya, Lilia Davenport, and Tamara Hernandez will be presenting a Pharmacy Advocacy CE topic during the annual assembly (the CE is approved by the office)
1. Communications: Co-chairs: **L. Hessam and K. Infante**
	* Working hard along with **N. Karam** making and sending out flyers and posting events to social media accounts
2. Industrial Relationships Committee: **R. Quinn**
	* Working on getting sponsorship for future events
 | * Committee chairs/DALs to provide updates at the next meeting
* New Practitioner Committee to email N. Karam google form for Newsletter submissions
* **N. Karam** to send out a call for Newsletter articles and New Practitioner Spotlight
 |
| 9. Upcoming Events | * **November 30: CE Topic:** Contemporary and Alternative Medicine CE
	+ **Presenter:** Marina Buksov, PharmD
	+ **Location:** Fushimi
* **December 12, 2023:** QUAD Pride Series: Updates in STD and Doxycycline Pep – LISHP (Virtual)
* **December 13, 2023:** Student Clinical Pearls of Wisdom (Virtual)
* **January 17, 2024:** QUAD Pride Series – HIV CE Topic
	+ **Presenters:** Briann Fischetti, PharmD, MBA, BCACP, AAHIVP, and Maria Longo, PharmD, BCACP, AAHIVP
	+ **Location:** Capital Grille
 | * + **K.Fabbio** to provide updates at the next BOD meeting
 |
| 10. Treasurer’s Report | * See Appendix B
	+ Checking account balance is $46,154.78
	+ Money market account balance is $38,372.60
 | * **B. Sulaiman** to provide updates at the next BOD meeting
 |
| 11. New business:  | None |  |
| 12. Adjournment | * Adjourned at 6:30 PM
 |  |

Respectfully submitted by,

Nardine Karam, PharmD

Secretary –Royal Counties Society of Health-System Pharmacists

Anthony Gerber, PharmD, BCACP

President – Royal Counties Society of Health-System Pharmacists