**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 ALL  required 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 Updates   1. 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