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

**Board of Directors Meeting Minutes**

**President**: Rachel Quinn

**Minutes Taken By**: Rachel Lumish

**Attendance**: See Appendix A

**Location:** Zoom

**Date**: 10/11/2022

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| **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 September BOD meeting |  |
| 3. Winter Gala | * Date: 12/16/2022 * Location: Terrace on the Park * Tentative pricing:   + Early bird special (register before 11/12/2022): $40 (members) and $80 (non-members)   + Regular price: $50 (members) and $100 (non-members) * Non-formal attire/holiday sweater themed * Holiday games and raffles to be included during the event | * **R. Quinn** and **T. Gerber** to provide updates at next BOD meeting |
| 4. Holiday CE | * Pharmacy Times has offered to host a CE for Royals * **R. Quinn** and **T. Gerber** decided to use this as an opportunity for a BOD appreciation event * **R. Quinn** and **T. Gerber** are looking into purchasing jackets for BOD members * Tentative date is December 20th | * **T. Gerber** to continue coordinating event with Pharmacy Times * **R. Quinn** and **T. Gerber** to send out survey to BOD members to request jacket sizes |
| 5. Professional Development Series | * Dates: November 14, 15, 16, 17 * Location: Zoom * Sponsors: Northeast and Royals * Audience: Students; Certificate will be   obtained if students attend ALL  required sessions   * + \* Indicates sessions required to receive a certificate of completion * Day 1: Monday, November 14th (6:00-7:30 PM)   + How to Write an Effective CV and Letter of Intent (6:00 - 7:00 PM) \*   + LinkedIn Workshop (7:00 - 7:30 PM) * Day 2: Tuesday, November 15th (6:00-7:30 PM)   + Overview of Midyear (6:00 - 6:30 PM)   + How to Prepare for an Interview (6:30 - 7:30 PM) \* * Day 3: Wednesday, November 16th (6:00-7:00 PM)   + Residency Program Director Panel Discussion\* * Day 4: Thursday, November 17th (6:00-7:00 PM)   + Mock Interviews * Deadline for speakers to confirm is 10/14/22 * Constant contact for event has been circulated   + BOD members encouraged to send to any students interested in completing residency * Majority of students currently signed up are from Touro and LIU   + Currently searching for a St. John’s student liaison | * **J. DeAngelis** and **R. Khaimova** to provide updates at next BOD meeting * BOD members to email **R. Khaimova** if interested in conducting mock interviews |
| 6. Installation | * **R. Quinn** provided updates of Royal Counties Installation Questionnaire * 61 responses total * Location: 57.4% preferred Brooklyn over Queens * Importance in picking a venue:   + Location (61.7%)   + Parking (50%)   + Easily accessible via public transportation (48.3%)   + Food variety (48.3%) * Day of the week:   + Thursday (48.3%)   + Wednesday (38.3%) * Concerns:   + Do not schedule on a day that other chapters have meetings: 2 concerns   + Location to public transportation: 7 concerns   + Best value for budget   + No fee for attending   + Have a CE: 3 concerns   + High formal standard * Comments   + **S. Ventrice** commented that this only represents about one-third of membership   + **R. DiGregorio** noted that the members who responded are those who are most likely to come as typically ~70 members attend installation * Due to results of survey, will move installation to Baku Palace in Brooklyn and host on a Thursday * Will push start time to 6:30 PM so there is additional time to get to the venue from work | * **R. Quinn** and **T. Gerber** to reach out to NYC and Long Island chapters to request that they not host event on the same day as Royals Installation |
| 7. NYC Regional Residency Conference | * **R. Quinn** and **T. Gerber** submitted grant to Paratek Pharmaceutical for $10,000 * **R. Quinn** suggested including residency programs from New Jersey for more networking * **R. Quinn** contacted Henry Cohen who said that Touro would be happy to host the conference at new Touro facility in Times Square * **M. Longo** said that it would be preferrable to hold the event at a location other than LIU * **R. DiGregorio** recommended to ask Touro if catering needs to be kosher as this will affect cost | * Royals members are to reach out to **R. Quinn** and **T. Gerber** if they are interested in planning event * **R. Quinn** to follow up with Henry Cohen |
| 8. Committee Updates   1. Membership 2. New Practitioner 3. Grassroots 4. Communications | 1. Membership: Chair: **S. Mansour**  * Number of current members: 207 (from 204) * Number of active members: 141 (from 139)  1. New Practitioner: Co-chairs: **D. Zavgorodnyaya** and **J. Rota Scott**  * Next newsletter: November * September New Practitioner Spotlight: Trisha Lepa * **D. Zavgorodnyaya** has reached out to committee members but has not heard back. Will plan to reach out to them again.  1. Grassroots: Co-chairs: **T. Gerber** and **S. Paone**  * Grassroots was advised to not reach out to local senators/assemblymembers until further guidance is provided from NYSCHP   D) Communications: **L. Hessam**   * Working on flyers for upcoming events | * Committee chairs/DALS to provide updates at the next meeting |
| 9. Upcoming Events | * **October 12, 2022**    + Presenter: Rachel Lumish, PharmD, BCACP and Meagan Freel, PharmD, BCACP   + Topic: PrEPare Yourself for Updates in PrEP   + Location: Scottadito Osteria Toscana   + Sponsor: Viiv * **October 16, 2022**    + Breast Cancer Awareness Walk   + Location: Central Park * **October 18, 2022**    + QUAD   + Location: Leonard’s Palazzo   + Time: 6-10 PM * **November 2, 2022: 1.5-hour event**   + Presenter: Student Pharmacists   + Topic: Student Clinical Pearls of Wisdom Event   + Location: Cebu Bay Ridge   + Sponsor: Merck * **December 1, 2022**   + Presenter: Marina Buksov, PharmD   + Topic: Herbalism 101: How to Integrate Herbalism into a Comprehensive Care Plan   + Location: Mama Raos   + Sponsor: Ortho Molecular   + Registration fee has been waived to encourage members to donate to City Harvest * **December 14, 2022:**    + Presenter: Student Pharmacists   + Topic: Student Clinical Pearls of Wisdom Event   + Location: Virtual * **January 18, 2023**   + Presenter: Victoria Rupp, PharmD, BCACP, BC-ADM   + Topic: Diabetic Kidney Disease   + Location: Vis-à-vis   + Sponsor: Apellis Pharmaceuticals * **February 22, 2023**   + Presenter: Joe Sciabica and Bina Patel   + Topic: Financial Topic   + Location: Vista Sky Lounge in Long Island City   + Sponsor: Sanofi * **February/March 2023**   + Possible professional development event * **March 8, 2023**   + Presenter: Rebecca Khaimova PharmD, BCACP   + Topic: Continuous glucose monitoring   + Location: Fushimi Bay Ridge   + Sponsor: Sunovion * **May 17, 2023**   + Presenter: TBD   + Topic: TBD   + Location: TBD   + Sponsor: Dexcom | * **T. Gerber** to provide updates at the next BOD meeting |
| 10. Treasurer’s Report | * **B. Sulaiman** sent in form CT-247 which would exempt Royals from paying sales tax for events   + Form wassent by certified mail and fax   + Waiting for correspondence by mail regarding status of form * See Appendix B * Checking balance is $29,491.24 * Money market account balance is $37,890.23 | * **B. Sulaiman** to provide updates at the next BOD meeting |
| 11. New Business | None |  |
| 12. Adjournment and Next Meeting | * Adjourned at 6:56 PM |  |

Respectfully submitted by,

Rachel Lumish, PharmD, BCACP

Secretary –Royal Counties Society of Health-system Pharmacists– NYSCHP

Rachel Quinn, PharmD, BCACP, AE-C

President – Royal Counties Society of Health-system Pharmacists– NYSCHP