**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
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| 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 ALLrequired 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
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| 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 Updates1. 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
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| 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