

**Royal Counties of New York State Council of Health-system Pharmacists  
Board of Directors Meeting Minutes**

**President:** Maria Sorbera

**Minutes Taken By:** Rebecca Khaimova

**Attendance:** See Appendix A

**Location:** via Zoom

**Date:** 6:00pm October 16<sup>th</sup>, 2019

Category	Discussion	Action Item and Party Responsible
<b>1. Welcome</b>	<b>M. Sorbera</b> opened the meeting and all attendees introduced themselves (see attendance below) and a unanimous vote was made to approve the minutes from the previous BOD meeting	
<b>2. President's Report</b>	<p><b>Updates on BOD policies:</b></p> <ul style="list-style-type: none"> <li>• Members approved changes to board member agreement, conflict of interest, and questionnaire forms via pool</li> <li>• Officers and non-officers will need to submit the documents by next week</li> <li>• If the forms are not submitted then they will be removed from the BOD</li> </ul> <p><b>President Call:</b></p> <ul style="list-style-type: none"> <li>• State is trying to start APPE at a state level</li> <li>• Will be discussed in further detail at the next president phone call</li> </ul>	<ul style="list-style-type: none"> <li>• <b>R Kavanagh</b> to send out emailing informing members of deadline</li> <li>• <b>M Sorbera</b> to update BOD at next meeting</li> </ul>
<b>3. Committee Updates</b>	<ul style="list-style-type: none"> <li>• <b>Membership Committee (Secretary):</b> Jowana Tekle (Chair) and Rebecca Khaimova <ul style="list-style-type: none"> <li>- <b>J Tekle</b> updated email list, along with creating another list for members pending renewal</li> <li>- <b>J Tekle</b> will be planning a happy hour as well and <b>S Ventrice</b> suggested inviting new practitioners</li> <li>- Need to update faculty list from LIU and Touro as university pays for membership</li> <li>- Will try to get more Touro students involved as well</li> </ul> </li> <li>• <b>Grant Writing Committee (Treasurer):</b> M Sorbera will try to recruit members to assist in working on grants</li> </ul>	<ul style="list-style-type: none"> <li>• <b>N Dandan and S Ventrice</b> to continue to reach out to listed members to see if they are still interested in leading/participating in committees</li> <li>• <b>J Tekle</b> to plan happy hour</li> <li>• <b>M Sorbera</b> will add LIU faculty to email list as well</li> <li>• <b>M Sorbera</b> to give update at next BOD</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>L Guerrero</b> was interested in being involved and compiling list of possible grants we can apply for</li> <li>• <b>Grassroots Committee:</b> T Gerber and S Paone will be joining NYC for an event <ul style="list-style-type: none"> <li>- <b>T Gerber and S Paone</b> will be sending out an email about the committee</li> <li>- <b>K Kovalenko</b> scheduled a meeting with representative on 10/24/19</li> </ul> </li> <li>• <b>Communications Committee:</b> Rebecca Khaimova (Chair) and Billy Sin <ul style="list-style-type: none"> <li>- Will focus on updating Facebook page compared to website or Instagram account</li> <li>- If events are added in google calendar it will be connected to NYSCHP website</li> <li>- Can try to get more students involved by having them be in charge of taking pictures and writing summaries of events</li> </ul> </li> <li>• <b>New Practitioners Committee:</b> Still looking for members <ul style="list-style-type: none"> <li>- <b>S Ventrice</b> is attempting to recruit members</li> <li>- Will try to have a new practitioner do the CE in March</li> </ul> </li> <li>• <b>Faculty/Student Liaison:</b> <ul style="list-style-type: none"> <li>- Will attempt to find students to compete in NYSCHP competition</li> <li>- <b>K Kovalenko</b> developed a pamphlet on NYSCHP and Royals</li> <li>- Can consider having students do a 5-10 minute clinical pearl prior to CE presentations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>S Ventrice</b> to reach out to S Krochak and L Guerrero to see if they are still interested</li> <li>• <b>S Paone and T Gerber</b> to draft template and email and set up meetings with local assemblymen</li> <li>• <b>Andrew Kaplan and Karen Berger</b> will speak about grassroots at the Holiday CE to get members interested</li> <li>• <b>R Khaimova</b> will update calendar and Facebook page</li> <li>• <b>S Ventrice</b> will be reaching out to members</li> <li>• <b>R Kavanagh</b> will reach out to Touro liaison for list of faculty members and for prospective students to participate</li> <li>• <b>R Kavanagh</b> will find out if Royals has a table at Touro Career Day (10/24)</li> </ul>
<b>4. Upcoming Events</b>		
October 17 <sup>th</sup> 2019	<ul style="list-style-type: none"> <li>• <b>Medication Safety CE</b> <ul style="list-style-type: none"> <li>- Approved by the state</li> <li>- Location: Scottadito Osteria Toscana</li> <li>- Presenter: B Senhaji-Tomza</li> <li>- Sponsor: Takeda</li> </ul> </li> </ul>	
November 21 <sup>st</sup> , 2019	<ul style="list-style-type: none"> <li>• <b>Hepatocarcinoma/Grassroots/Holiday CE</b> <ul style="list-style-type: none"> <li>- Location: Vesuvio</li> <li>- Presenter: A Draper; A Kaplan; K Berger</li> <li>- Sponsor: Pharmacy Times</li> <li>- Will do online fundraiser for both City Harvest and Toys for Tots this year</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>BOD members</b> to discuss members registration payment</li> <li>• <b>M Sorbera</b> activated City Harvest and Toys for Tots accounts</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>M Sorbera, R Kavanagh, N Niceforo, and R Khaimova</b> will create raffle baskets</li> </ul>
January	<ul style="list-style-type: none"> <li>• <b>Diabetes CE</b> <ul style="list-style-type: none"> <li>- Possible Location: TBD (near Fort Greene)</li> <li>- Presenter: B Fischetti</li> <li>- Sponsor: Novo Nordisk?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>R Kavanagh</b> to email <b>L Guerrero</b> regarding sponsorship</li> <li>• <b>R Kavanagh</b> to follow up with reserving the venue (probably Brooklyn)</li> </ul>
February 25 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• <b>QUAD</b> <ul style="list-style-type: none"> <li>- Location: Russo's by the Bay</li> <li>- CE topic: Law</li> <li>- Presenter: Larry Mokhiber</li> <li>- <b>Takeda</b> is interested in sponsoring QUAD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>N Niceforo</b> to reach out to vendors about sponsorship</li> <li>• <b>N Niceforo</b> to set up flyer for sponsors</li> <li>• <b>R Kavanagh</b> to discuss honorarium and travel reimbursement with <b>L Mokhiber</b></li> </ul>
March	<ul style="list-style-type: none"> <li>• <b>New Practitioners CE</b> <ul style="list-style-type: none"> <li>- Location: Possibly TBHC</li> <li>- Will try to find non-resident or post-graduate practitioner to do CE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>R Kavanagh</b> to reach out to find a presenter</li> </ul>
April	<ul style="list-style-type: none"> <li>• <b>Annual Assembly</b> <ul style="list-style-type: none"> <li>- Will need to determine possible reimbursement</li> </ul> </li> </ul>	
June	<ul style="list-style-type: none"> <li>• <b>Installation</b> Location/Time: TBD</li> </ul>	<ul style="list-style-type: none"> <li>• <b>M Sorbera and R Kavanagh</b> to follow up</li> </ul>
<b>5. Outreach</b>		
October 20 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• <b>Pharmacy Week</b> <ul style="list-style-type: none"> <li>- Potential gift ideas: bags and mugs</li> <li>- Can give out at holiday CE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>BOD members</b> to discuss and discuss additional gift ideas for members</li> </ul>
October 24 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• <b>Organization Day at St. John's University</b> <ul style="list-style-type: none"> <li>- Looking for members to attend and recruit</li> <li>- Time: 9:00 am - 3:00 pm</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>N Niceforo</b> may be able to go</li> </ul>
<b>6. Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• See Appendix B</li> <li>• Overall another positive month</li> <li>• Paid constant contact fees</li> <li>• Our checking balance is \$13,018.30</li> <li>• May need to consider doing audit sometime soon</li> <li>• Will need to follow up with IRS to ensure Royals is on tax exempt list <ul style="list-style-type: none"> <li>- Can consider reaching out to S Flynn from state level to see if he has any suggestions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>N Niceforo</b> will reach out to IRS about exemption</li> <li>• <b>N Niceforo</b> to give brief update on financial situation at upcoming CE</li> </ul>

<b>7. Adjournment and Next Meeting</b>	<ul style="list-style-type: none"><li>• Adjourned at 6:54 PM</li></ul>	<ul style="list-style-type: none"><li>• <b>R Kavanagh</b> to provide October BOD meeting information to the board by email</li></ul>
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Respectfully submitted by,  
*Rebecca Khaimova, PharmD*  
Secretary– Royal Counties Chapter – NYSCHP

*Maria Sorbera, Pharm.D., AAHIVP, BCACP*  
President – Royal Counties Chapter – NYSCHP