

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

**President:** Lilia Davenport

**Minutes Taken By:** Monica Douglas

**Attendance:** See Appendix A

**Location:** Virtual

**Date:** 09/10/2025

Category	Discussion	Action Item and Party Responsible
1. Welcome	<ul style="list-style-type: none"> <li>● <b>L. Davenport</b> opened the meeting at 6:00 PM and thanked everyone for attending</li> </ul>	
2. Approval of BOD meeting minutes	<ul style="list-style-type: none"> <li>● Unanimous vote made to approve minutes from the July 2025 BOD meeting</li> </ul>	
3. Dues from State	<ul style="list-style-type: none"> <li>● <b>L. Davenport</b> reported that the chapter accepted the dues from the state, awaiting arrival of dues</li> </ul>	
4. Bi-annual Financial Audit	<ul style="list-style-type: none"> <li>● <b>L. Davenport</b> reports that audit will be performed by someone who is not on the Board of Directors</li> <li>● <b>L. Davenport</b> and <b>J. Son</b> are reviewing necessary documents</li> <li>● <b>L. Davenport</b> inquired if the audit needs to be completed by an accountant; R. DiGregio noted audit practices vary by chapter</li> </ul>	
5. Quad Collaborative 3.0	<ul style="list-style-type: none"> <li>● Topic will be informatics or AI in pharmacy</li> <li>● QUAD CE hosted by Royals will be January 14, 2026 at Fogo De Chao in Downtown Brooklyn; topic will be AI informatic tools in oncology               <ul style="list-style-type: none"> <li>○ Will include both QUAD CE and vendor exhibit</li> </ul> </li> <li>● Westchester chapter CE will host on November 20, 2025. NYC chapter will host QUAD CE on March 5, 2026; followed by Long Island chapter in May.</li> </ul>	
6. State Council Updates	<p><b>H. Cohen</b> presented the following updates:</p> <ul style="list-style-type: none"> <li>● State council finalized budget for 2026 fiscal year</li> </ul>	H. Cohen/J. Manzo/R. DiGregorio to provide updates at the next meeting

	<ul style="list-style-type: none"> <li>● Will be participating in ASHP “Know Your Pharmacist” campaign; encouraged members to participate</li> <li>● October 9 - new strategic plan will be finalized</li> <li>● Call to action - 340b program protection; strongly encourage to engage hospital leadership</li> <li>● CDTM sunset has been referred to higher education committee</li> <li>● Call for speakers for Annual Assembly 2026 in Saratoga Springs</li> <li>● Call for support for student programming</li> <li>● September 11, 2025 - Lunch with a Leader</li> <li>● September 24 - NYSCHP Leadership Bookclub</li> <li>● September 26th – In Person Director of Pharmacy Roundtable at Touro COP</li> </ul>	
<p>7. Committee Updates</p> <p>A) Membership</p> <p>B) New Practitioner</p> <p>C) Grassroots</p> <p>D) Communications</p> <p>E) Industrial Relationships Committee</p>	<p>A) Membership: Chair: <b>S. Paone/N. Hwee</b></p> <ul style="list-style-type: none"> <li>○ Royals membership contact list will continue to be updated to ensure accurate membership information.</li> <li>○ Number of current members: September: 317 (August: 314).</li> <li>○ Number of active members: September: 183 (August: 183).</li> <li>○ Expiring membership reminder email is sent 2x (month prior to and month of expiration) before the member is deleted from Royals email list.</li> <li>○ July/August expired and September/October expiring membership email scheduled to members for 9/4/25 @9AM.</li> <li>○ <b>N. Karam</b> reported that student membership drive held at Touro yesterday and LIU today; in collaboration with LISHP and NYCSHP</li> <li>○ 50-60 students attended at LIU and 19 students became Royals members</li> </ul>	<ul style="list-style-type: none"> <li>● Committee chairs/DALs to provide updates at the next meeting</li> </ul>

	<ul style="list-style-type: none"> <li>o 5 new students are interested in committee work</li> <li>o Distributed all 50 free student memberships</li> <li>o <b>N. Hwee</b> and <b>S. Paone</b> to verify active membership for registered attendees prior to CE events</li> </ul> <p>B) New Practitioner: Co-Chair: <b>A. Agranovich</b></p> <ul style="list-style-type: none"> <li>o Deadline for nominations for the New Practitioner Spotlight extended to October 1, 2025 due to lack of submissions</li> <li>o Email to be sent to colleges of pharmacy for newsletter submissions</li> </ul> <p>C) Grassroots: Co-Chair: <b>F. Olaleye/C. Chow</b></p> <ul style="list-style-type: none"> <li>o First event will be Student Advocacy Event - October 22 at 6 pm on Zoom; invitation to be sent to the colleges of pharmacies</li> <li>o Planning a CE event in the spring</li> <li>o Two advocacy meetings held over the past two months</li> </ul> <p>D) Communications: Chairs: <b>A. Ali/J. Scott-Rota</b></p> <ul style="list-style-type: none"> <li>o Posted advertisements for CE events on social media</li> <li>o Working on flyers for upcoming events</li> </ul>	
<p>8. Upcoming Events</p>	<p><b>J. Cerenzio</b> presented the following upcoming CE events:</p> <ul style="list-style-type: none"> <li>● September 17, 2025 - CE at Sparks Steakhouse</li> <li>● September 19, 2025 - Social Event at Ocean 8 Billiards</li> <li>● October 8, 2025 - CE at Mito</li> <li>● November 12, 2025 - Student Clinical Pearls; virtual event in December depending on volume of submissions</li> </ul>	<ul style="list-style-type: none"> <li>● <b>J. Cerenzio</b> to provide updates at the next BOD meeting</li> </ul>

9. Treasurer's Report	<ul style="list-style-type: none"> <li>● See Appendix B <ul style="list-style-type: none"> <li>○ Checking account opening balance is \$39,480.8</li> <li>○ Closing balance is \$31,995.04</li> <li>○ Money market account closing balance is \$39,452.73</li> <li>○ Expenses: subscriptions, social event, Constant Contact, QUAD CE deposit</li> </ul> </li> <li>● 2025 Budget Proposal - see Appendix C <ul style="list-style-type: none"> <li>○ Budget proposal presented</li> <li>○ <b>T. Gerber</b> inquired about exhibitors needed for QUAD CE sponsorship; <b>L. Davenport</b> stated that 15 exhibitors are needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>J. Son</b> to provide updates at the next BOD meeting</li> </ul>
10. New business	<ul style="list-style-type: none"> <li>● Donation to I-give (Dr. Gim and Dr. Cope) - pending payment once payment method is confirmed</li> <li>● Membership drive at Touro and LIU completed</li> <li>● Fall Social - registration remains open</li> <li>● Breast Cancer Walk Collab - October 19, possibly collaborating with other chapters; contact <b>L. Davenport</b> if interested</li> <li>● Student Clinical Pearls - 4 presenters picked already, <b>J. Cerenzio</b> working on CE documentation submission. Location to be determined for in-person event in November.</li> <li>● Residency Workshop for students</li> </ul>	<ul style="list-style-type: none"> <li>● <b>L. Davenport and J. Cerenzio</b> to provide updates at next meeting</li> </ul>
12. Adjournment	<ul style="list-style-type: none"> <li>● Adjourned at 6:56 PM</li> </ul>	

Respectfully submitted by,

*Monica Douglas, PharmD, BCACP, AAHIVP*

Secretary – Royal Counties Society of Health-System Pharmacists

*Lilia Davenport, PharmD, BCPS, BCOP*

President – Royal Counties Society of Health-System Pharmacists

**Appendix A: Members in Attendance**

Aleksandra Agranovich

Ali Al Ali

Charrai Byrd

John Cerenzio

Henry Cohen

Lilia Davenport

Robert DiGregorio

Monica Douglas

Kristin Fabbio

Carline Fevry

Tony Gerber

Nicholas Hwee

Nardine Karam

John Manzo

Folake Olaleye

Rachel Quinn

**Appendix B: Treasurer’s Report**

**Royal Counties Financial Statement as of September 8, 2025**

<b>Checking Account Opening Balance as of (7/1/25)</b>		<b>\$39,480.28</b>
Accounts Payable		
July 10th, 2025	Check #1029: Hui Lin: CE Speaker	\$300.00
July 18th, 2025	Raffle Prizes	\$163.60
July 18th, 2025	Raffle Prizes	\$113.63
July 21st, 2025	Constant Contact	\$62.50
July 22nd, 2025	Raffle Prizes	\$338.74
July 22nd, 2025	Marq	\$15.00
August 2nd, 2025	Check #1032: John Cerenzio: Social Event 9/19 deposit	\$1,265.50
August 7th, 2025	Accountant Fees	\$600.00
August 20th, 2025	Constant Contact	\$62.50
September 3rd, 2025	Fogo De Chao Deposit - QUAD CE	\$5,000.00
	TOTAL:	\$7,921.47
Accounts Receivable		
July 1st to July 31st, 2025	Stripe	\$94.49
August 21st to August 29th, 2025	Stripe	\$256.74
September 2nd to September 8th, 2025	Stripe	\$85.00
		\$436.23
	TOTAL:	
	<b>CLOSING BALANCE (as of 9/8/25):</b>	<b>\$31,995.04</b>

**Royal Counties Financial Statement as of September 8th, 2025**

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<b>Money Market Account Opening Balance (as of 7/1/25):</b>		<b>\$39,168.96</b>
Accounts Payable		
	<b>TOTAL</b>	<b>\$-</b>
Accounts Receivable		
July 31st, 2025	Interest	<b>\$141.63</b>
August 29th, 2025	Interest	<b>\$142.14</b>
	<b>TOTAL:</b>	<b>\$283.77</b>
	<b>CLOSING BALANCE (as of 9/8/25)</b>	<b>\$39,452.73</b>

**Appendix C: 2025-26 Budget Report**

Categories	Description	2025-2026		Comments
		Proposed	2024-2025 Actual	
<b>Revenue</b>				
	Exhibit tables at meetings	\$45,000.00	\$74,000.00	
	CE Sponsors	\$0.00	\$0.00	
	CE Fees	\$5,394.57	\$5,394.57	
	Chapter Dues	\$0.00	\$0.00	
<b>Total Revenue</b>		<b>\$50,394.57</b>	<b>\$79,394.57</b>	
<b>Expenditures</b>	<b>CE Programs</b>			
	Speakers	\$2,600.00	\$2,600.00	
	June Residency Forum at + Speaker (\$500)	\$500.00	\$500.00	
	<b>2025 Installation Meeting</b>			
	Venue	\$18,000.00	\$28,202.00	
	Alcohol	\$0.00	\$0.00	Included in Baku Package
	Miscellaneous expenses (cookies, raffle prizes, etc.)	\$2,000.00	\$2,467.54	
	Photobooth	\$1,083.31	\$1,083.31	
	QUAD Event	\$18,000.00	\$20,059.50	
	NYSCHP Sponsored Coffee Break/Lunch	\$1,250.00	\$1,250.00	
	Residency Conference	\$6,600.00	\$6,556.44	
	Paint and Sip Event	\$0.00	\$0.00	
	390 Social Event	\$2,957.16	\$3,609.65	
	Citi Field Social Event	\$1,650.00	\$1,633.35	
	Restaurant Payments/Deposits	\$0.00	\$0.00	
	New Members Reimbursement (Social Event)	\$517.50	\$0.00	
	<b>Annual Assembly Delegates (\$850 per person)</b>	<b>\$7,000.00</b>	<b>\$6,932.62</b>	

	Annual Assembly Fleece	\$700.00	\$667.55	
	<b>Awards (Student Award and President Plaque/Gavel)</b>			
	Student Award (LIU)	\$500.00	\$0.00	
	President Plaque/Gavel and trophies	\$900.00	\$857.39	
	Accountant	\$550.00	\$550.00	
	Liability Insurance	\$502.24	\$502.43	
	Constant Contact	\$600.00	\$595.18	
	Miscellaneous supplies (ie. Giftcards, Business cards, Gift Baskets, Jackets, poster, postage, resident) evaluation forms)	\$500.00	\$465.59	
	Kahoot membership	\$0.00	\$0.00	
	Canva Application for Newsletter/Marq	\$120.00	\$191.82	
	Zoom	\$234.47	\$234.47	
	Fees	\$1,700.00	\$1,671.00	
	<b>Total Expenditures</b>	<b>\$68,464.68</b>	<b>\$80,629.84</b>	
	<b>Net</b>	<b>-\$18,070.11</b>	<b>-\$1,235.27</b>	