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| **Meeting Name:** | **Southern Tier Society of Health-System Pharmacists**  | **Date:** | **February 16th, 2021** |
| **Purpose:** | **Board of Directors Meeting** |
| **Location:** | **Zoom Meeting** | **Time** | **5:00 PM** |
| **Attendees:** | Mike JuddAmanda MogulMaryann SerbonichNick Bunts | Matthew JenningsBrent CarlsonWes KufelLeigh Briscoe-Dwyer | Robert SchmidtBrian Kam (BU student) |

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| **#** | **Item** | **Discussion** |
| 1 | Call to Order | M. Judd called the meeting to order at 5:00 pm.  |
| 2 | Review and Approval of Meeting Minutes | * Motion to approve minutes from January meeting
	+ On Google Drive and NYSCHP website
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| 3 | Upcoming Dates and CE Events | * + February 16th 2021 via Zoom
	+ Guthrie Resident PGY1 Alec Romanowski –Navigating Patients on Immune Checkpoint Inhibitors
	+ March 9th 2021 via Zoom
	+ Guthrie Resident PGY1 Brittany Fuller -Improving the Process of Medication Reconciliation
	+ April 20th 2021 via Zoom
	+ Practice Advancement Initiative (PAI 20130)
	+ Leigh is going to look into CE credit
	+ All documents received and CE codes processed for February/March
	+ Discussed options of charging, for now we will continue to offer for free and will reevaluate when we are able to meet in person
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| 4 | Treasurers Report (Nick) | * Review budget: Current balance $11,361.92
	+ Expenses report: Star Chapter fee going out $90, still waiting on 2 vender checks Amanda will look into this
* Finances update: More to be done with Star Chapter going forward
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| 5 | NYSCHP Membership Committee (Maryann)  | * Maryann, Matt and Jenna reached out to members with expiring

 Memberships.* Matt and Maryann are going to create a more simplified master list with name, organization, email, and membership expiration date which can be posted in google docs. We will touch base with Ryan and investigate how star chapter can help with this as well as email communication about memberships.
* Membership meeting: We are seeing improvement with our numbers. We talked about various methods to continuing improving membership such as postings at hospitals or pharmacy schools, membership recruitment incentives, a chapter competition, and simplifying the renewal process. We have a new shared drive, for agendas, minutes and other documents. Some current documents include a spreadsheet with contact information for the hospitals in our chapter’s area and also a spreadsheet we can utilize to document how we follow up with expiring memberships. General announcements were about the upcoming events: Advocacy Week and Annual Assembly. Also, there are open positions on the board state level and nominations are open for various awards. The board has agreed that in addition to the CE from the state they will allow chapters to open their CE for other chapters to participate.
* We will be utilizing Start Chapter to monitor membership
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| 6 | SSHP Update | * Brian Kam reported
* Students just recently participated in Advocacy Week
* Starting white coat fundraiser
* Practice Advancement Initiative (PAI 2030) event being held early March
* 2 students are completing in the clinical skills competition
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|  | Committee Updates | * **Communications Committee**: Amanda will post the monthly CE event on Facebook she is currently in the process of getting the passwords. The state posts event information on Twitter. We will be getting Star Chapter involved in managing communications
* **Continuing Competency Committee**: M. Judd, W. Kufel, A. Mogul

-continuing with virtual platform and will continue to submit/assure submission of CE paperwork to NYSCHP, we now have all of the months set and are currently looking into the ce credit for April’s event* **Finance Committee:** B. Carlson, R. Schmidt, M. Jennings, N. Bunts
* **Industrial Relations Committee**: A. Mogul, N. Bunts, M. Judd- Venders are booked for the all scheduled ce events
* **Membership Committee:** M. Serbonich, M. Jennings
* **Elections Committee**: A. Mogul see open forum
* **Organizational Affairs Committee:** M. Judd Annual Assembly is coming up
* **Grassroots Advocacy Committee:** A. Mogul – Advocacy Week was held February 8th to 12th. 51 visits with New York state legislators were held. We held meetings with Assemblywoman Donna Lupardo, Senator Fred Akshar, and Senator Rachel May. Thank you Brian for setting up these meetings.
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|  | Open Forum | * Star Chapter Update: Ryan trained Amanda, especially for meeting sign ups. We are looking into using the payment portal when we decide to charge again.
* Elections for Board Officers: Taking Nominations for President Elect and Secretary. Currently Maryann Serbonich is nominated for President Elect. Wes nominated Matt for Secretary, which he declined. Sending out communication to all members to provide the opportunity to get involved in a position.
* Council Board Positions:
* STSHP Student Scholarship: Amanda sent out the template from last year that Wes created. We discussed if we wanted to require memberships to SSHP, NYSCHP, and ASHP. It was decided that belonging to SSHP and NYSCHP would be required. Maintaining a higher level of involvement in these 2 organizations is more desirable than simply being a member of all 3 organizations. We will be making this a standing scholarship, with this being the second annual. Students will knew that this will be offered yearly and this may even help with our membership drive.
* Virtual Annual Assembly is coming up. March 16th 12-2pm and March 18th 7-9pm you can visit the virtual exhibits. Free attendee registration will be provided to the Annual Assembly for attending 30 exhibit booths. 2020’s Annual Assembly was canceled quickly due to the beginning of COVID and was a huge hit to the organization both finically and with membership levels. A successful 2021 Annual Assembly will help offset the negative impact of the previous year. The keynote speaker is Christopher Jerry, who is known to be a great presenter. Annual Assembly is a great opportunity to expand our pharmacy knowledge and participate in our filed.
* Future meeting dates (3rd Tuesday of every month scheduled)
	+ March 9th, 2021 - Guthrie Resident-moved from March 16th
	+ April 20th, 2021 – ASHP presented by UHS
	+ May 18th, 2021 - UHS Resident
	+ June 15th, 2021 -BU
* Future meeting locations
	+ Virtual for the unforeseeable future and will table venues for now
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| 9 | Next Meeting | * **Next BOD via Zoom March 9th, 2021**
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Minutes respectfully submitted by: Maryann Serbonich