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| **Meeting Name:** | **Southern Tier Society of Health-System Pharmacists** | **Date:** | May 16, 2023 |
| **Purpose:** | **Board of Directors Meeting** |
| **Location:** | Joey’s | **Time** | 5:00 PM |
| **Attendees:** | Rachel AugustusNick BuntsValerie ButashAbigail Lopienski  | Zoé MartinRobert SchmidtMaryann SerbonichEwa Sulicz |

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| # | **Item** | **Discussion** |
| 1 | Call to Order | M. Serbonich called the meeting to order at 5:00 PM |
| 2 | Review and Approval of Meeting Minutes | * Motion to approve minutes from the April meeting
* On Google drive and NYSCHP website
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| 3 | Upcoming Dates and CE Events | * Upcoming dates and events
	+ June 6, 2023 – Brian Kam (Guthrie resident) “It’s Just Culture” (CE credit will count towards medication safety)
* Meeting dates for 2023-2024:
	+ September 19, 2023 - PsychU
	+ October 24, 2023
	+ November 28, 2023
	+ January 16, 2024
	+ February 20, 2024
	+ March 19, 2024
	+ April 16, 2024 (Annual Assembly)
	+ May 21, 2024
	+ June 4, 2024
 |
| 4 | Treasurer Report (R. Klosko) | * No updates
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| 5 | NYSCHP Membership Committee (N. Bunts) | * No new updates
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| 6 | SSHP Update(Ewa) | * Successful embroidered white coat fundraiser
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| 7 | Committee Updates | * **Communications Committee**: Z. Martin
	+ Added as a Facebook administration, email NYSCHP office to post upcoming events on social media
	+ Please go and follow/like our new Facebook page and Instagram page!
		- Instagram handle is stshp\_
		- Zoé sends a 10 question survey to presenters, then creates a “get to know the presenter” post
		- Plan is to also do a post on each board member
* **Continuing Competency Committee:** M. Serbonich
	+ Submit/assure submission of CE paperwork to NYSCHP, coordinate with venue (menu/head count), manage RSVPs, create sign-in sheets, submit attendees to NYSCHP office, manage CE codes and handouts
	+ CE codes already secured for our last two meetings
* **Finance Committee:** N. Bunts, R. Klosko
	+ Create a budget and financial policy, review finances regularly
* **Industrial Relations Committee**: N. Bunts, M. Serbonich
	+ Send out letter requesting sponsorship, maintain list of sponsors (payment received/not received), send reminders to sponsors approx. 6 weeks in advance, maintain sponsor email list
	+ One sponsor secured for June meeting
* **Membership Committee**: N. Bunts
	+ A big welcome to our two new board members, Valerie Butash and Abigail Lopienski!
* **Elections Committee**: M. Serbonich, N. Bunts, R. Klosko
	+ James Felice elected secretary
	+ President-elect vacant
* **Organizational Affairs Committee:** M. Serbonich
	+ Running item on agenda for board meetings
	+ Maryann and Nick have a meeting planned next week to consider joint meeting with other chapter(s)
	+ Joint meeting would be virtual
* **Grassroots Advocacy Committee:** R. Klosko
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| 8 | Open Forum | * Scholarship – Maryann to meet with Rachel K. in two weeks to solidify grading rubric for next year
* Collab with Southern Tier and BU College of Pharmacy continues to be a work in progress
	+ Plan for event to be in place of regularly scheduled October meeting
	+ Potential presenter – Jennifer Sheahan PharmD, BSCSP would present on compounding
	+ BU will sponsor the venue, NYSCHP will sponsor the food
		- Rachel K and Rachel A went to Firehouse to assess size – definitely large enough to accommodate event
		- Need to further investigate what permit entails if we want to do food trucks
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| 9 | Next Meeting | * Next BOD June 6, 2023 at 5:00 PM
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Minutes respectfully submitted by: Rachel Augustus