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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 Augustus  Nick Bunts  Valerie Butash  Abigail Lopienski | Zoé Martin  Robert Schmidt  Maryann Serbonich  Ewa 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 |
| 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 |
| 5 | NYSCHP Membership Committee  (N. Bunts) | * No new updates |
| 6 | SSHP Update  (Ewa) | * Successful embroidered white coat fundraiser |
| 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 |
| 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 |
| 9 | Next Meeting | * Next BOD June 6, 2023 at 5:00 PM |

Minutes respectfully submitted by: Rachel Augustus