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Call to Order: 5:41pm

In Attendance: Brian Kersten, Nicole Cieri, Michelle Lewis, Amy Wojciechowski, Melissa Zalenski, Renee Puleo, Aubrey Gawron, Emma Gorman, Lindsey Feuz, Kristen Fodero, Katrina D’Souza, Hiba Al-Naji, Nicole Weiss, Matt Calamia, Richard Rovelli, Nick Palisano

1. Approval of Previous Meeting Minutes: September and October minutes approved without changes
2. President’s Report (Kersten):
	1. Notation of items voted on by BOD via email
		1. Approved: APLI officers’ insurance for 2018 - $534
		2. Approved: Riverworks Social event - $100 will be requested for member recruitment and retention fund from NYSCHP
			1. How to advertise to nonmembers?
				1. Word of mouth
				2. Via hospital emails
				3. Preceptor listservs for UB and DYC
	2. Updates
		1. NYSCHP BOD Meeting Albany (10/13)
			1. Discussed issues including struggling with CE attendance, how to communicate with members and between chapters, finding ways to increase non-CE chapter activities
		2. Chapter President’s Call (10/19)
			1. Incorporated non-profit status (tax exempt)
				1. Treasurer Melissa will look further into this
			2. Annual Assembly
				1. Theme is “Completing the Circle of Care”
				2. April 19-22 in Saratoga
				3. HOD will be 1 day on-site plus virtual HOD beforehand
				4. Resolutions

Due end of January

Some ideas discussed with UB SSHP chapter

Brian/Lisa will look into resolution on synchronizing the APPE rotation schedule between schools

* + - * 1. Student Clinical Skills competition in planning stages
			1. Local lobbying initiatives
				1. More focus on local legislators than Albany to maximize impact
			2. Continuity with new leaders
				1. Include president-elects on all chapter presidents’ calls
		1. Collaboration with other chapters
			1. Shared CE events via webinar
			2. Discussion of using apps/technology to assist with communication
		2. Western Membership Status
			1. 89 active members, up from low 80’s a few months ago
			2. Expired membership
		3. Committee updates
	1. Old Business
		1. Riverworks event: advertising, family event
		2. Member engagement – value
			1. Ambassadors to reach out to new members (delegates)
			2. Evaluate retiree CE fee – reduce fee? (try $20 vs $30, Aubrey to look into this)
		3. Strategic Plan (Mission and Vision) – in early planning stages
		4. Frank Heinrich Student Scholarship ($200) – no information found in our records thus far, need to locate minutes from around that time to get more details
	2. New Business
		1. Manuel Family Fundraiser – gift basket
			1. Lost everything in family fire
			2. WNYSHP to give $50 toward a basket for a fundraiser raffle, along with a complementary technician membership
				1. Motion approved by BOD vote
		2. Date conflicts with PAWNY CEs, Aubrey to look into coordinating dates to avoid conflicts
1. Immediate Past President Report (Lewis): no report
2. President Elect Report (Cieri):
	1. Strategic plan and continuity of leadership
		1. Create subcommittees
		2. Template available from the Council to work from
		3. Brian to look into it and determine next steps
3. Secretary’s Report (Wojciechowski): no report
4. Treasurer’s Report (Zalenski):
	1. CE meeting 11/8/17
		1. Revenue $2930 – Expenses $2006.02 = Net $923.98
	2. Other Expenses:
		* 1. Tax preparation for year ending 6/30/17: $525.00
			2. Sent out check for the liability insurance premium: $534.00 (not deposited yet)
	3. Current bank balance as of 11/13/17: $23,247.59
5. Director of Pharmacy Practice Report (Gawron):
	1. Wednesday, November 8th @ Sean Patrick's - Immunization and vaccine-preventable diseases in an era of vaccine hesitancy: dispelling myths and propagating truth presented by Bill Prescott, PharmD and Sheri Wagner, MD
		1. 57 registered; 54 showed
		2. Two vendors
	2. Wednesday, January 31st @ Creekside Banquet – BGMC PGY-2 (IM and CC) CE presentations
		1. Student clinical pearls – skip clinical pearls this time since we don’t know topics yet
	3. PGY-1 - 30 minute lunch-time webinar CEs
		1. January 17th @ noon– Two BGMC residents [COPD Guideline update-Corey; Hyperkalemia treatment update-Mario]
		2. February 13th @ noon – Two NFM residents
		3. March 21st @ noon – One SBM and one BGMC resident
		4. May 16th @ noon – Two SBM residents
	4. February 27th @ DYC - Psych topic presented by Talisa Marchese (DYC Preceptor CE)
		1. Student clinical pearls – reduce to 1 student speaker per CE, alternating between DYC and UB
	5. March 4-hour program (ID focus, including 1 hour by BGMC PGY-2 ID)
		1. Student clinical pearls? – will decide as it gets closer
	6. Needs Assessment Survey
		1. 22 responses (~25% of members)
		2. Reasons for lack of attendance – locations, topics
		3. 2 hour program is preferred length
		4. Tues, Wed, Thurs are preferred days of week for programs
		5. Business meetings supported by 77%
		6. Student clinical pearls supported by 95%
		7. Topic suggestions (top 3 substance abuse, critical care/emergency medicine, infectious diseases)
			1. CE committee to discuss incorporating these into future CE programs
		8. Postal mail not favored as means of communication, prefer email
		9. Some stated need for more advanced notice of events
6. Director of Public Policy Report (Fiebelkorn): no report
7. Director of Communication Reports (Puleo):
	1. Next newsletter to be distributed in early-mid December
		1. Requesting contributions for material to include
8. NYSCHP Board Liaisons Report (Jadoch):
	1. Resolutions due end of January as discussed in president’s report
	2. NYSCHP Annual Assembly student clinical skills competition in planning stages
	3. New lobbying firm retained by NYSCHP effective this month
9. UB Liaison Report (Cieri):
	1. P1 Liaisons selected – Dennis Vaniniand Alana Martin
	2. Clinical Skills Competition Winners – Kelsey Violanti and Kristen Russo will represent UB at national competition in Orlando in December
	3. CV review part 2 upcoming November 15 with Dr. Calvin Meaney
10. D’Youville Liaison Report (Gorman):
	1. Joe Palumbo Critical Care talk 11/14/17
	2. Residency roundtable 11/7/17 – good turnout (45 students and residents participated)
	3. ASHP Midyear – several students will be attending and presenting posters
	4. Clinical Skills Competition Winners – Alyssa Cizdziel and Nicki Webb will represent DYC at national competition in Orlando in December
11. Webmaster Report (Bartlett): no report
12. Open Forum:
	1. Annual Assembly student programming
		1. Reduced fee ($100 for students), posters, clinical skills competition

Adjourn: 6:28pm

| Date | Time | Location |
| --- | --- | --- |
| ~~8/8/17~~ | ~~530pm~~ | ~~D’Youville Drug Info Center, DAC 320~~ |
| ~~9/12/17~~ | ~~530pm~~ | ~~Steer on Main Street~~ |
| ~~10/10/17~~ | ~~530pm~~ | ~~D’Youville Drug Info Center, DAC 320~~ |
| ~~11/14/17~~ | ~~530pm~~ | ~~UB South Kapoor Hall RM 228~~ |
| 12/12/17 | 530pm | D’Youville Drug Info Center, DAC 320 |
| 1/9/18 | 530pm | UB South Kapoor Hall RM 228 |
| 2/13/18 | 530pm | D’Youville Drug Info Center, DAC 320 |
| 3/13/18 | 530pm | UB South Kapoor Hall RM 228 |
| 4/10/18 | 530pm | TBD |
| 5/8/18 | 530pm | UB South Kapoor Hall RM 228 |
| 6/12/18 | 530pm | D’Youville Drug Info Center, DAC 320 |