**Meeting Minutes: Board of Directors Meeting**

**Feb 25th, 2020 5:00 PM**

**Kent County Trowbridge Conference Room**

Present: Karen Nolan, Shannon Levesque, Mark Rogers, Brett Feret, Martha Roberts, Ray Iannuccillo, Nelson Caetano, Lacey Segal, Annemarie Broccolo, Amy St. Amand, Linda Nelson

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Approval of minutes from December 2019 meeting: Ray Iannuccillo motioned to approve, Karen Nolan second. Approved

Installation of officers not at Installation Dinner:

* Martha Roberts and Nelson Caetano were officially installed as officers

Conflict of Interest Forms should be turned into Brett

34th Annual Seminar by the Sea

* Ann Marie and Amy will represent RISHP at SBS on Thursday. Lacey will put some packets together for distribution. We will also have a raffle for a free membership for those who visit the booth

Mark clarified Linda’s position as “Special Volunteer to the President”. Mark thanked Linda for her dedication and volunteerism

RI State Science Fair

* Ray and Karen have volunteered to be judges – March 14th 11-2 pm. Amy may also be able to attend

Face of Pharmacy

* Wednesday April 1, 2020. Mark will investigate an “after party” possibly in conjunction with RIPA. And try to get more details related to the logistics of the event. Please try to attend if possible

PTCB State Association agreement was resigned by Mark on behalf of RISHP

* Karen talked about PTCB and the partnership. She was able to get a list of nationally certified techs, but only was able to get a home address, emails were not sent.

Mark signed letter on behalf of RISHP to the Centers for Medicare & Medicaid Services’ (“CMS”) request for additional input and recommendations, under Executive Order (“EO”) #13890 on Protecting and Improving Medicare for Our Nation’s Seniors, regarding elimination of specific Medicare regulations that require more stringent supervision than existing state scope of practice laws, or that limit health professionals from practicing at the top of their license.

Other pharmacy organizations (APhA, ASHP, NASPA) all have signed this letter.

Board Member Expectations

* Mark is looking for job descriptions for board members

Committee Recruitment

* It’s been a struggle to get people on committees. Need to update members of committee’s by next board meeting. Brett suggested we send a survey to all RISHP members asking for volunteers to be on a committee. Everyone will send Nelson a blurb on their committee to try to recruit new members for committees so he can develop a survey.

Committee Overview:

Awards/Nominations: mostly Past-President ‘s are members. Chair is Karen Nolan

Legislative: Amy St. Amand is chair

* Discussed possibilities of increasing membership in this committee, including students interested in advocacy

Membership: Lacey Segal is chair

Education: John Morgan and Ray Iannuccillo are co-chairs

* Need committee members to especially get the speakers and presentation.
* Showcase planning: Still need date and venue. Date usually first weekend in November. Location most likely Crowne Plaza. Anne Policastri will be contacted for national speakers. Brett will explore using URI as a potential venue

Finance: Drew Ross is chair

* Meets 2-3 times a year to look at budget
* Shannon Levesque will join finance committee

Public Relations + Information Technology: Nelson Caetano is chair

* Need to enhance our social media presence as well

Conference Room: Room is available from 4-6:30 – Martha will confirm room , but it may be ideal to meet your committee before and after board meetings.

ASHP Updates

Virtual House Session March 6-13th. Mark R and Shannon L will be voting on different “non-controversial” items during this

Regional Delegates Conference April 25-26 or 27-28 in Baltimore this year. Most likely Saturday and Sunday as the preferred date.

ASHP Summer Meeting is June 6-10th in Seattle, WA

Institutional memberships

* Discussion included different ideas and plans for institutional memberships. Issues raised included finances for the health-system and member engagement for those who are given membership. Mark would like to make this a priority this year.

Mentor Survey: Will ask Anne Dionne for updates on the data associated with the mentor survey

Social events:

Boston Red Sox April 21 – Pharmacists Appreciation Night. Can submit an essay to throw out first pitch.

Affiliate recertification is 2021. Process will be changing – update later this year on the process and forms

Finance report: Did well last year

Karen will send a summary of the president’s retreat for the next board meeting

Mark distributed the strategic plan – please review and think about what the priorities should be.

Martha sent a request for newsletter items – pictures. Nelson mentioned new website vendor has much better features that will allow better integration of newsletter