Location:

|  |  |
| --- | --- |
| Virtual via Teams | x |
| In Person @ Kent |  |

Attendance:

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| --- | --- | --- | --- |
| **Board Position** | **Name** | **Present** | **Absent** |
| President | Bryan McCarthy | x |  |
| President Elect | Ray Iannuccillo | x |  |
| Past President | Maggie Charpentier | x |  |
| Secretary | Shannon Levesque | x |  |
| Treasurer | Ross Casey | x |  |
| Board Member at Large | Catherine Li | x |  |
| Director for Program Development | Amy St. Amand | x |  |
| Director for Legislation | Conor McGladrigan | x |  |
| Director for Communications/IT | Nelson Caetano | x |  |
| Director for Membership | Chloe Morgan | x |  |
| Technician Board Member | Tammy Burbine | x |  |
| Standing Alternate Delegate | Karen Nolan |  | x |

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| **Guest Name** | **Present** | **Absent** |
| Lauren Fortier (SSHP Student Liaison) | x |  |
| Linda Nelson | x |  |
| Martha Roberts | x |  |
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1. Call to order: 5:02 pm.
2. Consent Agenda Items
   1. No minutes from previous RISHP Board meeting available for review. Congratulations to the current board on installation in January.
3. New Business
   1. RISHP Board Orientation – Martha & Linda
      1. Power point presentation that reviewed RISHP historical perspective. Roles and responsibilities. Language from ASHP affiliate relations. Quorum needed to hold board meeting. Agenda of topics discussed is required. BOD needs to be aware of current bylaws and operate within those bylaws. Minutes required for committees and board of directors’ meetings. Fiduciary Duty- duty of care, duty of loyalty and duty of obedience. Example- external audit with change in treasurers is under duty of obedience. Provided BOD with information about limiting liability of the organization. Succession planning also included in ASHP state affiliates legal duties of the association board members. Links provided to ASHP policies. Five Steps to Success- should be considered by membership committee. Linda provided overview of current bylaws. Bylaws have a lengthy procedure for revisions, so tactical needs live in policies to allow us to be nimbler when revisions are needed. (Outdated bylaws were sent with introductory email, 2021 updated bylaws will be sent following tonight’s meeting) Linda provided an overview of current policies and status. Highlighted that committee rules used to be included in bylaws but at ASHP recommendations have been pulled out into a policy to allow for quicker ability to update and change. Next the Strategic Plan for 2022-2027 was reviewed by Bryan and Shannon. Provided some background on how the Strategic plan was created and will be used to guide our activities over the next several years. Priorities reviewed. Strategic plan has been shared with BOD. Linda reviewed the duties of officers. Martha highlights that if voting needs to occur outside of a Board Meeting, it is the duty of the secretary to write minutes and add as an addendum to next BOD meeting minutes. Synopsis of committee meetings should also be documented and shared with the secretary for documentation and archiving purposes. Committee reports should include: who attended, when the meeting occurred and narrative summary of the meeting. Linda reviewed the unique standing alternate delegate role created by RISHP. Standing committees and Ad hoc committee’s reviewed in more detail. Martha reviewed the ASHP 2023 Calendar of events which included delegate meetings. RISHP calendar also reviewed. Presentation will be shared with the BOD following the meeting.
   2. RISHP Expression of Sympathy – Martha
      1. RISHP Policy 003 - Bereavement or Serious Illness Recognition reviewed. Martha made a motion to send a donation to Habitat for Humanity in honor of Sean Nolan, after his tragic passing earlier this month. Seconded by Ray. Unanimously approved by the board. Consensus to donate $250. Ross and Bryan will coordinate the donation and send a note to Karen and her family expressing the condolences of the board and make them aware of the donation in Sean’s honor. Martha will draft a statement to include in the next newsletter. Plan is to get the newsletter out next week.
   3. Rhode Island Science and Engineering Fair Special Awards Registration, March 18, 2023 – Bryan.
      1. RISHP historically sends two judges to give 2 special awards, one for each age group. Will double check the amount. Recall is $200. Event is typically held at CCRI in the morning. Unanimous approval to continue to participate. Bryan will request volunteers to serve as judges in his follow up email after the board meeting. Shannon has participated in the past, offers to let newcomers participate, but volunteers to judge if there is a lack of interest.
   4. ASHP House of Delegates Debrief – Bryan
      1. RISHP Policy 006 - Election of Delegates to the American Society of Health System Pharmacists (ASHP) House of Delegates. Timing of this year’s vote forced us to deviate from our policy but will be more mindful of policy going forward. Electronic election occurred at the beginning of this month. Shannon Baker and Martha Robert were elected as delegates to represent RI. Karen Nolan and Ray Iannuccillo were elected as alternate delegates. Congratulations to the elected delegates. Bryan provided the contact information to ASHP for the delegates.
   5. Student awards – Bryan
      1. Student awards were not presented at the installation banquet. Proposal to invite the winners to the March 21st in person BOD meeting at Kent for a photo and dinner followed by a social gathering. Unanimously approved by the board. Bryan will extend an invitation to the winners. Shannon will bring the certificates and present them at the March meeting.
   6. Open Table
      1. Seminar by the Sea is coming up. Previously hosted a table to recruit new members at the event. Maggie not able to attend this year. Free table. March 23rd-24th. Maggie has a poster board for the table display. Bryan will request interest to represent RISHP at the event in the follow up email to tonight’s meeting. MJ at URI needs to be notified by the end of this week.
      2. Ray reached out to to Warwick Country Club for next year’s banquet. It will be closed. Ray is looking for alternative venues. Has reached out to Quidnessett. Bryan has a list of historical locations to share.
      3. Nelson and his IT/public relations committee are looking to start a meet your board series of posts on social media. Nelson will forward content request to Bryan to be included in the post-board meeting email communication.
4. Meeting Adjourned: 6:27pm.
5. **Next meeting : is an in person meeting on March 21,2023 @ 5pm at Kent Hospital Trowbridge Room 318. No TEAMS/virtual meeting option. Dinner will be provided.**