Attendance (Skype Meeting or on the phone): Karen Nolan, Shannon Levesque, Mark Rogers, Martha Roberts, Ray Iannuccillo, Nelson Caetano, Annemarie Broccolo, Amy St. Amand, Linda Nelson, Anne Dionne

Excused: Lacey Segal, Brett Feret, John Morgan

Ray – GoToWebinar which we’ve had for years

1. Call to order: 5:00
2. Consent Agenda Items
   1. Minutes from February 2020 meeting, motioned to approve, motioned seconded. Approved.
3. Installation of officers not at Installation Dinner: Will have to install John in person next time we have a face-to-face visit
4. Officer Reports
   1. President – Mark Rogers
      1. COVID-19!
         1. Anticipate adverse effects on CE and social event planning for the year
            1. Now is the time where every organization is trying to add value – leveraging virtual meetings and webinars so that we are able to continue providing content – GoToWebinar – RIH Lunch and Learn, one planned every 2 weeks for the next couple of months
            2. Eastern States was cancelled – could we have them present live or record and have participants watch later – record the live presentations which can then be uploaded to the channel
            3. Email blasts explaining CE schedule, relating to COVID-19, connect with peers using this live option – needs to be well advertised
            4. Trying to wrap up the first newsletter – another avenue to reach out
            5. Members are working at home – we can connect virtually – can also reach out beyond membership to profession at large
         2. Summer meeting? Flights?
            1. Aren’t ready to pull the plug yet – Martha will check if there is an update at this point
            2. Karen spoke to Ann who stated a decision had not been made yet
         3. Survey from ASHP – assistance requested
            1. Administer adult vaccines
            2. Administer pediatric vaccines
            3. Mark will send the link out for everyone to take a look for input/insight
            4. Linda recommends reaching out to group where survey came from to ask for definitions/clarification
         4. ASHP Action Alert: Include pharmacists in emergency Medicare reimbursement legislation responding to COVID-19
            1. Nelson emailed membership, Amy sent emails to local senators and reps, Anne coordinating student member phone calls
         5. NASPA: Info on Executive Orders by State
            1. Website that lists state-by-state COVID-19 information – executive actions in each state – we can see how RI compares
         6. ASHP COVID-19 Call – one coming up on the 27th – Karen will forward us the conference information
      2. Conflict of Interest Forms should be turned into Brett (reminder)
      3. 34th Annual Seminar by the Sea:
         1. Ann Marie and Amy represented RISHP at SBS on Friday, March 13th
      4. RI State Science Fair – March 14th was cancelled
      5. Face of Pharmacy – Wednesday April 1st – per Nicole Asal thinking about doing recorded presentation from RISHP and RIPA
         1. We could record on GoToWebinar
         2. Martha – what is the added value?
         3. Mark will reach out to Nicole Asal
         4. Linda recommends postponing to the fall until after focus is not on COVID-19
      6. Board member expectations
      7. ASHP Updates:
         1. 72nd Annual ASHP House of Delegates – Virtual session March 6-13th
            1. 2 patient identifiers
            2. Prescription drug abuse
            3. Medication errors and risk management
            4. Definition of meaningful use – term that is not as relevant – ASHP looking to retire
            5. Wordsmithing/clarification
         2. Regional Virtual Delegate Conference April 25-26th or 27-28th
         3. ASHP Sumer Meeting June 6-10th
      8. Strategic Planning
         1. 2018-2021:
      9. Past president and Health System Leaders Retreat
      10. Institutional Memberships
      11. Mentor Survey, URI: next steps
          1. Anne Dionne: we have enough pharmacists to pair up with students – about 24 students interested
          2. Working on matching up the pairs – will send out via email
          3. Probably will be sometime this week
          4. Kick off meeting or event – initially had thought about having pharmacists come to SSHP meeting – have the students reach out to the pharmacists and leave it up to them to figure out how they want to meet up given restrictions with group meetings/social distancing
          5. Martha – increase showcase attendance – could be added time where the partners can meet up and pharmacist could show the student the experience of coming to the showcase – way for students to learn about interacting with pharmaceutical reps
          6. Anne will no longer be RISHP liaison after May 2020 when she starts rotations
          7. Newsletter – thanking everyone who participated to be part of the program
      12. Showcase Planning
          1. Date
          2. Venue – URI?
             1. URI seems to be the winner – Ray in agreement – would only need to pay for catering – more economical
             2. Also aligns us with trying to engage with student chapter more as well
             3. Brett already reserved the room
             4. Send out a Save-the-date email blast
          3. National Speaker recruitment?
             1. Ray to touch base with Ann P about six months prior – she provides a speaker and they make contact about 3 months prior – they provide the speaker free of charge
          4. Vendor service recovery
             1. Vendors out in the general common area
             2. Engaging vendors more – Martha – raffling off an opportunity for the vendor to be one of our speakers – can’t talk about a product, but could talk about their job role – or one could bring an MSL – 15-minute talk about skills set in sales
             3. How the job of the drug representative has changed – how do they contribute to the health care system in a positive way
      13. MSHP Annual Meeting Discount and extension to RISHP Showcase
          1. Extend our member rates to other New England States – increased attendance for reps as well
      14. Committee Recruitment
      15. Social Event, 2020 – ways off before we can start thinking about it
      16. Affiliate Recertification – next year and new process
   2. President Elect (Shannon)
      1. Virtual meeting in April – using conference room at Kent to call in
      2. Reserve the date for installation – start negotiating contracts – lock in the date and the venue
   3. Past President (Karen)
      1. Awards and nominations committee – heard back from everyone except two people – will re-nominate the committee for this year – one of the members is a technician
      2. Mailbox – looking to see if we received a return check from CHSP – reimbursement from Well Being CE – did not have anything from them
      3. Check from URI and PTCB – total almost $200 – Karen will get checks to Drew
      4. Tax document
      5. Bill – from domain listing for website $228 – due date was end of January - Karen will send to Drew
      6. Request from American Institute of History of Pharmacy – journal – not sure we want to take on this year given COVID-19 – table for next year
   4. Secretary (Brett): Filed under consent agenda
      1. COI forms
      2. List of board member contact info – phone numbers, addresses so that we can get in contact with one another
   5. Treasurer (Drew)
      1. Report on external audit – one receipt and one cancelled check; overall everything was perfect
      2. Budget 2020; finance committee meeting – tentatively scheduled for the hour before the April meeting – will have a budget that the board can vote on
      3. Aging receivables – status
      4. Bill from Domain Listings $228 (Karen) to be paid
      5. Well Being CE payment to CCHP – re-issue and mail
      6. Checks for deposit
      7. Moved $18000 from PayPal to checking which will then be sent to savings
      8. Student scholarship checks
5. Board Members Report
   1. Board Member at Large (John)
      1. Sponsorships for Showcase; service recovery
   2. Director for Program Development (Ray)
      1. Showcase Date and Venue – URI?
         1. Connection with student chapter at URI
         2. Improving vendor relations – ask a vendor to give a presentation regarding their job/sales/marketing/responsibilities
      2. Calendar of events in 2020
         1. Delegate Update CE
         2. Resident presentations before Eastern States now that it has been cancelled
      3. Member survey regarding CE topics of interest
      4. Balance sheets of income and expenses, member/non-member breakdown
      5. Technician Virtual CEs
      6. Martha is willing to help find presenters
      7. Lunch and Learn CE Webinar – 27 online and 10 in person – 37 total – going forward for the next several months everything will be online – next one will be 3rd or 4th week of April – Wednesday 22nd
      8. Data entry fields – online request for the showcase where you can submit topics
   3. Director for Legislation (Amy)
      1. Evaluate recent bills and provide updates to board with actions
         1. Newsletter articles
      2. Participate on ASHP Advocacy calls
         1. Agenda items for call on 3/25/20 include COVID-19 Legislation Update, Provider Status Update, Collaborative Practice Agreement, Pharmacy Technician Registration/Trainees
      3. Update on H7272 – pharmacist license fees – still waiting for bill to be heard – Amy will contact Rep Casimiro for update
   4. Director for Public Relations and Information Technology
      1. Dual social media accounts – Facebook or Instagram – make everyone able to post on social media with check from administrator Nelson
      2. MSHP CE Discount email – extend to other New England states for Showcase
      3. Update website: calendar, bylaws, job descriptions, meeting minutes
      4. Social media presence
      5. Place on the website for the bylaws, job descriptions, and meeting minutes
   5. Director for Membership (Lacey)
      1. Membership Listing (active, inactive, group by hospital)
      2. Membership Drive: initiative to recruit new members
      3. New membership packets
      4. Institutional Memberships – next steps
      5. Membership committee members
      6. Planning on reaching out to lapsed members
   6. Standing Alternate Delegate (Martha)
      1. Putting together the newsletter – will get to Nelson within a few days
   7. Technician Board Member (AnnMarie)
      1. Locked in two URI pharmacy interns to present at the showcase from Westerly Hospital – they should follow up with Ray
   8. Special Assistant to the President (Linda Nelson)
   9. Student Liaison (Anne Dionne)
      1. Coming up on second year – how does the process work for finding a new student to fill the role because she will be starting rotations in May
      2. Ask the college if there is a recommendation, Brett may have some ideas
      3. Reviewed applicant’s CV
      4. In the past also asked Mike Simione or Maggie Charpentier
6. New Business:
   1. Send Mark what you think are strategic priorities – what can we achieve in 2020? Top 3 things from the Strategic Plan; Karen requests that we also look at the Past President’s Retreat and which items on that list we want to act upon in the short term; Drew – because we are all staying at home – as we look at what we can do we need to think financially what we can work on and what we can do remotely – lower budget than we have had in the past
      1. Get back to Mark within the next couple weeks before next board meeting