## SBLBSHP Board Meeting Minutes

**Wednesday, January 10th, 2018 from 7 pm to 8:30 pm**  
*Kaiser Permanente South Bay Medical Center, North Hospital Conference Rooms 5-6*  
*Teleconference No: 888-643-7185, access code: 6924498#*

### Welcome/Introductions and Announcements

<table>
<thead>
<tr>
<th>Presenter (Matt)</th>
<th>Topics</th>
<th>Action Item/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting called to order: 7:06PM</strong></td>
<td><strong>Introductions</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Steve Thompson announced he will be an ASHP Delegate this year 😊</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>November 2017 Minutes approved as written</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Action Items:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matt Kamada to send approved minutes to CSHP Office and to Tim Chou for posting on our website</td>
<td></td>
</tr>
</tbody>
</table>

### New Business (Elected Officers)

<table>
<thead>
<tr>
<th>Presenter (Matt)</th>
<th>Topics</th>
<th>Action Item/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <strong>Election Results</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. President Elect – Rosalin Preechakul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Secretary – Billie Gomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Treasurer – Jennifer Fong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Director (2) – Steven Thompson and Dan Bauman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Delegates (5) – Angela Lee, Rosalin Preechakul, Cindy Odegard, Matt Kamada, Daniel Kudryashov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Alternate Delegate – Helena Lau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Presidential transition – Matt met with Angela</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) ACP Meeting – Feb 10th – Angela will go</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Action Items:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Angela reached out to all incoming board members for feedback/suggestions</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Action Items:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incoming board members please read &amp; respond to Angela’s email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>President-Elect (Angela L)</th>
<th>Topics</th>
<th>Action Item/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Nothing to Report</strong></td>
<td></td>
</tr>
<tr>
<td>Secretary (Billie)</td>
<td>See attached – CSHP Awards Deadline Calendar</td>
<td>• Created calendar template to keep track of CSHP deadlines for award submissions</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Treasurer (Rosalin)</td>
<td>Treasurer’s report sent via email. 1) Need to update BOA card signer Currently Matthew Kamada, Na Hyun (aka Angela) Lee, and Rosalin Preechakul New Signers: Na Hyun (Angela) Lee, Rosalin Preechakul, Jennifer Fong Add Jennifer Fong and take out Matthew Kamada 2) Clinical Affairs Update Check from BI, Sunovion, Advance Health Media Paypal: Pharmedium</td>
<td>• Approved to update BOA card signers from Matthew Kamada, Na Hyun (aka Angela) Lee and Rosalin Preechakul to Na Hyun (aka Angela) Lee, Rosalin Preechakul and Jennifer Fong</td>
</tr>
<tr>
<td>Director (Steve/Lisa)</td>
<td></td>
<td>• Senator Hernandez has pulled previous Senate Bill 716 and moving towards an Advanced Practice Technician bill</td>
</tr>
<tr>
<td>Delegates/Alternate Delegates</td>
<td></td>
<td>Nothing to report</td>
</tr>
<tr>
<td><strong>New Business (Appointed Officers)</strong></td>
<td><strong>WINTER 2018 SBLBSHP NEWSLETTER IDEAS</strong></td>
<td><strong>Action Items:</strong></td>
</tr>
<tr>
<td>Communications/Newsletter (Joanne/Leslie)</td>
<td>Articles Due: Wednesday, January 31 Publish Date: Week of February 19 (tentative) 1. <strong>President’s Message</strong> (Angela) 2. <strong>Night with Industry</strong> (Julie/Pauline/Cindy) - Due February 4th 3. <strong>Festive Board Meeting</strong> (Matt Kamada) 4. <strong>Highlight: Steve Thompson, CSHP President-Elect</strong> (Leslie Joanne/Matt Horton) 5. <strong>Mentorship Wrap Up</strong> (Helena/Angela/Jennifer)</td>
<td>• <strong>Everyone:</strong> Please review newsletter topics and assignments • <strong>Rosalin</strong> will add a year-end recap of the Treasurer’s Report • <strong>Sandy On</strong> to write article about ASHP recognition regarding USC’s collaboration with SBLBSHP at LB Mission</td>
</tr>
</tbody>
</table>
## 6. Public Relations

### a. Smoking Cessation & Asthma (11/3/17)

#### Student Liaison Updates

- USC (Sandy/Jung) - Legislative Day, Quiz Bowl, Meet the Directors, CphA/CSHP luncheon, etc.
  - a. Western (Arvee/Chau/Tracy)
  - b. KGI (Sherryl) - Drug take back day, Spanish for Future Pharmacists, etc.
  - c. Chapman (Thien)

#### Education Dinners (Angela/Dan)

- November 11, 2017: Immune Thrombocytopenia @ Il Fornaio in El Segundo
  - a. December 6, 2017: Theravance -- Vibativ IV @ Delius in Long Beach
  - b. January?

### Treasurer’s Report (Rosalin)

**Reminder: Renew your Membership** (Leslie/Joanne/Matt Horton)

### Clinical Affairs (Cindy/Ros/Lauren/JR/Eunice)

- Currently meeting to decide on topics and dates for events
- Will provide update at next meeting

### Educational/Industry Affairs (Angela/Dan)

**Recap**

- December: Theravance – Vibativ IV (Delius – Long Beach) – 12/6/2017

- Relatively small turnout at 12/6 event; it was Pharma-sponsored so the presentation was slightly biased
- Dan & Angela has discussed ideas on how to improve attendance at events
  - Potentially move towards dinners every other month vs. every month

### Legal Affairs (Daniel)

### Membership (Tim)

**Membership update:**

- No expires
- #14 renewed members (Emailed)
- Total #138 members

- Tim to send Angela Lee template for emails for review and approval
  - Current template currently has Matt’s name
- CSHP did bring back the monthly payments for membership
| Mentorship Program (Angela/Tim/ Helena/Jennifer) | Action Items:  
- Leslie/Joanne: Add notice to newsletter re: monthly payments being reinstated  
- 22 mentorship pairings in 2017  
- 24 mentorship pairings in 2018  
- Approved $200 for mentorship program expenses at Night with Industry event |
|-------------------------------------------------|-------------------------------------------------|
| **1. Request approval of $200 for mentorship program-related expenses for Night With Industry**  
2. Please invite this year’s mentees to Night With Industry  
   - Will need head count of mentees in order to prepare certificates  
3. Pairings for 2018 have been complete. Look out for an email soon! |  
| **Mentorship Program (Angela/Tim/Helena/Jennifer)** |  
| **22 mentorship pairings in 2017**  
**24 mentorship pairings in 2018**  
**Approved $200 for mentorship program expenses at Night with Industry event** |  
| **Public Relations (Scott/Jenny)** |  
| From Sandy On (USC)  
USC was one of few schools that received the ASHP Professional Development Award for our work with SBLBSHP and LBRM last month. We were recognized nationally at ASHP Midyear in Florida, and displayed our work alongside a blue ribbon, as numerous students and pharmacists stopped by to inquire about this community service project. Thank you for allowing our school to collaborate with you all for this project, and have a wonderful week! |  
| **Idea proposed for a Bingo card to encourage attendees to socialize with our vendors**  
**Decrease amount of alcohol prizes for raffle**  
**Parking:**  
   - Self-parking lot ~39 stalls, some stalls are tandem  
   - Set-up crew will park in tandem stalls to save single spaces for attendees  
**Per Steve, Dan Dong is planning to attend**  
**Need a past President to install incoming board – will consider Dan Dong or Kenn Horowitz**  
**Discussed potential candidates for POTY**  
**Student volunteers:**  
   - Will need help with set- |  
| **Public Relations (Scott/Jenny)** |  
| From Sandy On (USC)  
USC was one of few schools that received the ASHP Professional Development Award for our work with SBLBSHP and LBRM last month. We were recognized nationally at ASHP Midyear in Florida, and displayed our work alongside a blue ribbon, as numerous students and pharmacists stopped by to inquire about this community service project. Thank you for allowing our school to collaborate with you all for this project, and have a wonderful week! |  
| **Idea proposed for a Bingo card to encourage attendees to socialize with our vendors**  
**Decrease amount of alcohol prizes for raffle**  
**Parking:**  
   - Self-parking lot ~39 stalls, some stalls are tandem  
   - Set-up crew will park in tandem stalls to save single spaces for attendees  
**Per Steve, Dan Dong is planning to attend**  
**Need a past President to install incoming board – will consider Dan Dong or Kenn Horowitz**  
**Discussed potential candidates for POTY**  
**Student volunteers:**  
   - Will need help with set- |  
| **Social (Cindy/Pauline/Julie)** |  
| Night with Industry is fast approaching. Here are the details:  
**Venue**  
   - Automobile Driving Museum, Friday 1/26/18 from 6pm-10pm  
   - Theme: Western  
   - 4pm arrival time for set up, Cindy/Julie + whoever is available + student volunteers. 11pm conclusion, post clean-up  
   - Self-parking (free)  
**RSVP**  
   - 12-14 vendors – increased vendor amount from $750 to $950  
   - Evite sent out to members, mentees, & students today (1/2)  
   - Awaiting response to invite from VIPs (Matt)  
   - RSVP deadline 2 weeks before event on 1/12/18  
   - Estimated 60-100 guests  
**Set up**  
   - AV equipment (corded microphone and podium to be provided by venue)  
   - Student volunteers (Cindy to coordinate with Sandy and Lyndsie for 5 volunteers)  
   - Tables/chairs (provided by venue)  
     - 8 guests per 72” round table  
     - Linens (black or navy blue) @ $14/each  
     - Reserved tables (Cindy to make reserved signs)  
       - President/VIP  
       - Social committee |  
| **Social (Cindy/Pauline/Julie)** |  
| Night with Industry is fast approaching. Here are the details:  
**Venue**  
   - Automobile Driving Museum, Friday 1/26/18 from 6pm-10pm  
   - Theme: Western  
   - 4pm arrival time for set up, Cindy/Julie + whoever is available + student volunteers. 11pm conclusion, post clean-up  
   - Self-parking (free)  
**RSVP**  
   - 12-14 vendors – increased vendor amount from $750 to $950  
   - Evite sent out to members, mentees, & students today (1/2)  
   - Awaiting response to invite from VIPs (Matt)  
   - RSVP deadline 2 weeks before event on 1/12/18  
   - Estimated 60-100 guests  
**Set up**  
   - AV equipment (corded microphone and podium to be provided by venue)  
   - Student volunteers (Cindy to coordinate with Sandy and Lyndsie for 5 volunteers)  
   - Tables/chairs (provided by venue)  
     - 8 guests per 72” round table  
     - Linens (black or navy blue) @ $14/each  
     - Reserved tables (Cindy to make reserved signs)  
       - President/VIP  
       - Social committee |  
| Social (Cindy/Pauline/Julie) |  
| Night with Industry is fast approaching. Here are the details:  
**Venue**  
   - Automobile Driving Museum, Friday 1/26/18 from 6pm-10pm  
   - Theme: Western  
   - 4pm arrival time for set up, Cindy/Julie + whoever is available + student volunteers. 11pm conclusion, post clean-up  
   - Self-parking (free)  
**RSVP**  
   - 12-14 vendors – increased vendor amount from $750 to $950  
   - Evite sent out to members, mentees, & students today (1/2)  
   - Awaiting response to invite from VIPs (Matt)  
   - RSVP deadline 2 weeks before event on 1/12/18  
   - Estimated 60-100 guests  
**Set up**  
   - AV equipment (corded microphone and podium to be provided by venue)  
   - Student volunteers (Cindy to coordinate with Sandy and Lyndsie for 5 volunteers)  
   - Tables/chairs (provided by venue)  
     - 8 guests per 72” round table  
     - Linens (black or navy blue) @ $14/each  
     - Reserved tables (Cindy to make reserved signs)  
       - President/VIP  
       - Social committee |
Check in - table (student volunteers)
- Print 2 RSVP lists (Pauline)
- Name badges (Cindy)
- Sharpies (Cindy)
- Cash envelope for guest/student fee
- Distribute 1 raffle ticket per guest

Night with Industry (6pm-8pm)
- 6' or 8' long rectangular tables to be provided for each vendor (estimated 11 vendors)
- Cheap plastic table covers ($1 each) to be provided if vendors want to use (Cindy)
- Need signs for vendor names (Cindy)
- Raffle tickets (Cindy)
- Vendor thank you cards (Cindy)
- Venue can play background music

Food/beverages
- Food
  - Wood Ranch, delivery (buffet style), need to send them official count 1 week before event
- Alcohol (Black Tie Events bartender from 5pm-10pm).
  - FYI: there will be two bars on site. We will set up a makeshift bar on museum floor at 6pm which we will shift to the built-in bar in banquet room at 8pm
- Water/soft drinks/iced tea/lemonade (Cindy/Julie to purchase on day of)
  - Metal buckets/ice (Cindy/Julie)
  - Plates/napkins/utensils: Wood Ranch to provide

Banquet (8pm-10pm)
- MC (Cindy La, Julie La, Pauline Lam)
- Script/Program (Cindy) - Cindy to send out to key players for review when it's finished
- Board certificates - who will be doing the installation?
- Awards/plaques
  - President/Pharmacist of the Year (POY) - POY nomination email already went out. Cindy will order plaques. Nikki or Melissa to pick up plaques from M&N Trophies in Torrance the week before the event
  - POY and President Gifts (~$30-$50, Pauline)
  - POY description print-out (Cindy) - Kenn Horowitz (last year's POY recipient) to present
- Mentee graduation - Angela - who will be printing certificates and presenting?

Clean Up
- We are responsible for tossing all trash (venue hires cleaning crew to sweep, etc)
- Trash cans/liners to be provided by venue
- Everyone in Social to help clean + student volunteers
- Aim to finish by 11pm
- Miscellaneous
  - Photographer - student volunteer.
  - Reimbursement - please save all receipts to submit for reimbursement
  - Raffle prizes (Pauline)
    - Grand prize (CSHP membership, thanks Matt!)
    - Raffle ticket box (Pauline)
  - Decorations (Emily, Nicole, Melissa) - Budget $500
    - Fun centerpieces (no fancy flowers but sunflowers might be okay) - one guest can keep the centerpiece at the end of each night
    - Check-in table
    - Raffle table
    - Please contact Cindy for ideas

| Webmaster (Tim) | • No major changes
|                | • All updates made
|                | • Tim and Angela in discussion about potential changes to website and updates |
| CSHP Liaison (Mirta) | No updates |
| Technician Liaison (Yasmin) | No updates
|                | Yasmin did agree to remain as our Tech Liaison |
| Student Liaisons | Keck Graduate Institute (Sherryl Chico)
|                  | • No updates
|                  | USC (Jung Kim/Sandy On)
|                  | • Meet and Greet Dinner will be held March 7th in Alhambra area – invite members from local associations to meet with students
|                  | WesternU (Michael Palaroan and Ani Arsenyan)
|                  | • New WesternU student representatives
|                  | • Future events: community outreach programs are being developed; updates will be brought to future meetings

End Meeting

Roundtable

Motion to Adjourn

Next meeting: Wednesday, February 14th (Valentines day!)

Meeting Attendees

<p>| In person | Matthew Kamada, Angela Lee, Tim Chou, Billie Gomes, Jenny Zheng, Alicia Wong, Jennifer Kwon, Dan Bauman, Steve Thompson, Rosalin Preechakul, Jennifer Fong, Leslie Tanaka, Melissa Yong, Nikki Watanabe, Emily Chang, Tiffany Luong, |</p>
<table>
<thead>
<tr>
<th><strong>Matthew Horton</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On phone</strong></td>
</tr>
<tr>
<td>Angela Jeong; Pauline Lam; Lauren Epperson; JR Flores; Joanne Lin; Helena Lau</td>
</tr>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td>Sandy On, Ani Arsenyan, Michael Palaroan, Emily Taing, Suong Le</td>
</tr>
</tbody>
</table>