# SBLBSHP Board Meeting Agenda

**Wednesday, September 12th, 2018 from 7 pm to 8:30 pm**  
Kaiser Permanente South Bay Medical Center, North Hospital Conference Rooms 5-6  
Teleconference No: 515-604-9544, access code: 540732

<table>
<thead>
<tr>
<th>Presenter (Angela L.)</th>
<th>Topics</th>
<th>Action Item/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome/Introductions and Announcements</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Minutes – Review and approval meeting minutes (August 2018)  
- Minutes need to be sent to CSHP office and SBLB Webmaster |  
Meeting Began 7:05PM  
August 2018 Meeting minutes approved |
| **New Business (Elected Officers)** |  
**Awards Update**  
- Considered but not awarded: Public Relations, Resident/Fellow of Distinction  
- Did not submit CSHP grant application  
- Chapter of Distinction Award Criteria (must meet 80%)  
  
**Financial:**  
- Establishes an annual budget, and  
- Conducts an annual audit.  
  
**Business Processes:**  
- Attends at least 50% of CSHP webinars offered to affiliate chapters,  
- Attends all affiliate chapter presidents meetings,  
- Conducts an annual election of officers,  
- Seats full slate of delegates at HOD,  
- 2/3 of chapter delegates and alternate delegates attend RDC, with the exception that it shall be 50% for chapters with only two delegates  
- Attends the open forum at Seminar,  
- Submits quarterly reports to CSHP,  
- Submits minutes of meetings at least quarterly to CSHP, and  
- Provides lists of hospital and health-system pharmacies and directors.  
  
**Growth:**  
- As of September 30 of the award year, records membership retention of at least 90% of membership levels on September 30 of the previous year, and |  
- Reviewed criteria for Chapter of Distinction Award  
  - SBLBSHP is meeting all criteria listed in green font  
  - Our chapter is in good standing |
Recruits at least 10% new members annually based on membership levels on September 30 of the previous year.

Membership Satisfaction:
- Publishes a quarterly newsletter OR maintains a website updated quarterly,
- Holds a minimum of four (4) educational events per year
- Conducts or participates in at least one (1) community service project annually.

### 2019 Board
1) Suggest to re-distribute duties currently shared among Industry/Educational Affairs & Clinical Affairs
   - Industry Relations Committee: set up industry dinner talks, coordinate vendor participation for all chapter events including CE programs and NWI
   - Educational Affairs Committee: plan 4 CE events throughout the year (2 leadership breakfasts, Western States CE program, and 1 evening program)
2) Please consider continuing on the next year’s board and let me and Rosalin know

SBLBSHP@cshp.org email account set up

- Current board members received emails from Angela Lee inquiring about interest in remaining on BOD in 2019
- Proposal to restructure Board positions by combining Industry/Educational Affairs & Clinical Affairs
- Approval to restructure our committees beginning in 2019
- Will bring updated bylaws to future meeting for a vote
- Transition to new email address in October/November
  - Angela and Rosalin will email out the password to the BOD once the email account goes live

<table>
<thead>
<tr>
<th>Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect (Rosalin)</td>
<td>Nothing to report</td>
</tr>
<tr>
<td>Immediate Past President (Matt)</td>
<td>Nothing to report</td>
</tr>
<tr>
<td>Secretary (Billie)</td>
<td>11/1/18</td>
</tr>
<tr>
<td></td>
<td>Affiliate Chapter of Distinction</td>
</tr>
<tr>
<td>Treasurer (Jennifer F)</td>
<td>Nothing to report</td>
</tr>
<tr>
<td>Director (Steve/Dan)</td>
<td>Nothing to report</td>
</tr>
</tbody>
</table>
| Delegates/Alternate Delegates (Angela L/ Matt/ Rosalin/ Daniel/Jennifer K/Alt: Helena) | Report out from Regional Delegates Conference - Saturday, 8/25/18 Rosalin, Matt, Jennifer K, Steve, Ken Horowitz attended from SBLBSHP

RDC Discussion Highlights

- Feedback from Matt Kamada that this year our SBLBSHP chapter was very involved – Preparation done this year prior to RDC was helpful
- **Proposal A. Pharmacy Distribution and Controlled Substance Diversion Prevention**
  - A1, A2, A5, A6
- **Proposal B: Related to Professional Practice**
  - B2
- **Proposal C: Related to Pharmacy Therapeutics, Research, and Novel Fields**
  - C1, C4
- **Proposal D: Related to Pharmacy Therapeutics**
  - D1
- **Proposal E: 5 Year Professional Policy Review - Personnel: Pharmacy and Academic**
- **Proposal F: 5 Year Professional Policy Review - Pharmacy Therapeutics**
  - F2, F3, F8
- **Proposal G: 5 Year Professional Policy Review - Professional Practice**
- **Proposal H: 5 Year Professional Policy Review - Pharmacy Administration and Leadership**
  - H2

Daniel will no longer be able to serve as a delegate. Helena will replace Daniel.

**Seminar**

- Currently registered: Angela, Matt, Rosalin, Helena
- Need to register: Jennifer K (?)

Need full slate (5) at HOD for Chapter of Distinction

Open Forum/Meet the Candidates – Saturday, 1-2:30pm

- 50 total policy proposals reviewed at RDC
- Lively discussion at RDC around Proposal A6 regarding new legislation allowing pharmacists to provide partial fill of CII prescription within 30 days
- Reviewed Proposal H2: CSHP’s stance on Drug Take-Back Day and cost sharing of med disposal

- Will have 5 delegates attend Seminar this year
  - Helena will replace Daniel
  - Jennifer Kwon confirmed; she is registered for Seminar
- Angela Lee will follow-up with Steve about the Presidents’ Reception planning at CSHP Seminar and need for additional funding
  - If funding is needed, Angela Lee will send out a vote to BOD via email

**New Business (Appointed Officers)**

| Communications/Newsletter (Joanne/Leslie/Matt) | Summer 2018 Newsletter – Published 8/22/18 - Any feedback? Suggestions? | No suggestions |
| Clinical Affairs (Lauren/Ros/Cindy L/JR/Joanne/Jennifer K) | Fall Leadership Program (Tuesday, 9/18/18) – Updates – Sponsors: CSL Behring, Novartis, Tesaro | Positive feedback from the group – newsletter are great |
| | | Topic: Preceptor Development by Susie Park (USC) |
| | | Event will be at the Salt Creek Grill – max of 30 seats; BOD members |
- Proposal to increase budget? (original approved amount: venue/food $2500, speaker expenses $1000)

- have been giving up their seats to allow members to sit
- Currently, there is a wait list for this event
- Rosalin to send out an additional reminder to confirm attendance from those who have RSVP’d

**Educational/Industry Affairs**

*(Angela/Dan/Matt)*

**Upcoming**

- CE on biosimilars – late October/early November?

- Rooms have been reserved for Tuesday, November 6th
- Angela has sent out request to vendors for sponsorship – no responses yet
- Agreement from Shelly Fisher to provide a CE event in early 2019 on Pharmacist involvement in End of Life services
- Request from Angela Jeong to have next year’s dates planned out in advance to contact vendors early in the year

**Legal Affairs (Daniel)**

No report

**Membership (Tim)**

- September membership numbers have increased significantly this month—from ~130 to 155
  - New members joined as CSHP Seminar registration opened
  - New residents transferred from other chapters
- Tim to reconcile the SBLSBHP contact list with current membership list

**Mentorship Program (Helena/Tiffany)**

- Angela Lee to remind Helena and Tiffany to send out email communication to the new class of mentees
| Public Relations (Scott/Jenny W/Jenny Z/Alicia) | Potential Collaboration with USC student/SBLBSHP mentee DanQuynh Bui for her Albert T Schweitzer Fellowship Project  
- Preceptor needed for blood glucose & blood pressure screening  
- Location: Painted Brain Community Center, 5980 Pico Blvd, Los Angeles, CA 90035.  
- Time: 5-7pm  
- Dates in need of preceptor: 11/5, 11/7, 11/12, 11/14 | - Invites usually go out in October/November  
- See updates in agenda |
| Social (Nikki/Melissa/Emily) | NWI/Installation Night (Friday, 1/25/19)  
Location: Automobile Driving Museum, El Segundo  
Theme: Roaring 20's, dress code?  
Next on To-Do List: draft a letter to send out to vendors after business cards are collected at the seminar | - Updated vendor letter with event date and price per vendor table  
- Plan to send out the letters after collecting business cards at CSHP Seminar  
- Delegates and other Seminar attendees can work together to split up the booths at the Exhibition Hall to collect business cards  
- Theme is still TBD |
| Webmaster (Tim) | | - Website is up-to-date |
| CSHP Liaison (Steve) | Nothing to report | |
| Technician Liaison (Yasmin) | Nothing to report | |
| Student Liaisons | USC (Kara Onouye and Ewha Hong)  
9/22 Harvest Moon Walk Health Fair in Arcadia  
9/29, 30 Anaheim Health Fair at the Anaheim Convention Center  
9/29 Korean American Pharmacy Student Association Health Fair in Koreatown  
10/15 Local Association Dinner at Luminarias in Monterey Park  
11/2 Legislative Day (donation letter & STP attached)  
- Budgeted $500 (gold level sponsorship) | - USC  
- Three health fairs planned in September  
- Angela, Rosalin and Steve have been invited to the Local Association Dinner on 10/15/18  
- Membership drive is open  
- Clinical Skills Competition at USC – part 2 will be held tomorrow, 9/13 Legislative Day  
- Expecting 150-200 students |
| WesternU (Michael Palaroan and Ani Arsenyan) | 09/07: Annual Residency Showcase Recap, Clinical Skills Competition  
9/26 – Residency Round Table | |
Location: WesternU HPC Student Commons
Time: 6:00PM – 8:00PM
10/20: Health Fair at Pomona Cultural Festival (work in association with NCPA) 1:00-5:00 PM

**KGI (Sherryl Chico and Sandra Sanchez)**
9/29: Mt. San Antonio Gardens Brown Bag Event
9/29 and 9/30: Anaheim Health Fair
October (Date TBA): Spanish for Future Pharmacists
11/14 (Tentative): Residency Roundtable

- Steve Thompson is a speaker this year at the event
- Request for $500 donation – this item was included in our 2018 budget
- **Approved $500 donation**

WesternU:
- Review of events at WesternU
- Request for residents to participate in Residency Roundtable

KGI:
- Request for residents to participate in Residency Roundtable

<table>
<thead>
<tr>
<th>End Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundtable</td>
</tr>
<tr>
<td>Motion to Adjourn</td>
</tr>
<tr>
<td>Next meeting:</td>
</tr>
</tbody>
</table>

**Meeting Attendees**

| In person | Angela Lee, Rosalin Preechakul, Tim Chou, Billie Wu, Matthew Kamada, Dan Bauman, Grace Kim, Omar DeLeon, Sophie Cheng, Mahyar Malekan, Tandeep Bains, Michelle Ding |
| On phone | Angela Jeong, Joanne Cho, Melissa Yong, Nikki Watanabe, Emily Chang |
| Students | Sandra Sanchez, Ani Arsenyan, Kara Onouye, Alisa Nguyen, Chun Chen, Jenny Truong, Yen Doan |