**Quatra County Society of Health-System Pharmacists**  
*Santa Clara, Santa Cruz, San Benito, and Monterey Counties of California*

**Board Meeting Agenda**

February 6, 2019, 6:30 – 8:30 pm  
Kaiser Permanente Santa Clara, Conference Room HOS-125 (First Floor)

**Present:** Alyssa Patel, Betty Lee, Bianca Khishaveh, Colleen DeLizza, Crystal Diep, Golnoush Golshan, Heeral Bhatt, Helen Park, Jennifer Pham, Jenny Hong, Lawrence Troxell, Lindsay Hur, Lyndsie Okumura, Michelle Ito, Nilomi Shah, Parleen Shahi, Sandy Bardas, Stephanie Ho, Stephanie Yang, Vincent Cheng, Yvonne Ding, Vicky Ferraresi, Loriann De Martini, Devon Hollander, Carol Lee

**Absent:** Betty Jue, Doris Kao, Jackie Ho, Jeannie Sohn, Nikki Uyehara

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<th>Agenda Item</th>
<th>Discussion/Conclusion</th>
<th>Action/Follow up</th>
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<td><strong>Call to Order</strong></td>
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<tr>
<td>Yvonne Ding</td>
<td>Introductions</td>
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<td>- Welcome to CSHP CEO, Loriann De Martini, PharmD, BCGP</td>
<td>Meeting called to order at 6:35pm by Yvonne Ding</td>
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<td><strong>Review of Agenda</strong></td>
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<tr>
<td>Yvonne Ding</td>
<td>New agenda item(s) as requested</td>
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<td>- STP: Qualifications for Chapter Election of Delegates to CSHP House of Delegates</td>
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<td><strong>Minutes from December 2018</strong></td>
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<td>1. Jennifer Pham motions to approve December 2018 minutes and QCSHP 2018 Annual Report, 2nd by Sandy Bardas; Motion Approved</td>
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<td>Yvonne Ding</td>
<td>Yvonne Ding requested approval of:</td>
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<td>- Board meeting minutes from December 11, 2018</td>
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<td>- QCSHP 2018 Annual Report presented at December board meeting</td>
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<td><strong>Special Announcements</strong></td>
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<td>1. Yvonne Ding motions to approve using funds from the Miscellaneous budget to get flowers for Connie Ha, 2nd by Betty Lee; Motion Approved</td>
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<td>Yvonne Ding</td>
<td>Thank you to 2018 board members for all their hard work.</td>
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<td>Thank you to Lawrence Troxell for reserving conference room for board meetings.</td>
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<td>Thank you to Crystal Diep and Michelle Ito for ordering board meeting dinners.</td>
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<td>Connie Ha has relocated to Southern California and has resigned from her position.</td>
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<td>Our new Weekend Breakfast CE Chair is Goli Golshan.</td>
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<td>- Connie Ha’s father recently passed away. Yvonne Ding proposed getting flowers for</td>
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<td>Connie Ha to show her our support during this time.</td>
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<td>- Sandy Bardas presented a letter from Jerry Prout’s (a former president of Quatra in 1992) family expressing appreciation from Jerry for contact from QCSHP. He and his family suffered losses in the Camp Fire (Paradise) and are generally not doing well as they are still recovering from the fires.</td>
<td>2. Jennifer Pham motions to approve for a card for Jerry Prout, 2nd by Vincent Cheng; Motion Approved</td>
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<td>- Sandy proposes to send Jerry a card to further demonstrate our appreciation and support during this difficult time for him and his family.</td>
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<td><strong>Board Meeting Dates</strong></td>
<td>Proposed future meetings:</td>
<td>None</td>
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### Yvonne Ding
- Quatra board meeting dates for 2019: April 3, June 5, August 7, October 2
  - December TBD at Installation Banquet and Night Out With Industry (NOWI) Event
- Pre-Town Hall meeting with Quatra Delegates and other board members of interest: TBD

### Other Important Dates
- Regional Delegates Conference (RDC): TBD. The date will be finalized after 2/13/19.
  - Helen Park reported that it is Quatra’s turn to host RDC this year. Last time it was hosted at Santa Clara Valley Medical Center. For this year, one of the board members have volunteered to organize food, and the logistics have been worked out. As of now, only a location is needed to host the event.
  - Yvonne Ding to reserve a room at Santa Clara Valley Medical Center once the date is finalized.
- Legislative Day: April 2, 2019 in Sacramento. Location TBA.
- CSHP Seminar: October 17 - 20, 2019 at Disneyland Resort in Anaheim, CA
- ASHP Midyear Clinical Meeting: December 8 - 12, 2019 in Las Vegas, NV

### Secretary Update
- Stephanie Ho
  - Updating board contact information and Quatra CSHP website
    - Stephanie Ho reminded the board to double check their contact information for accuracy and to report any updates to her.
    - In regards to updating the Quatra CSHP website, Betty Lee suggested to remove personal emails from being posted on CSHP website.
      - Betty Lee discussed that she received a lot of spam email in the past year when personal emails were listed on the website.
      - Loriann De Martini agrees and discussed this as an issue that her staff member also has been a victim of.
      - Yvonne Ding proposes to remove personal emails and to add the Quatra email on the CSHP website instead. The Quatra google group will be for board contact internally.
  1. Yvonne Ding to reserve a room for RDC once the date is finalized.

### Treasurer’s Report
- Alyssa Patel / Fred Nishioka
  - Updates on Current Checking and Saving Accounts
    - Income $6,000, Expenses $10,769.53
    - As of January 8, 2019 – savings $29,820.45, checking $2,604.24
  - Electronic payment method
    - Alyssa Patel discussed points of consideration in moving towards an electronic payment method.
      - The current process for reimbursement is initially a submission of the reimbursement form to the Treasurer. Once this form is received and reviewed, a check is issued for reimbursement if appropriate.
      - In the search for electronic payment methods, we may consider PayPal or Venmo as potential options. After consulting with other chapters, it seems that PayPal is used more widely than Venmo.
      - Venmo seems less secure than PayPal, and there is a limit on how much can be reimbursed on weekly basis. PayPal has no weekly limit.
      - PayPal is a free service as long as it is not used for business.
  1. Alyssa Patel to prepare an STP in order to determine our next steps on whether or not to adapt an electronic payment method.
A concern associated with transitioning to PayPal is that everyone would be required to have an account with PayPal and will have develop a method to link checking accounts to individuals being reimbursed (i.e., a transaction ID).

However, moving to an electronic payment method would improve workflow with better tracking instead of a binder with checks.

Sandy Bardas suggests that this should be put into an STP.

Loriann De Martini discussed that rebate checks from CSHP currently prefer to go to chapters via electronic fund transfers, but these are not generally performed at this time.

After discussion, Alyssa Patel will write an STP to summarize a plan in order to further determine our next steps.

Delegates Update
Jennifer Pham / Lawrence Troxell/
Jenny Hong / Lindsay Hur
Regional Delegate Date: TBD

NOWI and Installation Banquet
Vincent Cheng / Yvonne Ding
2018 NOWI-Installation Banquet Recap
- Yvonne Ding reported a total of 15 vendors who participated.
- The event had full attendance and reached capacity.
  - The RSVP link got sent out before November and reached max capacity within 2 days.
  - There was a limit of 50 attendees, which was chosen based on past attendance. Given the large interest in attending the 2018 NOWI, there is an opportunity to expand the capacity for the 2019 NOWI in order to further appreciate our members.

2019 NOWI-Installation Banquet Planning
- Based on the successful attendance for 2018, Vincent Cheng would like tentatively schedule the NOWI around the same time in December for 2019. The tentative date for 2019 NOWI-Installation Banquet is Tuesday, December 3rd, 2019.
- Feedback on Hotel Valencia as a venue was very positive. Vincent Cheng will research this venue as an option with expanded capacity.

CSHP Board Liaison
Helen Park
None

CSHP CEO Updates
Loriann De Martini
Loriann De Martini presented various updates occurring at CSHP headquarters:
- Membership Report
- Strategic Map
  - PowerPoint slides – positioning for the future
- Political Action Committee (PAC) fund
- New Administration and Legislative Session
- Seminar 2018 Updates
  - According to the registration kiosk, 2,143 people attended Seminar 2018, which exceeded expectations by 14.3%. For Seminar 2019, a higher attendance is expected.
  - Pacific Coast Preceptor Conference
  - Encourage all preceptors to attend (13 schools of pharmacy, 1 more to open)
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<th>Committee Reports</th>
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| **Newsletter Editor**<br>Jackie Ho | Next Newsletter – March/April  
- Yvonne Ding presented updates on behalf of Jackie Ho. Jackie Ho will start emailing at the beginning of March to collect materials and will be starting the next newsletter soon. |
| **Social Activities Committee**<br>Sandy Bardas | Upcoming Events:  
- Sandy Bardas is working with a professional chef and is looking for a kitchen to help teach us how to cook healthy food.  
- Due to space limitations, there will be a cap on attendance. Location will probably be in Palo Alto and she is currently looking for something more interactive with hands on experience and not just spectating.  
- Sandy Bardas will work with Helen Park on annual joint event with Peninsula Pharmacists Association |
| **Community Outreach Committee**<br>Crystal Diep / Michelle Ito | First scheduled event is the Nikkei Matsuri community event on Sunday May 5, 2019.  
- Will be performing blood pressure screenings and giving out pill boxes  
- Will have to bring own table and items  
Community events from March-April 2019: pending/tentative |
| **Continuing Education**<br>Heeral Bhatt / Goli Golshan | Recap Events:  
- Dec 13 – Cardiovascular Risk Reduction and Glycemic Benefits with Invokana  
- Jan 12 – Weekend Breakfast CE: *C. difficile* infection: IDSA Guidelines and Treatment Update  
  - Elaine Law presented a successful CE program, and there were 17 attendees.  
- Jan 31 – Adcetris-Frontline Advancements: Clinical Data Overview of Echelon-1 & Echelon-2  
Upcoming Events:  
- Feb 9 – Weekend Breakfast CE: Review of Osteoporosis Treatment and Management (Michelle Ito)  
- Feb 23 – Weekend Breakfast CE: The Spectrum of Disaster Pharmacy: Triage to Critical Care (Sandy Bardas)  
- Mar 23 – another pending, flyer to come out soon  
- Mar 27 – Transitions of Care event |
| **Membership Committee**<br>Bianca Khishaveh | Membership Updates  
- Bianca Khishaveh presented current membership at 181 members and has been stable.  
- Board members received a list of memberships that have expired – will contact to try to recruit again.  
  - In the past when mass emails were sent, some members replied stating there was an error regarding expired membership.  
  - Auto renewal problem has now been resolved.  
- Bianca encourages recruiting and expanding membership. |

1. Jackie to start emailing at the beginning of March to collect materials for upcoming newsletter.  
None  
1. Crystal Diep and Michelle Ito to recruit for Nikkei Matsuri community event when date draws nearer.  
None  
1. Bianca Khishaveh and board members to contact memberships that have expired.
| **Public Relations Committee**  
Nilomi Shah | Facebook / Mailchimp Updates  
• Take and send pictures! Another option is to add pictures to the google drive.  
• Like our Facebook page! | None |
|-------------------------|---------------------------------------------------------------|------|
| **Webmaster/Communications**  
Colleen DeLizza | No updates | None |
| **Nominations**  
Betty Lee | No updates | None |
| **Organization Affairs Committee**  
Jenny Hong / Helen Park | Helen Park stated that Quatra is due for bylaw review this year, but we went through major revisions last time.  
• Moving forward, the plan is to have board members look through the bylaws to see if there are any edits to be incorporated. If everything is still current, bylaws can be kept and no need for major revisions.  
• For reference, minor grammatical revisions would still require board voting. | 1. Helen Park to send bylaws to select board members for review. |
| **Financial Review Committee**  
Doris Kao / Nikki Uyehara | No updates | None |
| **Clinical Directors Liaison**  
Jeannie Sohn | No updates | None |
| **New Practitioner Committee**  
Parleen Shahi | Paint Nite Social  
• Yvonne Ding reached out to the Paint Nite instructor, who is willing to charge $25/person but will need to find own venue. Otherwise, it would be $40/person for an exclusive event.  
• Parleen Shahi looked into potential venues:  
  • Mosaic in San Jose ($100 per hour and can get drinks)  
  • ExBar in Cupertino ($60 per hour)  
  • Helen Park suggested Endo in Palo Alto. Parleen to look into this venue as well.  
• Tentative date: March 28th, 2019 | 1. Parleen Shahi to finalize venue for Paint Nite. |
| **Investment Committee**  
Betty Jue | Yvonne Ding presented updates on behalf of Betty Jue.  
Tentative investment committee includes: Betty Jue, Colleen DeLizza, Yvonne Ding, and Fred Nishioka  
• There are spots open for the committee. If you are interested in joining the committee, contact Yvonne Ding. | 1. Contact Yvonne Ding if interested in joining the Investment Committee. |
| **Legislative Affairs Committee**  
Stephanie Yang | Legislative Day: April 2, 2019 in Sacramento (CalChamber, California Room)  
• Stephanie Yang discussed the comprehensive medication management bill and encouraged attendance for pharmacist voice.  
• Colleen DeLizza suggested potentially shorter snippets of text in order to better understand bill summaries. | None |
**Added Agenda Item**  
*Sandy Bardas*

Sandy Bardas presented the STP: Qualifications for Chapter Election of Delegates to CSHP House of Delegates.

- **Proposal:**
  - At least one new practitioner and not someone on the board should be included in the delegate membership to develop leadership and welcome involvement
  - The implementation of term limits so it is not always the same people who apply and gives everyone the opportunity to participate

- Article 8 in bylaws goes over rules about delegates to CSHP (nomination process and responsibilities)
  - Helen Park recommends to turn the STP into an administrative policy so that we can regroup to determine who would be suitable.
  - Currently the bylaws require the following requirements: has to be an active member, and the President and President-Elect are automatic delegates.

- Discussion was tabled for next meeting.

Sandy Bardas also reminded that the first meeting for the opioid music video will be on February 15th.

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<th>Adjournment</th>
<th>Next Meeting: Wednesday, April 3, 2019</th>
<th>Meeting adjourned by Yvonne Ding at 8:42pm</th>
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<td><em>Yvonne Ding</em></td>
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1. Board to revisit and discuss the STP.