# Quatra County Society of Health-System Pharmacists

*Santa Clara, Santa Cruz, San Benito, and Monterey Counties of California*

## Board Meeting Agenda

**October 2, 2019, 6:30 – 8:30 pm**  
Kaiser Permanente Santa Clara, Conference Room HOS-125 (First Floor)

**Present:** Betty Jue, Betty Lee, Crystal Diep, Devon Hollander, Golnoush Golshan, Heeral Bhatt, Helen Park, Lawrence Troxell, Lindsay Hur, Lyndsie Okumura, Michelle Ito, Sandy Bardas, Stephanie Ho, Yvonne Ding, Elaine Law, Jamie Sato, Lily Xia, Sandy On, Ephraim Lu, Megha Desai, Emily Hou, Andrea Zhao, Taryn Morita, Shirley Ng

**Absent:** Alyssa Patel, Bianca Khishaveh, Colleen DeLizza, Doris Kao, Jackie Ho, Jeannie Sohn, Jennifer Pham, Jenny Hong, Justina Liang, Nikki Uyehara, Parleen Shahi, Stephanie Yang, Vincent Cheng

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<td>Call to Order</td>
<td>Introductions</td>
<td>Meeting called to order at 6:41 pm by Yvonne Ding</td>
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| Review of Agenda        | New agenda item(s) as requested:  
  • None                                                                                                                                                                                                                 | None                                                                                                 |
| Review of Minutes       | Request approval of:  
  • Board meeting minutes from August 7, 2019                                                                                                                                                                         | 1. Lawrence Troxell motions to approve August 2019 meeting minutes, 2nd by Betty Lee; Motion Approved |
| Special Announcements   |  
  • Jessica Song, PharmD, MA has won an Honorable Mention CSHP Innovative Practice Award for the residency project completed by Michelle Ito, PharmD last year: Expansion of Clinical Pharmacy Services in a County Homeless Clinic Program!  
  • Will submit application for Affiliate Chapter of Distinction Award (Deadline: 11/1/19)  
  • PPC-PAC Raffle 50/50: CSHP is highly involved in supporting bills to help promote our profession. This would not be possible without the help of our Political Action Committee (PAC). Please buy raffle tickets ($20 per ticket) to support our PAC so that CSHP can continue to work towards pushing our profession forward! Money that we generate from these sales helps CSHP get a seat at the table to participate in legislative events. For example, we recently got a seat at the table to speak with the Governor – only 20 seats were available and our lobbyists successfully got one. | 1. Yvonne Ding to submit application for Affiliate Chapter of Distinction Award.  
  2. Board members and members to buy raffle tickets for PPC-PAC raffle. |
| Board Meeting Dates     | Future board meetings:  
  • December 16 – at 2019 NOWI/Installation Banquet (Hotel Valencia)                                                                                                                                                  | None                                                                                                 |
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| Other Important Dates             | Yvonne Ding | • CSHP Seminar: October 17 – 20<sup>th</sup>, 2019 in Anaheim, CA  
• ASHP Midyear: December 2 – 6<sup>th</sup>, 2019 in Las Vegas, NV | None                                                                                                                                                                                                                                                                                                                                                                               |
| Secretary Update                  | Stephanie Ho | • No updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1. Alyssa Patel to trial Mint and report back on findings.                         |
| Treasurer’s Report                | Alyssa Patel | Yvonne Ding presented updates on behalf of Alyssa Patel:  
• Current Checking and Saving Account Balances  
  o Checking $2,419.80, Savings $27,781.78  
  o CSHP Membership Rebate – none  
• STP: QuickBooks Online  
  o Update on 30-day free trial: Alyssa trialed it and determined that we need more functions than what the free version offers. If we were to get the paid version with all the functions that we would require, the paid version would cost $70 per month, which would exceed our budget.  
  o Alternatively, Mint is another free option but only one person can have access, so we would have to share account information. Alyssa will try Mint for the month of October and report back on her findings. If this option is preferable, we will begin to use this for the 2020 year.  
• Budget for 2020 for board approval – notable changes and points of discussion are listed below:  
  o Technician committee budget: Increase budget from $0 to $478  
    ▪ Devon Hollander reported that her plan is to have 2 CE’s throughout the year ($100 per CE), sponsor two technician memberships ($78 total), support a PTEL technician membership mixer ($100), and Seminar 2020 Pharmacy Technician Executive Leadership (PTEL) booth.  
    ▪ Discussion points:  
      • Helen Park initiated discussion on whether we should add another line on the budget to separate local vs. state allocations in the technician budget. This annual budget usually includes expenditure for Quatra Chapter specifically, and we may need an STP to add another line item for supporting events outside of Quatra.  
      • Another suggestion was perhaps PTEL seminar booth support may be lumped into the CSHP Seminar support line item and to increase that overall amount.  
      • In addition to supporting state events, the overall consensus of the board is that we would also like to see more social/professional events at the local level and could potentially increase the technician budget to allocate for this growth. If this is the case, we may consider having local events included in the budget for now, remove the PTEL support from the budget, and perhaps move forward with STP for PTEL support next year. | 2. Yvonne Ding motions to approve budget for 2020 with proposed amendments, 2nd by Lindsay Hur; Motion Approved |
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|             | • An alternative discussion point was why we must do an STP for PTEL support when there is already a line for PAC and Seminar support on the budget without an STP? Perhaps it would save time from having to do another STP if the board discusses this now and makes a decision. There is no mention in the bylaws of allocations towards state support requiring an STP.  
  ▪ After further discussion, proposed amendments to the 2020 annual budget are as follows:  
  • Add a line under technician budget for PTEL support $100  
  • Change to $300 for social mixer → $678 for technician committee  
  o New Practitioner Committee budget added ($500): usually the events are in collaboration with membership chair so don’t need too much. We can adjust the budget next year if necessary.  
  o Form SI-100 (filing of non-profit status) added ($20): has to be submitted biannually and have to do in 2020 year.  
  o Helen Park mentions that the budget is not balanced now since technician budget was increased – suggest to modify the Quatra reserve to make sure budget is balanced between income and expenses.  
  ▪ Proposed amendment to the 2020 annual budget: change reserve from $14,000 to $15,298 (total expenses is $29,298). |  |

**Delegates Update**  
Jennifer Pham / Lawrence Troxell/  
Jenny Hong / Lindsay Hur /  
Lyndsie Okumura (Alt.1) /  
Heeral Bhatt (Alt.2)  
Regional Delegate Conference (RDC) Date: September 7th, 2019 (10:00 am – 2:00 pm) at VMC  
• Recap: RDC went very smoothly and there was a lot of energy! Yvonne Ding encourages New Practitioners to speak to Lyndsie Okumura and Heeral Bhatt about their experience as first-time delegates and as new practitioners. Great experience to be involved.

**QCSHP Town Hall Meeting Prior to Seminar**  
• Currently waiting for CSHP to send us minutes of the final decisions from the other RDC as we would like to have our Quatra Town Hall meeting after reviewing that material. Quatra town hall may potentially be on Monday 10/7, but since we do not have those documents yet not sure if that will happen. Quatra Town Hall will be via a conference call.

**NOWI and Installation Banquet**  
Vincent Cheng / Yvonne Ding  
Yvonne Ding presented 2019 Night out with industry (NOWI)-Installation Banquet Updates on behalf of Vincent Cheng:  
• Hotel Valencia for 12/16/19 (Monday) – free for Quatra members!  
• NOWI flyer provided!  
• We currently have 3 checks received, but 14 confirmed and 1 pending. A lot of companies get budgets approved in September so hope to get more in October.  
• Installation of officers: Yvonne will send email to Loriann, Steven Thompson, Lisa Lum to see who can come install the new board for installation banquet.  
  1. Vincent Cheng to send out RSVP for NOWI-Installation Banquet.  
  2. Yvonne Ding to email CSHP board for availability to come install 2020 Quatra Board at NOWI-Installation Banquet. |
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<td><strong>CSHP Board Liaison</strong>&lt;br&gt;Helen Park</td>
<td>CSHP updates  &lt;br&gt;• None</td>
<td>None</td>
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<td><strong>Technician Liaison</strong>&lt;br&gt;Devon Hollander</td>
<td>Technician updates  &lt;br&gt;• Will have 2 local Quatra CE’s in 2020</td>
<td>1. Devon Hollander to plan CE’s.</td>
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### Committee Reports

<p>| <strong>Newsletter Editor</strong>&lt;br&gt;Jackie Ho | Yvonne Ding presented newsletter updates on behalf of Jackie Ho:  &lt;br&gt;• Newsletter went out on 9/30/19! Have a lot of content that some of it had to be saved for the next issue. | |
| <strong>Social Activities Committee</strong>&lt;br&gt;Sandy Bardas | Upcoming events:  &lt;br&gt;• Cooking healthy food social will be on Nov 13 with professional chef Michelle Greenbaum and it will be a vegetarian program. There will be 4 to 5 stations, and it will be a hands-on program. Each group will be given recipe to work on. Space is limited so there will be a sign-up, probably accommodate up to 25 people. Working in groups of 4 to 5 people.  &lt;br&gt;• Sandy Bardas would be happy to work with Parleen Shahi (New Practitioner Committee) to host plant nite (Sandy Bardas has many plants to give away)!  &lt;br&gt;• Video project updates – 1) Southern California update: working with Jerika Lam, the music is written, and includes pharmacy students from Chapman who wrote the lyrics. 2) Local challenge: Video was filmed at Touro University on 9/29/19. The story line is 3 different pharmacists help a opioid-dependent patient through her opioid crisis. Video will be posted on as many platforms as possible once finish production– hoping it will be done before NOW! | 1. Sandy Bardas to send out RSVP for cooking healthy food social.  &lt;br&gt;2. Sandy Bardas to work with Parleen Shahi on Plant Nite. |
| <strong>Community Outreach Committee</strong>&lt;br&gt;Crystal Diep / Michelle Ito | Upcoming community events:  &lt;br&gt;• Oct 13 – Day on the Bay Community Event: will be working with Touro students and doing stroke education and blood pressure screenings (over 100 screenings were performed last year). We will also be giving out new Quatra pill boxes (still have enough pill boxes remaining).  &lt;br&gt;• Lily Xia and Emily Hou (current PGY-1 residents at Santa Clara Valley Medical Center) were introduced as they will be helping with Community Outreach next year! | 1. Crystal Diep and Michelle Ito to send out sign-up for Day on the Bay community event. |
| <strong>Continuing Education</strong>&lt;br&gt;Heeral Bhatt / Goli Golshan | Recap events:  &lt;br&gt;• August 14 – Faster and Higher Rates of Protection for You and Your Patients With HEPLISAV-B(R) [Hepatitis B Vaccine (Recombinant), Adjuvanted]  &lt;br&gt;• August 21 – FASENRA: Injection Overview  &lt;br&gt;• August 27 – Adynovate  &lt;br&gt;• September 4 – Understanding Invasive Aspergillosis and Invasive Mucormycosis  &lt;br&gt;• September 11 – Distinct Bleed Management for Distinct Diseases  &lt;br&gt;• September 24 – Hemlibra  &lt;br&gt;• September 28 – Investing Planning for New Practitioners with Jimmy Diehl  &lt;br&gt;Upcoming events:  &lt;br&gt;• October 8 – AbbVie | 1. Board members to notify Goli Golshan of potential CE speakers. |</p>
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<td><strong>Membership Committee</strong>&lt;br&gt;Bianca Khishaveh</td>
<td>Goli Golshan is working with Gina and Karen at Santa Clara Valley Medical Center to see when their residents are able to come present. There are about 6 presentations coming up. If you have any speakers, let Goli know. Heeral Bhatt presented updates regarding the last financial talk. There were not many attendees (potentially not a good date). We will plan to hold another financial planning talk next year, possibly January and February.</td>
<td>None</td>
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<td><strong>Public Relations Committee</strong>&lt;br&gt;Justina Liang</td>
<td>Yvonne Ding presented updates on behalf of Justina Liang QCSHP tablecloths and banners&lt;br&gt;Most likely will go with Vistaprint – hoping to get before NOWI so we can use for NOWII!</td>
<td>1. Justina Liang to order new tablecloths and banners by NOWI-Installation Banquet.</td>
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<td><strong>Webmaster/Communications</strong>&lt;br&gt;Colleen DeLizza</td>
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<td><strong>Nominations</strong>&lt;br&gt;Betty Lee</td>
<td>Nominations for the 2020 Quatra Board Election slate of candidates:&lt;br&gt;• President-Elect (1 candidate): Stephanie Ho&lt;br&gt;• Secretary (1 candidate): Lyndsie Okumura&lt;br&gt;• Delegates (6 candidates): Heeral Bhatt, Colleen DeLizza, Michelle Ito, Doris Kao, Carol Lee, Megha Desai</td>
<td>1. Lawrence Troxell motions to approve 2020 slate of candidates, 2nd by Lindsay Hur; Board members approve slate of candidates for the 2020 Quatra Board Election&lt;br&gt;2. Betty Lee to collect candidate bios to send to CSHP for election.</td>
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<td><strong>Organization Affairs Committee</strong>&lt;br&gt;Jenny Hong / Helen Park</td>
<td>Bylaw review updates – major changes are as follows:&lt;br&gt;• Page 2: take out student members as voting members to be consistent with CSHP (change also reflected on rest of document), added technician members to voting members&lt;br&gt;• Page 8: standardize terms officers vs. directors, made it consistent throughout document&lt;br&gt;• Page 9: section 5D, counting of ballots (last sentence, used to be “tie should be decided by lot”; changed to “in the event of tie, run-off election should be held”)&lt;br&gt;• Page 9: edited term limits for Directors to reflect at least one New Practitioner on the slate of candidates</td>
<td>1. Lindsay Hur motions to approve updated bylaws as presented, 2nd by Stephanie Ho; Motion Approved&lt;br&gt;2. Yvonne Ding will send to CSHP for vetting by general membership.</td>
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<td><strong>Financial Review Committee</strong></td>
<td>Financial Review for 2018</td>
<td>1. Alyssa Patel to review financial review committee findings and report out to board.</td>
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| Doris Kao / Nikki Uyehara           | • 1st audit completed by Doris Kao  
• 2nd audit completed by Nikki Uyehara  
No major findings, will have Alyssa Patel report out findings. Reminder to please submit expenses within 30 days.                                                                                                                                   |                                       |
| **Clinical Directors Liaison**      | Future successor of this position  
• If time permits, resume discussions regarding next steps for this position.  
  o No time – will defer to next year.                                                                                                                                                                                                                                               | 1. Vincent Cheng to facilitate re-initiating discussion next year on the future direction of this position. |
| Jeannie Sohn                        |                                                                                                                                                                                                                                                                                                                                                    |                                       |
| **New Practitioner Committee**      | Upcoming events:  
• Parleen Shahi is contacting Kristy (artist who collaborated Paint Nite).                                                                                                                                                                                                                                                                   | 1. Parleen Shahi to work with Sandy Bardas on Plant Nite. |
| Parleen Shahi                       |                                                                                                                                                                                                                                                                                                                                                    |                                       |
| **Investment Committee**            | Investment Committee updates:  
• Portfolio distribution between bonds and international equity – make recommendation for changes  
• Recommend moving cash amount ($807) from bank account to money market fund.  
• $34,707.31, YTD return 12.6%.                                                                                                                                                                                                     | 1. Lawrence Troxell motions to approve moving cash from bank account to money market fund, 2nd by Sandy Bardas; Motion Approved |
| Betty Jue                           |                                                                                                                                                                                                                                                                                                                                                    |                                       |
| **Legislative Affairs Committee**   | Legislative updates  
• SB159 (prep and pep) reached the finish line and is on the Governor’s desk for signing. Therefore, there is no need for further ‘letter of support’ to this.  
• AB1131 (recognizing pharmacists as providers with MediCal) is on the suspense file of the Senate Appropriation Committee. This means that we are in a wait and watch game here. CSHP is pushing it to be a two-year bill.                                  | None                                  |
| Stephanie Yang                      |                                                                                                                                                                                                                                                                                                                                                    |                                       |
| **Adjournment**                     | Next Meeting: Monday, December 16th, 2019 at Hotel Valencia (2019 NOWI/Installation Banquet) from 6:00 – 9:00 pm.                                                                                                                                                                                                                                      | Yvonne Ding adjourned the meeting at 8:10 pm. |