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<tr>
<td>Call to order, Welcome &amp; Introductions Jessica Song</td>
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<td>Review of Agenda Jessica Song</td>
<td>Add agenda items as needed</td>
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<td>Announcements</td>
<td>Thank you to Jennifer Pham for amazing work on the August 25, 2016 networking event and on the NOWI event. Thank you to Connie Ha for amazing work on weekend breakfast CE programs (September 10 and October 8, 2016). November 5th- 3 hours CE (2 hours on Diabetes and 1 hour on new drug)</td>
<td>Informational.</td>
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<td>Minutes from Jessica Song</td>
<td>Minutes from August meeting were not included for this meeting and will be reviewed during the December 14, 2016 board meeting.</td>
<td>Action: August meeting minutes tabled for 12/14/2016 meeting.</td>
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<td>NOWI Jennifer Pham Jessica Song</td>
<td>Number of attendees (based on sign-in sheet) was 45, excluding vendors. Number of students, 3, and number of Residents (PGY1, PGY2), 5. Remaining attendees were pharmacists, of whom 13 were managers. Number of attendees from Kaiser, 14, and number of attendees from SCVMC, 13. Traffic was busy, but received great feedback from attendees on food, and vendors liked the mix of attendees. QCSHP board members provided additional feedback on the NOWI event: • Parking was easy, but need more time to get to venue. • Santana Row as a future option might be sub-optimal, given that parking is more difficult (vs. Hayes Mansion). • A larger venue in the future would allow for people to be seated during a presentation. • Having a speaker could draw more of an audience, but if attendees are standing, the lecture should be limited to 30 minutes.</td>
<td>Action: After reviewing and discussing the Treasurer’s Report, QCSHP board members approved an increase in the NOWI budget from $6000 (2016) to $8000 (2017).</td>
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<td><strong>NOWI</strong></td>
<td>Consider having a game event at the NOWI event next year (example, jeopardy).</td>
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<td>Jennifer Pham</td>
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<td>Jessica Song</td>
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<td><strong>Treasurer’s Report</strong></td>
<td>Betty Lee provided board members an update on current balance and checking account expenses. In addition, the 2017 budget was submitted for review.</td>
<td><strong>Action:</strong> QCSHP board members approved the 2017 budget with the following amendments: (1) increased the social activities budget from $2000 to $2500; and (2) increased the NOWI budget from $6000 to $8000.</td>
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| Betty Lee       | - Bank of America checking account (as of 9/8/2016): $8,538.80  
- Bank of America savings account (as of 7/31/2016): $28,862.03  
- Charles Schwab investment account: $20,884.19  
- Total: $58,285.02  
- Three additional checks from NOWI vendors arrived (total, $3000, from Pfizer, Relypsa, and Astellas)  
- One check was lost in the mail and replaced 8/31/2016. |  |
| **Board meeting dates** | Future meetings: December 14 at Fogo de Chao, Santana Row | Informational |
| **Event Calendar:** Membership Appreciation Day, etc. | Other important dates:  
**CSHP Seminar** October 27th - 30th, Anaheim, CA  
- Caucus room reserved for 10/28/2016, from 4 PM to 5 PM  
- Jessica Song announced that she will be unable to attend the meeting because of her father’s impending death.  
- QCSHP board members discussed attendance for the House of Delegates meeting.  
**ASHP mid-year** – December 4th - December 8th, Las Vegas, NV  
**Installation Dinner** December 14, Fogo de Chao, Santana Row – sponsored by Novartis Pharmaceuticals (Denise Quon, Entresto). Speaker: Kathleen Tong, MD, Director of Heart Failure at UC Davis Medical Center. | **Action:** QCSHP board members finalized the list of delegates for the House of Delegates meeting: Jennifer Pham, Lawrence Troxell, Jenny Hong, Sandy Bardas, Fred Nishioka, and Helen Park. |
| **STP for calendaring activities for QCSHP and PPA (Peninsula Pharmacist Association) – Jessica Song** | Jessica Song presented the STP for the proposal, “Align QCSHP’s activity calendar with that of the Peninsula Pharmacist Association (PPA)”. QCSHP board members discussed the following:  
- Sandy Bardas attended the speed networking event sponsored by PPA. A total of 8 vendors were in attendance, and the turnout was estimated to range from 20 to 25 people.  
- Calendar coordination will minimize conflicting events, so that more members can attend events sponsored by QCSHP and PPA.  
- QCSHP board members suggested changing the wording of the second bullet point under the “Proposal” heading. | **Action:** Jessica Song will change the wording in the second bullet point under the Proposal heading: “once an agreement...” to “once information has been shared”.

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<td>Recruitment Michael Blatt Jennifer Pham Jessica Song</td>
<td>Jessica Song has been receiving e-mails from Dianne Coker whenever a new member is added to QCSHP. The August 25, 2016 networking event at San Pedro Square was a great success – 56 RSVPs, and 45 people signed in (cost-effective too, with expenses under $400).</td>
<td>Informational</td>
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<td>Fun Activities Plan 2016 Jessica Song and Jennifer Pham</td>
<td>Final event planned for 2016 calendar year will be a winetasting event in November (Picchetti’s and Savannah-Chanelle wineries) – will aim for November 2016, a few weeks before Thanksgiving holiday. QCSHP board members discussed potential dates for the winetasting event.</td>
<td>Action: QCSHP board members agreed upon a date of November 12, 2016 for the winetasting event.</td>
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| Board Liaison Report Victoria Ferraresi | Victoria Ferraresi provided QCSHP board members with updates from CSHP:  
• Loriann DeMartini was hired as the new CEO for CSHP.  
• The CSHP office has been busy finishing their audits and the treasurer reports for CSHP Seminar.  
• The Townhall/Open Forum meeting scheduled for October 28th (2 PM to 4 PM) will include a discussion on formalizing general membership.  
• The 3 treasurer reports will be presented at the House of Delegates meeting scheduled for October 30th.  
• The CSHP board will continue to examine membership issues, focusing on the membership sign-up process (trying to make it more user-friendly).  
• CSHP will reach out to all regional chapters and pharmacy schools to promote membership – efforts will be made to attend white coat ceremonies at pharmacy schools. | Informational |
| QCSHP Board Policies – Helen Park and Jenny Hong | Helen Park and Jenny Hong presented on their document, “QCSHP Board Policies”. A total of 5 policies were included in the document: (1) board member duties and responsibilities; (2) alternate CSHP delegates; (3) CSHP delegate reimbursement process; (4) reimbursement policy; and (5) investment policy. QCSHP board members commended Helen Park and Jenny Hong for their strong work. Discussion points:  
• QCSHP board members disagreed with the third bullet point under the board member heading – “serves as chairperson of a standing committee”.  
• A disciplinary or expulsion policy for members should be incorporated. | Action: QCSHP board members approved the QCSHP Board Policies with the following amendment: delete the third bullet point under the Board Member heading and make “Standing Committee” into a separate subheading. |
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| QCSHP Board Policies – Helen Park and Jenny Hong (Cont.)                   | • The STP for the investment policy should be incorporated.  
• Future issue to consider for 2017 – how can CSHP student chapters be more involved in their local chapters during APPE rotations?                 |                                                                                                       |
| QCSHP officers for 2017 and Installation Banquet.                         | The QCSHP Nominations Committee discussed potential candidates for the 2017 Officer roster.  
Jessica Song provided QCSHP board members with an update on the upcoming Installation Banquet scheduled for December 14th:  
• Location, Fogo de Chao, Santana Row  
• Sponsor: Novartis (Denise Quon)  
• Minimum number of attendees for event: 40.  
• Topic: Heart Failure.          | Action: (1) QCSHP board members finalized the nominees for 2017 Officers: President, Jennifer Pham, President-Elect, Betty Lee, Treasurer, Fred Nishioka, Secretary, Peter Lai, Delegates, Sandy Bardas, Jenny Hong, Carol Lee, Helen Park, and Lawrence Troxell; and (2) QCSHP Nominations Committee Chair will submit list of candidates to CSHP for the election ballot. |

Standing Agenda Items:

| Committee Reports                                                          | Discuss roles and responsibilities of committee members:  
2. Chloe Zhang will be replaced by Christie Kim in 2017.  
4. Thuy Hoang will replace Fred Nishioka in 2017.  
5. Yvonne Ding will replace Michael Blatt in 2017.  
6. Heeral Bhatt will start serving as chair in 2017.  
12. Charmaine Gallego will be replaced by Yuumi Miyazawa in 2017.  
| Adjournment: Next Meeting: December 14th 2016                             | Location: Fogo de Chao, 377 Santana Row, Suite 1090. San Jose, CA 95128,                                                                                                                                          |                                                                                                       |