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

Kaiser Santa Clara  
August 10th, 2016  6:30 – 8:30 pm  
Room HOB 125

Agenda


<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Conclusion</th>
<th>Action/Follow up</th>
</tr>
</thead>
</table>
| Call to order, Welcome & Introductions  
Jessica Song, PharmD | | Meeting called to order at 6:45PM |
| Review of Agenda  
Jessica Song, PharmD | Add agenda items as needed | None added |
| Announcements  
Jessica Song, PharmD | Thank you to Jennifer Pham, Vincent Cheng, and Tam Thai for running the June 15, 2016 Board meeting during Jessica Song’s unplanned absence.  
Thank you to Vincent Cheng and Connie Ha on their time spent on organizing educational programs  
Thank you to Colleen DeLizza for assisting with June 4 Breakfast CE event  
Thank you to Jennifer Pham for assisting me with updating membership | |
| Minutes from Jessica Song, PharmD | Request approval | Action: Minutes from the June 15, 2016 Board meeting approved with amendment that Fred had nothing to report. |
| NOWI  
Jennifer Pham, PharmD  
Jessica Song, PharmD | Date: September 22, 2016  
Location: Dolce Hayes Mansion  
Vendor Update and NOWI Itinerary/Raffle Prizes  
- Jennifer Pham reported that up to 12 vendors may be participating in the NOWI 2016 event. Consequently, space may be an issue, since we originally planned for sit-down dinner for 50 attendees.  
- In order to allow for sufficient space for the event and to allow for up to 70 attendees, Jennifer Pham proposed having cocktails and appetizers for the NOWI 2016 event.  
- Publicity for the NOWI 2016 event will start during the week of August 15.  
- QCSHP Board members discussed the purpose of NOWI. | Action: (1) Jennifer Pham, PharmD, will meet with the Dolce Hayes Mansion event planner to adjust dining arrangement; (2) Jennifer Pham, PharmD, will set up facebook event page and google document for RSVPs; and (3) QCSHP board members agreed that NOWI is a fund-raising event, membership drive, and a venue for networking with leadership. |
<table>
<thead>
<tr>
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</tr>
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| Board Liaison Report                                                      | July 15, 2016 Board of Directors Meeting  
• Members renewing in November will be prompted to complete a CURES survey.  
• Take back and advanced pharmacy practice regulations being finalized.  
• Financial audit nearly finalized.  
August 7-8, 2016 Strategic Planning Meeting  
• The new plan is less inwardly focused, but more focused externally – the intent is to develop pharmacists and to improve health/medication safety outcomes to help stakeholders understand what the organization is about.  
Other Updates/Announcements  
• The Board approved to re-align the student membership year to match the academic year – effective August 2016.  
• CSHP will collaborate with California Northstate University – this partnership will grant access to audiovisual labs to create state of the art webinars and educational programs in the future.  
• The process for Seminar faculty reimbursement is being modified.  
• For the House of Delegates meeting this year, Chapman’s bylaws have been approved for use.  
• This year, an “Innovations of Pharmacy Practice” award will be offered during the CSHP Seminar 2016 meeting.  
• Guidelines for retired pharmacists (≥ 65 years) – lower membership rate will apply if they have been retired for several years.  
• September 25, 2016 – CSHP will be collaborating with Touro University on a sterile compounding educational program  
• Senator Ed Hernandez will run for the office of Lieutenant Governor and is requesting for endorsement.  
• The deadline for early bird registration for Seminar 2016 is August 29, 2016.  
• Vicky Ferraresi will be installed as CSHP President on October 30, 2016 at the CSHP House of Delegates (HOD) meeting.  
• Vicky recommended having town hall meeting sometime after the Regional Delegates Meeting, but before the HOD meeting.  
• CSHP will be announcing the appointment of the new CEO soon.  
• Brian Kawahara, Chair of CSHP HOD, is proposing to modify how alternate delegates are seated – this will be discussed during the CSHP Seminar 2016 HOD meeting. | Action: (1) Vicky Ferraresi, PharmD, will send Exhibitor Prospectus document to Jessica Song, PharmD. Jessica Song, PharmD, will contact industry representatives for participation during the CSHP Seminar 2016 meeting exhibits; and (2) QCSHP board members agreed upon a date for the town hall meeting: October 10, 2016. |
<table>
<thead>
<tr>
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<td>Board Liaison Report (Cont.)</td>
<td><strong>Other Updates/Announcements</strong></td>
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<td>Vicky Ferraresi, PharmD</td>
<td>• Blue Ribbon Committee on by-laws: Vicky Ferraresi, PharmD, (CSHP President-Elect) Kethen So, PharmD, (CSHP President) and MaryAnne Bobrow, Interim CSHP CEO, have streamlined the number of policies (~15) and by-laws to be reviewed this year.</td>
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<td>• CSHP Seminar 2016 attendance is on track, but some institutions are delaying registration for Residency Showcase. In addition, exhibitor booth sales are lagging this year.</td>
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<td>Board meeting dates</td>
<td><strong>Future meetings:</strong></td>
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<td>October 12, at SCVMC (Rehabilitation Conference Room, 1E001); December 14 at Fogo de Chao, Santana Row</td>
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| Event Calendar: Membership      | **Regional Delegates Meeting** – September 17, 2016 – SCVMC – Changed to bigger room (Valley Specialty Center BQ160: Basement Conference Rm)  
**CSHP Seminar** October 27th-30th, Anaheim, CA  
• Jessica Song, PharmD, sent the list of delegates to Dianne Coker – Sandy Bardas, Fred Nishioka, Helen Park, and Lawrence Troxell. The President and President-Elect will be included in the group of delegates attending the CSHP Seminar 2016 HOD 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, Sacubitril/Valsartan (Entresto®))  
• A cardiologist from UC Davis Medical Center will be the guest speaker.  
• QCSHP board members discussed event fees. | Action: (1) Jessica Song, PharmD, will contact Ryan Yamamura, CSHP Marketing and Communications Manager, on the room change for the Regional Delegates meeting; and (2) QCSHP approved the following fees for the Installation Dinner: $20 for members, and $50 for non-members (can be applied to membership). |
| Affiliate Chapter Meeting       | **Other important dates:**                                                                                                                                                                                               |                                                                                  |
| Summary                         | **Regional Delegates Meeting** – September 17, 2016 – SCVMC – Changed to bigger room (Valley Specialty Center BQ160: Basement Conference Rm)  
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• A cardiologist from UC Davis Medical Center will be the guest speaker.  
• QCSHP board members discussed event fees. |                                                                                  |
| Jessica Song, PharmD             | Jessica Song, PharmD, summarized key issues that were discussed during the April 23, 2016 Affiliate Chapter Presidents’ meeting:  
• Articles of Incorporation  
  - MaryAnne Bobrow, Interim CSHP CEO, recommended all regional chapters to check whether they have an article of incorporation. Also, it will be necessary to ensure an active status.  
  - Vicky Ferraresi, PharmD, and Sandy Bardas, PharmD, stated that we do have an article of incorporation. They recommended doing an internet search first, but also mentioned that we will need to update the name of our organization.  
• Directors’ and Officers’ liability – Jessica Song, PharmD, informed board members that liability coverage costs ~ $500-$800. | Action: (1) Jessica Song, PharmD, will work with Vicky Ferraresi in confirming the active status of QCSHP’s article of incorporation and will update it accordingly to reflect a different name; (2) Jessica Song, PharmD, will contact MaryAnne Bobrow, Interim CSHP CEO, on whether quarterly spot audits are acceptable for QCSHP; |
<table>
<thead>
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| Affiliate Chapter Meeting Summary | Jessica Song, PharmD, summarized key issues that were discussed during the April 23, 2016 Affiliate Chapter Presidents’ meeting:  
- Audit Committee  
  - MaryAnne Bobrow, Interim CSHP CEO, recommended quarterly audits for each regional chapter.  
  - QCSHP board members commented on time requirements for quarterly audits, and discussed the possibility of having spot audits, along with considering having other chapters audit us.  
- Tax returns  
  - QCSHP board members suggested that Marty Hamilton, may have used a CPA in the past to file tax returns.  
- Annual business meeting  
  - MaryAnne Bobrow, Interim CSHP CEO, mentioned the requirement for having an annual business meeting prior to the close of the year for all regional chapters.  
- Syllabus for mentorship  
  - The South Bay/Long Beach Chapter President shared their mentorship syllabus with other regional chapter Presidents. Jessica Song, PharmD, asked QCSHP board members to consider drafting their own mentorship syllabus in the future. | Action (cont.): (3) Jessica Song, PharmD, will ask Marty Hamilton, PharmD, on whether QCSHP used a CPA for tax returns in the past; and (4) Jessica Song, PharmD, will prepare an annual report for 2016. This report will summarize key accomplishments during calendar year 2016 and will be presented during the Installation Banquet as part of the business meeting agenda. |
| Recruitment                       | Jennifer Pham, PharmD, reported on the following key points regarding membership:  
- During the month of July 2016, Jessica Song, PharmD, and Jennifer Pham, PharmD, received a list of ~ 60 past QCSHP members whose membership had expired by June 30, 2016. They reached out to these past members, encouraging them to renew their membership.  
- Approximately a third of our membership dropped off without the board being aware of this.  
- QCSHP board members discussed possible reasons why there is not much interest in joining QCSHP. It was suggested that the push for board certification is resulting in pharmacists choosing to place their funds for certification, instead of joining QCSHP.  
- At the present time, ASHP is not interested in collaborating with state organizations on board certification. | Action: (1) Vicky Ferraresi, PharmD, will request that QCSHP should receive updates for every member that joins and a monthly membership list. |
<p>| Fun Activities                    | Jessica Song, PharmD, thanked the following QCSHP board members for their invaluable assistance during the August 6, 2016 Korean Barbecue Event: Fred Nishioka, PharmD, Sean McElligott, PharmD, Jennifer Pham, Action: (1) Jessica Song, PharmD, will work on budget for winetasting at 2 different wineries - Picchetti |                                                                                                                                                                                                                                    |</p>
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</tr>
</thead>
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| **Fun Activities (Cont.)**  
Jessica Song, PharmD | PharmD, Connie Ha, PharmD, Betty Jue, PharmD, Sandy Bardas, RPh, and Helen Park, PharmD.  
Future events:  
- **August 25, 2016** – networking event for students, technicians, and residents. Per Jennifer Pham, PharmD, more than 25 people have sent their RSVPs via google, matching our number from last year.  
- **October 8, 2016** – wine-tasting event in the San Jose area. This event will be family-friendly, since 1 of the wineries (Picchetti) has a picnic area for guests. | Winery and Savannah Winery. |
| **Treasurer’s Report**  
Betty Lee, PharmD | Jennifer Pham, PharmD, presented on the behalf of Betty Lee, PharmD:  
- Checking account – Bank of America = $7,236.82 (7/7/2016)  
- Savings account – Bank of America = $30,909.84 (7/31/2016)  
- Investment account – Charles Schwab = $20,618.95 (6/30/2016)  
- Total funds from above accounts = $58,765.61  
- Deposits occurring after July 31, 2016  
  - Genentech-exhibit fee for NOWI = $1000 (8/8/2016)  
- Checking account expenses  
  - CSHP Seminar Coffee Cart = $600 (7/29/2016)  
  - Connie Ha, PharmD, Weekend Breakfast CE = $56 (8/2/2016)  
  - Betty Lee, PharmD, stamps for treasurer = $4.70 (6/12/2016)  
  - Jennifer Pham, PharmD, Dolces Hayes Mansion deposit for NOWI = $2,419.96 (8/6/2016)  
- Future deposits  
  - January-April 2016 rebates = $727.37  
  - May 2016 rebate = $1,031.86  
  - Vicky Ferraresi, PharmD, reported that CSHP made an error in sending the checks (paid too much) – QCSHP currently owes $100, but future rebate checks will be adjusted accordingly. | |
| **Quatra Website**  
Colleen DeLizza, PharmD | Jessica Song, PharmD, reported on the behalf of Colleen DeLizza, PharmD. She mentioned that there are ongoing discussions between Colleen DeLizza, PharmD, and Ryan Yamamura, CSHP Marketing and Communication Manager regarding the possibility of having a direct link on the old web page that redirects people to the new updated CSHP website. | Defer to next meeting. |
| **QCSHP Board Policies**  
Helen Park and Jenny Hong | Helen Park, PharmD, distributed copies of the QCSHP Board Policies. Sections to focus on include: (1) board member duties/responsibilities; (2) alternate CSHP delegates; (3) CSHP delegate reimbursement; (4) investment policy; and (5) appendix (QCSHP reimbursement form). | Action: (1) Helen Park, PharmD, will add one more section to the document – other expenses; and (2) QCSHP board members will |
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<td>QCSHP Board Policies (cont.) Helen Park, PharmD, and Jenny Hong, PharmD</td>
<td>QCSHP board members recommended adding one more section to the document: other expenses.</td>
<td>(2) review the document prior to the October QCSHP board member to prepare for vote.</td>
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<td>Liaison between QCSHP and PPA (Peninsula Pharmacist Association) Jessica Song, PharmD, requested QCSHP board members to summarize the discussion that occurred during the June 15, 2016 QCSHP board meeting involving communications between QCSHP and the Peninsula Pharmacist Association (PPA).  - QCSHP board members informed Jessica Song, PharmD, that due to the potential for conflicting dates for events held by QCSHP and PPA, it is necessary to have a liaison for calendaring events.</td>
<td>Action: Jessica Song, PharmD, will prepare an STP for calendaring activities.</td>
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**Standing Agenda Items:**

<table>
<thead>
<tr>
<th>Committee Reports</th>
<th>Discuss roles and responsibilities of committee members:</th>
<th>Action: (1) Jessica Song, PharmD, will work with Sean McElligott, PharmD, on finding candidates for QCSHP 2017 Officers; (2) Jessica Song, PharmD, will find a candidate to serve as Newsletter Editor in 2017; and (3) Jessica Song, PharmD, will approach Narinder Singh, PharmD, MBA about the possibility of serving as Clinical Directors Chair in 2017.</th>
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</thead>
<tbody>
<tr>
<td>1. Social Activities</td>
<td>1. Jessica Song- after presidency, will step down. Sandy Bardas, will serve as Social Activities Chair, effective January 2017.</td>
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<td>2. Community Outreach</td>
<td>2. Chloe Zhang- will decide if she will continue. She will work on organizing the Health &amp; Safety Fair hosted by State Assembly member, Kevin Mullin. This will take place on October 1, 2016 at the Shops at Tanforan.</td>
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<td>3. Continuing Education</td>
<td>3. Vincent Cheng- will continue serving as CE Chair. An HIV program is scheduled for August 17th, 2016 at Alexander’s Steakhouse. A program on TPA is scheduled for August 30th, 2016 at Le Papillon.</td>
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<td>4. Legislative Affairs</td>
<td>4. Fred Nishioka- will continue to serve as Legislative Affairs Chair. He reported on sterile compounding continuing to be a major issue, as the California state law is very strict.</td>
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<td>5. Membership</td>
<td>5. Michael Blatt- absent</td>
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<td>6. Public Relations</td>
<td>6. Vacant</td>
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<td>7. Webmaster/Communicati on</td>
<td>7. Colleen DeLizza- absent, but will continue to serve as Webmaster.</td>
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Adjournment: 8:30pm  
Next Meeting: October 12th 2016  
Location: Santa Clara Valley Medical Center – Rehabilitation Conference Room, 1E001.