



The Rho Chi Society

## Minutes of the Executive Council Meeting

Monday, March 31, 2014

Orlando, FL

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**Call to Order** – Immediate Past President John R. Reynolds called the meeting to order at 8:34 AM EST

**Officers Present:** Jack Reynolds (Immediate Past President), Paul Jungnickel (President), Bradley Boucher (President-Elect), Gina Garrison (Secretary), J. Douglas Bricker (Historian)

**Regional Counselors Present:** Karl Fiebelkorn (I), Lucio Volino (II-incoming), Robert Riggs (III-via telephone); Shanna Buring (IV), Jeanne Frenzel (V), Andrew Smith (VI-outgoing), Emmanuelle Schwartzman (VIII)

**Student Representatives:** Theta Chapter, University of Southern California, Gamma Omega Chapter, Texas A&M University

**National Office Members:** Gail Moriarty (Administrative Assistant), Wayne Pittman (Executive Vice-President)

**Consideration of Reports:** The following reports were reviewed by the Executive Council:

President – *John R. Reynolds*

Executive Vice President/Treasurer – *A. Wayne Pittman*.

Issue of tie vote at yesterday's House of Delegates for Region VIII Councilor was addressed. Dr. Emmanuelle Schwartzman was re-elected Region VIII Councilor (2<sup>nd</sup> term).

Issue of tie vote at yesterday's House of Delegates for Region IV Councilor was also addressed. Region IV had a new chapter petition approved at the House of Delegates yesterday (Northeast Ohio Medical University College of Pharmacy chapter). This brings the number of chapters in Region IV to 18, which will allow the Region to split into two separate Rho Chi regions (each with its own Regional Councilor - similar to Region III). This change allows for there to be two Region IV Councilors. In accordance with the candidate votes yesterday, the Executive Council is in unanimous agreement that Region IV will be split into two and both candidates may be installed as Region IV Councilors. Details regarding geographic split of Region IV were discussed.

*Motion (Reynolds, Garrison)* to have specifics of the Region IV split managed by the National Office was approved unanimously (1 abstention). The National Office shall inform both candidates (Shauna Buring, Karen Farris) of this plan to change to two Region IV Councilors, and confirm willingness to serve.

Rho Chi finance report was distributed, presenting income and expenses. Net assets have been increasing over the past 5- and 10-year periods, supporting the desired financial position for the

organization. Two primary factors associated with this financial position include increased new member dues and increasing number of members.

Audit Committee: *S. William Zito (Chair)* - Financial records of the Society are in good order.

Nominating Committee: *Robert L. McCarthy (Chair)* – no report.

Chapter Awards Committee: *Paul W. Jungnickel (Chair)* – Suggestions to improve the efficiency of the Annual Chapter report submission and the Committee review process were discussed.

*Motion (Jungnickel, Garrison):* to be eligible for the “Most Improved Chapter Award”, a chapter must meet all basic requirements of the initial evaluation rubric section (25 points). These minimum expectations include sending annual report, names of elected officers and name of chapter delegate name to National Office by the respective deadlines, and sending a representative to the Annual Meeting. In addition chapters must have “active” chapter status for at least 2 consecutive years (e.g., new schools must be in at least the third year of chapter activity). Executive Council discussed the details of the motion including the importance of having student representative attend the Annual Meeting (though a chapter advisor may serve in this role if a student is unavailable to attend).  
Motion passed unanimously.

AFPE First-Year Graduate Fellowship Committee: *Karen L. Rascati (Chair)*

Lecture Award Committee: *J. Douglas Bricker (Chair)* –No formal report. Nominations for the Lecture Award may be submitted to the National Office. An email will be sent to solicit nominations.

### **Review of the 90th Annual Meeting:**

Meeting format – suggestion was made to allow the audience to preview the agenda (e.g., overhead display in addition to 1 paper copy per table), including expected timing of the House of Delegates voting (to encourage quorum).

Food – suggestions were discussed to improve efficiency of moving a large number of guests through buffet lines. Ideas were to have food stations in more than one location in the meeting room, arranged to allow guests to utilize both sides of the station, and have beverages at a separate station from the food. A call-by-table approach was also suggested.

Seating arrangements – benefits of removing physical barriers to region-based communication during the Annual meeting were discussed along with possible logistical challenges with making such a change in seating arrangements. A transition to change table style (e.g., classroom style rows instead of round tables) was also suggested, as well as ideas that could allow delegates and alternates/advisors to sit first and allow other members to fill in seating later as space allows (rather than first come first serve open seating which currently occurs).

Other – value of creating new opportunities for current award-receiving chapters to communicate chapter activities during the Annual meeting (e.g., poster session; slideshow; handouts) was discussed. This approach was suggested to replace having each chapter send a representative to briefly speak at the podium, allowing them to simply come forward to receive their award instead.

Results of Chapter Delegate discussions (strategic plan goals 1 through 5)– compiled and provided as **appendix** to these minutes.

**Old Business:** The following old business was discussed:

Website re-design - planned for Spring Summer 2014) – A. Wayne Pittman

Project Proposals – 2014 focus on engagement of Rho Chi alumni or chapters working/networking across regions. Focus on the engagement and collaboration aspect of the Rho Chi Mission.

**New Business:**

Identifying Lecture Award Nominees – Nominees are to be submitted to the National Office.

New Chapter Installations – Presiding National Officers and/or Regional Councilors

1. California Northstate University – May 16 (P. Jungnickel)
2. Northeast Ohio Medical University – April 30 (P. Jungnickel)
3. Notre Dame of Maryland – April 26 (P. Jungnickel)
4. Regis University – April 14 (A. Smith)
5. University of New England – April 30 (J. Reynolds)
6. University of Maryland Eastern Shore – April 30 (S. Meyer)

Selection of Executive Vice President/National Office - Executive Council to determine next steps at July AACP meeting. Call-in line will be available for those unable to attend in person. The meeting is tentatively scheduled for Friday July 25<sup>th</sup> 12-4pm.

**Other Business:**

Donated \$1000 Honorarium from Dr. Evans at Annual Meeting (yesterday) – decision for use to be led by President Jungnickel. One suggestion was to fund two additional project proposals.

Annual Reports – suggestion to transition to electronic format (instead of free text word processing document) to ease data entry and data review (e.g., Adobe forms allow data to be extracted into excel file). This approach could allow for Chapter Award criteria to be directly built-in and readily retrievable. Discussion about page limits (e.g., 3 pages) for Annual Reports ensued, with consideration of the schools with multiple campuses (where more page length may be needed). Elimination of the Appendix option in Annual Reports (mostly photos) was discussed and approved because they do not add information relevant to the Chapter Award evaluation process.

Graduate student membership – suggestion to further clarify membership selection criteria for graduate students nominated by faculty.

**Adjournment:** The meeting was adjourned at 11:05 PM EST.

Respectfully Submitted,  
Gina Garrison  
National Secretary