



The Rho Chi Society

Minutes of the Executive Council Meeting

Monday March 30, 2015

San Diego, CA

Call to Order – President Paul Jungnickel called the meeting to order at 8:35 PM PDT

Officers Present: John R. Reynolds (Immediate Past President), Paul W. Jungnickel (President), Bradley A. Boucher (President-Elect), Gina Garrison (Secretary- via telephone), J. Douglas Bricker (outgoing Historian); Victoria Roche (incoming Historian)

Regional Counselors Present: Karl Fiebelkorn (Region I - outgoing), Lucio Volino (Region II), Cynthia M. Phillips (Region III Mid-Atlantic); Linda Garrelts-MacLean (Region VII) Emmanuelle Schwartzman (Region VIII), Shawn Healer(Gamma Sigma Chapter), Tasnima Nabi (Beta Delta Chapter)

Councilors Attending via Telephone Connection: Jonathan J. Wolfe (Region VI); Shauna Buring (Region IV East- via telephone),

Michael Gonyeau (Region I – incoming); Dana Brown (Region III - Southeastern – incoming), Robert Riggs (Region III – Southeastern – outgoing); Karen B. Farris (Region IV-West), Jeanne Frenzel (Region V), were not able to attend.

National Office Members: Gail Moriarty (Administrative Assistant), Wayne Pittman (Outgoing Executive Vice-President), Michael Wincor (Incoming Executive Vice-President)

1. **Motion** to approve minutes from the July 2014 Rho Chi Annual Meeting in Grapevine, Tx. Motion was unanimously approved.
2. Consideration of reports
 - a. President report- Paul W. Jungnickel presented his report.
 - b. Executive Vice-President/Treasurer report - A. Wayne Pittman presented his report.
 - i. **Motion** to continue to retain administrative assistance from Mrs. Gail Moriarty for the next year to facilitate transition of the National Office. Rationale for this change was explained. Motion unanimously approved.
 - ii. Rho Chi finance report was distributed, presenting income and expenses. Recommendation for considering a financial advisory committee to invest and grow funds.
 - iii. Discussion of physical location and storage needs for national office move.
 - iv. Start dated planned for July 1- September 1.
 - v. Discussed process for communication of change in roles with UNC.

- vi. **Motion** to continue Wayne Pittman as Special Assistant to the Executive Vice-President to allow for continuity with business, including ability to sign checks for national office business for the next year. Motion unanimously approved.
 - vii. Recommendation to update bylaws regarding national office transition details.
- c. Audit Committee – S. William Zito (Chair) - Paul W. Jungnickel summarized that the Society’s finances are in good order.
 - d. Nominating Committee - Immediate Past President John R. Reynolds (Chair) articulated thanks for those willing to serve and congratulated winners of the elections from yesterday’s House of Delegates session.
 - e. Chapter Awards Committee - President-Elect Bradley A. Boucher (Chair) announced that the Chapter awards process was updated and available on the newly designed website. Discussed suggestions for how to encourage the number of project proposal submission, as well as alumni honor roll nominations. Plan to continue to emphasis role of Regional Councilors to promote these awards. Consider increasing communication with student chapter officers and advisors, perhaps in welcome letters to new members/officers. Possible updates to new website to highlight information more overtly the awards that are more application-based (project proposals) separate from those that are based on annual report review (Chapter Achievement award and Most Improved Chapter award). Some issues with links needs to be clarified for the website to fully match to the paper copy distributed at the meeting (e.g., online version currently missing option to “browse” and attach the activities template; option for multiple faculty advisor names to be entered)
 - f. Rho Chi / AFPE First-Year Graduate Fellowship - Karen L. Rascati (Chair) - no formal report. Recipient of Rho Chi – AFPE First Year Graduate Fellowship announced at Annual Meeting on Sunday by Ellen L. Woods, President and Secretary of the American Foundation for Pharmaceutical Education. Recipient is Julie Ann Rechel Patterson from Lambda Chapter, Virginia Commonwealth University.
 - g. Lecture Award Committee - J. Douglas Bricker (Chair) presented report. James C. Cloyd, recipient of 2015 award. Council members reminded to submit possible lecture award nominees. Motion to receive each of the above reports – approved unanimously.
4. Review of the 91st Annual Meeting
- a. Meeting Format
 - i. Technology limitations were discussed as an ongoing challenge.
 - ii. Procedures for efficient reception/food service were improved from previous year based on implementation of the changes as suggested by Executive Council.
 - iii. Suggestion to send topic of roundtable discussions to chapters in advance so they can inform delegates of preferences beforehand.
 - iv. Winning chapter activities highlighted in meeting using slides with bullet points review led by President-Elect. Student perspective seems to be need for clarification of expectations when accepting awards and general sense that information shared by winning chapters is well received/welcome. Suggestion that national office requirement change would be more likely to enforce compliance with new requirements we chose to recommend. Discussed possibility of video, poster session/easels during registration period (45 minutes, currently), or even handouts. There may be value to mixed media format, and availability of business cards. Perhaps easel presentation by finalists, and “break” is time for winners to summarize chapter activities. Technology is a major limitation.
 - b. Results of Roundtable discussions –centered around opportunities for continuity and theme of transition from year–to-year.

5. Old Business
 - a. 2016 A. Wayne Pittman Outstanding service award 2016 – deferred.
 - b. Recognition – Gail Moriarty was recognized for her 16 years of outstanding service to Rho Chi and presented with engraved commemorative gifts by the National Officers.
 - c. Website re-design – updates ongoing (Fall 2014 to Spring 2015)
 - d. Project Proposals – 2015 focus will be chapters working across regions and use of technology.
Discussed preference for sharing of Rho Chi community connections including focus on regional meeting, using examples, promoting deadlines (JAN 10) and describing connection to the Society’s mission. Approach to funding project proposal awards has been more flexible last few years so it may need to be reassessed.
 - e. Alumni Honor Roll- Discussed ways to increase submission of Rho Chi honor roll candidates. Discussed ways to increase reporting of historical chapter membership, and other ideas to increase communication with that cohort of members. Social media would be another option to allow those interested to opt in, without the need for a membership roster that may or may not be complete and/or able to be collected consistently.
 - f. Chapter Report Format/Scoring - President-Elect Boucher presented updates that are being implemented this academic year for the first time. Reminders of the due date and the new format will be communicated by the national office in the upcoming days. Feedback will be collected on the new process. Discussed use of word count rather than “page limit” only instructions for sections within the new report format. Considered not allowing any attached files, including photos, other than Appendix 1 (activities template) and Appendix 2 (budget template).
6. New Business:
 - a. New Chapter Installations – discussed who might be available to preside (National Officers and/or Regional Councilors). Gail Moriarty to coordinate/follow-up with details on induction dates.
 - i. Concordia University (Mequon, WI)
 - ii. D’Youville College (Buffalo, NY)
 - iii. Husson University (Bangor, ME)
 - iv. Jefferson School of Pharmacy (Philadelphia, PA)
 - v. Philadelphia College of Osteopathic Medicine – Georgia Campus (Suwanee, GA)
 - vi. Presbyterian College School of Pharmacy (Clinton, SC)
 - vii. University of Saint Joseph (Hartford, CT)
 - b. Transition of National Office to California (Title change, transfer of assets, transfer of duties) – A. Wayne Pittman indicated these items are in the process of being managed.
 - c. Bylaws revision/member eligibility and election processes – Committee may be appointed by President Jungnickel to revisit whether GPA alone should continue to be the main determinant of eligibility for new members. Consideration of these recommended as a good topic for next meeting.
 - d. Strategic Plan (as roadmap and alignment with National Bylaws)
 - e. Deadlines for 2015 (in consideration of an early National Meeting) (Scholarship, Fellowship, Alumni Nominations, Faculty Advisor, etc.)
 - f. 2016 Lecture Award (nominees)
 - g. 100th Anniversary (2022) – Dr. Wincor asks that Executive Council members start to think about where and when, and will this continue to be in combination with APhA annual meeting or MRMs, or some other approaches. Will require separate discussion in the near future.

h. Interim EC meetings

- i. Virtual connection – suggestion to include audio only (video seems to be non-preferred).
- ii. 2015 summer executive council meeting in conjunction with AACP Annual meeting in mid-July in National Harbor, Maryland. Meeting time to be discussed including possibility of Friday July 10th or another date on weekend of the meeting, or combination of these options.

7. Other Business

- Dr. Wincor to become *ex-officio* member of any Rho Chi Executive Council ad hoc committees.
- May be time to revisit title of “Executive Vice-President” including possible name change to improve clarity regarding the position and the related appointment process.
- **Motion** to have President Jungnickel appoint a finance committee to manage finances and employment of an investment specialist including A. Wayne Pittman as “ex officio” member of the committee. Motion was approved unanimously.

The meeting was adjourned at 11:15 PM PDT.

Respectfully Submitted,
Gina Garrison
National Secretary