

# *The Rho Chi Society*

## **MINUTES OF THE ANNUAL MEETING OF THE EXECUTIVE COUNCIL**

Monday, March 31, 2003

Morial Convention Center, New Orleans, LA

President Robinson called the Meeting to order at 8:30 AM in the Morial Convention Center.

Members Present: President Robinson, Immediate Past-President Bricker, President Elect Stoehr, Executive Vice President Pittman, Secretary Lemke, Past-Secretary Fisher, Historian Buerki.

Regional Councilors: McCarthy (I-Outgoing), Jungnickel (III-Outgoing), Lin (II), Lubawy (IV), Jon Wolfe (VI), DeLander (VII- Outgoing), Murphy (VII), Whitney (VIII).

Student Representatives: Song Lim (Creighton University), Andrea Simons (University of Washington), Brian Miller (Duquesne University).

National Office representative: Gail Moriarty

President Robinson called the meeting to order and presided over the meeting. Introductions of those present were made and a motion was made and seconded to accept the minutes (March 18, 2002 and July 13, 2002) of previous meetings. The motion passed unanimously.

### **Consideration of reports**

1. Treasurer's Report: A. Wayne Pittman, Executive Vice President, presented and summarized the financial activities of the Society for the period of January 1, 2002 through December 31, 2002. The Society's financial situation at this time is quite good. He also discussed the investment of the Society's assets indicating that he had taken a conservative approach to investments by keeping the assets in certificates of deposits, which has proven to be a sound action. Several of these certificates will come due in the next six months and will need to be reinvested. Unfortunately, at this time, interest rates are quite low. Executive Vice President Pittman will continue to explore institutions in North Carolina and Wisconsin for the best rates of return on the Society's investments.

The report of the Audit Committee from Dr. George H. Cocolas was read into the records by President Robinson. The report indicated that the books of the Society were accurate.

2. Nominating Committee: Dr. Doug Bricker, representing the chair of the nominating committee, reported that positions to be filled this next year include President-Elect and Regional Councilors from the even numbered regions. Names of nominees will be presented to the Council at a future date.
3. Chapter Awards Committee: President-Elect Gary Stoehr raised the issue of the small number of chapter reports that have been received and asked for suggestions of what could be done to improve compliance. It was suggested that we might need to track chapters that do and do not submit reports. It was pointed out that a template was available to chapters to help them prepare the reports, but there were still many chapters that were not submitting their reports. There was some discussion of the two dates for submission of Chapter Proposal Awards. With the small number of applicants it was asked whether two submission dates or a single date would be better. Additional discussion was held concerning the awarding of a first and second place vs. equal winners. After some discussion it was decided that the topic would be addressed under New Business.

4. **Scholarship/Fellowship Committee:** It was noted that the Society suffered from the small number of applicants for the AFPE Scholarship. It was suggested that a poster be developed advertising the availability of the Scholarship and that the poster be distributed to all of the colleges. Dr. DeLander suggested that the qualification for the Scholarship be expanded to include first year graduate students. Presently, the Scholarship is only open to students in their senior year who are applying to a graduate program. In addition, the student must be planning on attending a program in the pharmaceutical sciences. It was pointed out by Dr. Robinson that there might be some flexibility for students who are in combined PharmD/PhD programs. Targeting students in such program could improve the application pool. It was suggested that advertising the availability of the Scholarship at regional meetings should be another approach. Additionally, methods such as e-mailing chapter advisors and discussing the Scholarships with Chapter Advisors at the AACP Rho Chi Advisors Reception were discussed to increase the awareness of these Scholarships
5. **Faculty Advisor Award Committee:** The deadline for nominations for this award is May 15th. As of this date there are no nominees. The question raised was "How do we encourage chapters to submit nominations for this important award?" Various suggestions were made including:
  - a) Proactive action on the part of the Executive Council. The Executive Council might contact those chapters, which have recently submitted outstanding Chapter Achievement Proposals or Chapter Project Proposals. It was felt that this would probably represent a conflict of interest.
  - b) Dr. Lubaway suggested that a section of the annual report might contain a statement where the chapter can check a yes or no indicating their desire to nominate their advisor for the award.
  - c) The regional councilor might serve as the initiator to stimulate the generation of nominations.

Additional comments: All reports from chapters should result in an immediate e-mail reply indicating receipt of the report. Executive Vice President Pittman said that this is something that will be worked on.

6. **Lecture Award Committee:** Dr. Paul Jungnickel expressed his appreciation to the Executive Council for their approval of Dr. Richard P. Penna, Executive Vice President Emeritus of the American Association of Colleges of Pharmacy, as the 2003 Rho Chi Lecture Award recipient. Potential nominees for 2004, including 2003 nominees, were suggested for the Lecture Award Committee's consideration.

#### **Review of the 79th Annual Meeting**

7. **Rho Chi Luncheon:** The 2003 luncheon had an attendance of 117 (125 tickets were sold and guarantee of 135 settings at a cost of \$5400). Since students pay \$25.00 and all others pay \$50.00 it was not known whether the Society collected sufficient funds to offset the costs. It was asked whether the Society had a list of previous awardees of the Rho Chi Lecture? Dr. Buerki stated that previously such a list had existed, but that it hadn't been updated recently. Dr. Buerki agreed to attempt to update the list in order to have a complete list of Rho Chi Lecture Awardees and pursue, with the National Office, collection and publication of the Rho Chi Lectures.

There was a discussion of the withdrawal of Phi Lambda Sigma (PLS) from joint sponsorship of a combined luncheon. It was noted that this was a decision made by PLS and that it was unfortunate that the two luncheons overlapped. At this time it was decided best to wait for PLS to initiate communications regarding future joint sponsorship of a combined luncheon.

The other issue discussed was the necessity of a head table at the Luncheon. After some discussion it was agreed by consensus, that this was unnecessary, and that in the future no head table would be requested.

8. Annual Meeting Round Table Discussions: It was agreed by consensus that having the discussions occur by region was beneficial to foster communications of the individual chapters in their specific region. Some of the salient points to come from the discussions included:
  - a) It was determined that fewer people are looking at the web site than previously estimated
  - b) It was proposed to have a Rho Chi Newsletter asking alumni members to contact their school of graduation
  - c) Student members of Rho Chi generally fall into two categories: 1) Those involved with everything, and 2) those who did nothing but study

#### Unfinished Business

9. Alumni Honor Roll: Fourteen alumni names were presented for distinction and this list is to be published on the web site. It is hoped that in the future more chapters will nominate alumni for this recognition. Chapters can request lists of their alumni membership through the National Office. It was decided to send the press releases for the Alumni Honor Roll to both the local Chapter Advisors and to the Deans of the Colleges. The possibility of providing each winner with a ticket to the annual luncheon was also discussed.
10. Faculty Advisors' and Chapter Officers' Responsibilities: Executive Vice President Pittman suggested that the responsibilities of the National Officers should be included in the By Laws of the Society. In addition, Pittman reviewed a number of bookkeeping changes that were required to update the By Laws. An *ad hoc* committee composed of Drs. Whitney, Stoehr, and Pittman will work on a revision of the Constitution and bring the recommended changes to the Executive Council at the AACP meeting in July.
11. Chapter Awards: It was suggested that a more detailed indication of the percent contribution of Rho Chi to various projects needs to be indicated on the Chapter Reports. It is not always clear how responsibilities were divided in some of the projects. There was a motion made and seconded to make the two chapter awards \$1000 each and have only one deadline occurring before the annual meeting in March. After much discussion a motion was made and seconded to table the above motion. The motion to table passed unanimously.
12. Society Investments: After much discussion it was decided to continue with the conservative nature of the Society's investments and make no changes in our investment portfolio.
13. Review of Outreach Efforts: The Rho Chi reception at the ASHP Meeting was not successful and was quite expensive. It was recommended that this not be done again. There was a suggestion made that maybe Rho Chi could piggyback on some of the Regional ASP meetings, but APhA may not be very receptive to this idea.
14. The Rho Chi - Eli Lilly & Company Clinical Research Scholarship: Funding by Eli Lilly has occurred for this Scholarship and President Robinson will form a committee to make the award, if possible, by the July meeting of AACP.

#### New Business

15. Grade point calculations: There was some discussion of grade point calculations in light of some schools going to an HPLF grading system. H(honors) = 4.0; P(Pass) = 3.0; L(Low) = 2.0; and F = 0. At the present time, no changes were proposed for calculating student GPA's for membership into the Society.

16. Web Site Update: There was some discussion of website problems and with updating of the website. Executive Vice President Pittman stated that if problems are seen that he or Gail Moriarty should be contacted. A previously contracted web designer did not complete the alumni database that will function behind the alumni pages on the website.
17. 2003-2204 Committee assignments: President Robinson will be working on committee assignments in the near future.
18. Salary Increase for National Office Staff Member Gail Moriarty: Ms. Moriarty has not received a salary increase for several years. A motion was made, and seconded that Executive Vice President Pittman pursue the means to provide her with an appropriate raise. The motion passed unanimously.
19. Topics for Next Meeting:
  - a) The potential realignment by region of the local chapters
  - b) Defining the responsibilities of the regional councilors
20. Schedule for the next meeting: The exact times for the Executive Council and the Chapter Advisors meetings at AACP, July 2003, in Minneapolis will be forth coming from the National Office.
21. Adjournment: President Robinson declared the meeting adjourned at 12:00 PM.

Respectfully submitted.

Thomas Lemke, Ph.D.  
National Secretary  
and  
Edward Fisher, Ph.D.,R.Ph.  
Past-National Secretary