Annual Chapter Report - 2016

Please complete your Annual Chapter Report, adhering strictly to the format below, and submit it to the National Office via e-mail (RhoChi@unc.edu) by May 15.

Date of report submission: May 14, 2016

**Name of School/College:** University of Saint Joseph School of Pharmacy

**Chapter name and region:** Epsilon Alpha Chapter – Region I

**Chapter advisor’s name and e-mail address:** Dr. Dora Wiskirchen (DWiskirchen@usj.edu)

**Delegate who attended the Rho Chi Annual Meeting:** Rhett Sparkman, President 2015-2016

**Date delegate’s name submitted to Rho Chi.:** February 17, 2016

**Past year’s officers and e-mail addresses:**

**President**: Rhett Sparkman (rhsparkman@usj.edu)

**Vice President**: Brian Knight (bknight@usj.edu)

**Secretary**: Samantha Green (segreen@usj.edu)

**Treasurer**: Emma Gimose (egimose@usj.edu)

**Historian**: John Pernyeszi (jpernyeszi@usj.edu)

**New officers and e-mail addresses for next academic year:**

New officers will be elected after the induction ceremony for the new members, which will likely be held during the second week of October in 2016. Invitations to join the chapter for the next year will go out at the conclusion of the P1 class' current academic year in August 2016.

**Number of Rho Chi student members at college or school, listed by class year and program:**

Class of 2014: 11 members

Class of 2015: 12 members

Class of 2016: 14 members

Class of 2017: 17 members

**Meetings**:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 01/07/2016 | Class of 2017: 13  Class of 2016: 0  Faculty: 2  Total: 15 members | I. Call to Order  II. Adoption of the Agenda  III. New Business  a. Chapter bylaws  b. Faculty membership  c. Membership dues  d. Criteria for loss of membership  e. Tutoring P1 students  f. Fundraiser ideas  g. APHA Convention in Baltimore March 2016  h. Initiation of new members- Induction ceremony 2016  IV. Adjournment | * Vote will be held next meeting to determine if the chapter will adopt the national bylaws as its own bylaws. * Membership fees determined. * Criteria for loss of membership determined. * Tutoring program in which Rho Chi members tutor P1 students logistics discussed. * Planning of the induction ceremony for new members in fall 2016 discussed. * Fundraiser ideas were discussed. |
| 02/04/2016 | Class of 2017: 16  Class of 2016: 0  Faculty: 2  Total: 18 members | I. Call to Order  II. Review of Minutes from 1/7/16 Meeting  III. Adoption of the Agenda  IV. Old Business  a. Chapter bylaws  b. Membership dues  c. Tutoring P1 students  d. Initiation of new members- Induction ceremony 2016  e. Fundraiser ideas  V. New Business  a. Graduation cords  b. School of Pharmacy annual publication  VI. Adjournment | * Chapter bylaws will be adopted from the national bylaws. * The venue for the next induction ceremony was determined. * Fundraiser ideas were discussed. * The ordering of Rho Chi graduation cords was discussed. * A School of Pharmacy annual publication was proposed. |
| 04/07/2016 | Class of 2017: 9  Class of 2016: 0  Faculty: 2  Total: 11 members | I. Call to Order  II. Review of Minutes from 2/4/16 Meeting  III. Adoption of the Agenda  IV. Old Business  a. Graduation sashes  b. Fundraiser ideas  c. Initiation of new members- Induction ceremony 2016  d. School of Pharmacy annual publication  V. New Business  a. Community service project ideas  VI. Adjournment | * The chapter decided that graduation sashes would be worn instead of cords for the Class of 2017 and subsequent years. Cords will be ordered for this year due to short turn around time. * Fundraiser ideas were discussed, and the logistics were organized. * Community service ideas were discussed, and some members will take the lead on organizing them. * The venue and timeframe for the fall induction ceremony was finalized (Pond House Care, mid-October). * The annual School of Pharmacy publication was discussed further. |

**Strategic Planning**:

* As this is the first year a Rho Chi chapter was established at our program, our primary goal at first was to take care of all the business involved in establishing our chapter. This includes adopting bylaws, business involving new and current membership (for both students and faculty), membership criteria and fees, and criteria that would incite a loss of membership.
* Planning the initiation of new members for the coming year, as well as planning for the accompanying banquet.
* Planning a fundraising event, which is also a requirement to receive allocated funds from the school's student government.
* Establish an annual publication that represents the USJ School of Pharmacy. While primarily headed and organized by our Rho Chi chapter, we are collaborating with the entire school on this project.

**Activities**:

* **Tutoring Service** - *New initiative* - Established a tutoring service where P2 members (open to those outside of Rho Chi as well) would be available to tutor P1 students. The contact information and availability of the P2 students were compiled by our chapter and made available by various means around the school. 10 Students made themselves available for tutoring, and about 10 hours of tutoring service takes place on a bi-weekly basis.
* **Annual School Publication** - *New initiative* - The chapter is currently planning and organizing the publication of an annual publication to represent the USJ School of Pharmacy. This would include student and faculty achievements, student activities and organizations, academic topics, specific student biographies, and article publications from student organizations. We are currently establishing editors to oversee the publication, collaborating with the other school organizations as well as faculty to create a list of articles, research, and features to include, researching various means to publish, and collaborating with Dr. Joseph Ofosu, Dean of the School of Pharmacy, as well as the school's marketing department to determine a criteria for publication.
* **Book Drive** - *New initiative* - We are currently collaborating with the other organizations in the School of Pharmacy to sponsor a local program called the Childrens Reading Partners, which help children in the Greater Hartford area develop literacy skills. This includes pledging money and volunteers to the program, as well as collecting and encouraging the student body to donate books for the children.

**Financial/ Budgeting**:

This year’s budget and dues structure was developed by our chapter advisor, as a budget needed to be in place in order to plan and host an induction ceremony for the first group of student members. Initial chapter funding was achieved through collection of chapter dues as well as a budget appropriation for the USJ Student Government Association. Once the first group of officers were elected, all financial related activities were transitioned to the treasurer.

For future years, a budget will be developed proposed by the chapter treasurer and adopted by the current membership. Fund-raising opportunities are currently being evaluated. The chapter also plans to apply for budget appropriations from the USJ Student Government Association for the 2016-17 academic year.

**Initiation Function**:

The initiation took place on Tuesday, November 3, 2015, at the Pond House Cafe in Elizabeth Park, located in West Hartford, CT. In attendance were numerous candidates from 2014 to 2017, primarily the most recent years, friends and family, faculty, and representatives from the various other organizations from the USJ School of Pharmacy. The featured speaker was John R. Reynolds, the interim dean at Bouvé College of Health Sciences, and a professor of pharmacy at Northeastern University. Dr. Reynolds also presided over installing our chapter as well as the initiation of new members.

**Evaluation/Reflection**:

Our chapter was only established this year, and while there is still plenty of work ahead, we have made good progress in starting a new and influential organization at the school. We have set goals for ourselves for the coming years, and while some of those projects are still in development, we are confident that those ideas will come to fruition, building a healthy groundwork for the future. While our chapter has only been active for a few months, we are already establishing ourselves in a position that fits well with the other organizations present at our school. With more time and experience, that position will only become stronger.

**Other information**:

N/A

**Appendix 1**

**Chapter Activities Report Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Epsilon Alpha Chapter, University of Saint Joseph School of Pharmacy] Activity Table | | | | | | | | |
| Category of Activity1 | Title of Activity | Brief Description2 | How Does This Activity Align With the Rho Chi Mission Statement? | Years the Activity has Been Ongoing? | If Activity has Been Ongoing for >1 Year, What Evaluations Have Been Done to Assess the Success of the Activity and What Improvements Have Been Done Over the Past Year? | How Many Members Participated in the Activity? | How Many Students (non-members) and/or Patients were impacted by the Activity? | Financial Information for the Activity [Budget Required, Fundraising Amount] |
| Intellectual Leadership Activities (i.e., tutoring, sponsored lectures, poster sessions, etc.) | Tutoring Service | Organized a tutoring service where P2 students would be available to tutor P1 students, and made their contact information available using various means. | Gives students the opportunity to work with fellow classmates to foster an environment of collaboration and intellectual achievement. | New initiative | N/A | 10 | N/A | N/A |
| College of Pharmacy Events [non-academic, non-patient outreach] | N/A |  |  |  |  |  |  |  |
| Patient Outreach Events/ Community Service | N/A |  |  |  |  |  |  |  |
| Fundraising Events | N/A |  |  |  |  |  |  |  |

Guidelines:

1. For each activity within a category use a separate line in the table (you may add more lines as you see fit)
2. Keep your descriptions of each activity brief limiting overall table to 3 pages or less.

Appendix 2

Rho Chi Chapter Annual Report Template.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **Amount**  **Debited**  **($$ spent)** | **Amount**  **Credited**  **($$ raised)** | **Balance** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Dues/Ticket Income** |  | **$11,555.00** | **$11,555.00** | **National and Chapter Dues, Guest Ticket Sales** |
| **SGA Funds** |  | **$400.00** | **$11,955.00** | **Organization funds from SGA** |
| **Banquet Expenses** | **$5,849.65** |  | **$6105.35** | **Induction Ceremony Dinner, Decorations, Speaker Gift** |
| **Payments to National Office** | **$3,817.50** |  | **$2,287.85** | **Dues, stationery, graduation cords** |
| **Miscellaneous** | **$229.05** |  | **$2,058.80** | **Chapter sign, postage** |
|  |  |  | **$2,058.80** | **Current Balance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |