

Annual Chapter Report Outline

Please complete your Annual Chapter Report and submit to the National Office by May 15.

Date of report submission: 2018-05-15

Name of School/College: Medical University of South Carolina

Chapter Name & region: Alpha Iota, Region III - East

Delegate who attended the Rho Chi Annual Meeting: Allen Kang

Date Delegate's name submitted: 2018-04-01

Past year's officers and e-mail addresses

President

First Name
Hanlon

Last Name
Maivelett

Email
maiveleh@musc.edu

Vice President

First Name
Ethan

Last Name
Shelton

Email
gerraldj@musc.edu

Secretary

First Name
Cassandra

Last Name
Tatum

Email

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Treasurer

First Name

Hannah

Last Name

Green

Email

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Historian

First Name

Shelby

Last Name

Kolo

Email

kolo@musc.edu

New officers and e-mail addresses for next academic year

(If not yet elected, please indicate date of anticipated election and report names within one week of election)

New officers and e-mail addresses

President

First Name

Kaitlyn

Last Name

Kerr

Email

kerrka@musc.edu

Vice President

First Name

Haleigh

Last Name
Shelton

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Secretary

First Name
Ashley

Last Name
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Treasurer

First Name
Allison

Last Name
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Historian

First Name
Erin

Last Name
Risner

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Chapter advisor's name and e-mail address

First Name
Cathy

Last Name
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Email
worralcl@musc.edu

Chapter advisor's name and e-mail address

[chapter-advisors]

Introduction

The 2017-18 year for Rho Chi has been very challenging but rewarding. Leadership completed changed from chapter advisor to executive board, and we broke away from our sister campus (University of South Carolina), but the chapter persevered to make a very successful school year. We set new goals, held more chapter meetings, revised bylaws, and introduced new events and fundraisers. We are very excited to see how the new executive board can take what has been initiated to have incredible success.

Meetings Please provide information on meetings held in the following tabular format

Date	Attendance	Agenda	Action Steps
2017-07-17	5	Officer Meeting to discuss goals for the semester and brainstorm ideas for member involvement	Created committees to utilize throughout the semester; set dates for general body meetings; allocated budget
2017-09-12	13	General Body Meeting (GBM) to introduce plans for the semester and encourage member involvement	Opened committees for sign up; opened discussion for other events throughout the semester
2017-10-10	16	GBM to discuss success of events and to encourage participation in small group tutoring	Chose volunteers to serve Mac and Cheese Bake-off fundraiser; created a sign-up for pharmacotherapy tutoring
0018-02-13	20	GBM to discuss upcoming initiation	Appointed members to assist during initiation; introduced and made suggested changes to new bylaws and travel policy

Strategic Planning: What goals were set that relate to the Rho Chi mission?

After speaking with officers from the previous year, we set a primary goal to increase member involvement. The 2017-18 executive board brainstormed a wide array of activities that would allow exciting opportunities for member participation. The area in which we wanted most activity was our supplemental instructor program created by the Center for Academic Excellence. Our plan to increase desired involvement was through a merit system by which points would be awarded to each member per fundraiser, event, tutoring session, etc. that they assisted with. Our secondary goal was to increase Rho Chi's transparency on campus. Because of

its exclusivity as an organization, we wanted to initiate events that would increase our involvement with the college. Over the summer, the executive board brainstormed potential events we could hold to better involve the entire college in addition to the Mac & Cheese Bake-off. Ideally, this would be through supplemental instructor involvement. Being an academic organization, we desired to help promote the education of our fellow colleagues. However, we understood the difficulty recruiting people in that area since not all are comfortable tutoring small groups, so we focused on other potentials that would either facilitate learning or collaboration. To help teach, we strived to hold blood pressure clinics for the third-year students in the fall and for the first-year students in the spring when their respective labs would require checks as part of the semester grade. For collaboration, we worked with both PLS and the pharmacy Student Government Association to hold two new fundraising events. Through our work and innovation this year, we hope that the new officers and members can take what we've initiated and further improve it.

Activities

Our main focus as an organization is our intellectual leadership through tutoring. We encourage members to hold small group sessions for specific subjects through our Center for Academic Excellence (CAE) in addition to assisting with the overall Pharmacotherapy review session held before each test during the second year. Through the work of about 12 members, we have served over 60 students from 1st-3rd year and have been able to help in this capacity for over 8 years. Besides gratitude from fellow classmates, surveys are collected through the CAE to highlight areas for improvement. This requires no budget of Rho Chi's but is very time consuming for the members who volunteer their time, and it is greatly appreciated.

Our next focus is on events for the college of pharmacy that is not academic related. This year, we decided to start a blood pressure clinic for our colleagues. Our goal was to hold one each semester to serve the class who was in a clinical based lab (P3s during 1st semester and P1s during second semester). This contributes to the confidence and success of our fellow colleagues and still allows members involved to teach outside of an intellectual capacity. We had 6 members participate to teach and allow practice and required no budget of Rho Chi.

Lastly, we focused on fundraising by introducing two new events: kickball and casino night. Each required no budget of Rho Chi but served to strengthen relationships with other organizations as we collaborated with Phi Lambda Sigma for the kickball tournament and with the SGA for casino night. Both required a small fee for participation, but members and fellow students enjoyed participating, and we are excited to see the success our future members have with these events. We also kept our annual Mac & Cheese Bake-off which fosters collaboration through friendly competition. Five students and one faculty member competed, and eight members volunteered time to set-up, serve, and break down. The event was a success and is something students look forward to every year. This year, we used \$51 of Rho Chi's budget but made 3x that much in profit.

Financial Budgeting

The budget for the 17/18 year was built by following the guidance provided by the last year's outgoing treasurer. One-half of incoming funding from the college to lunches/expenses, one-quarter to Rho Chi members for awards and one-quarter to miscellaneous expenses as needed.

We had one fundraising event this year with a profit in the amount of \$124.13. We discussed with the newly elected officers the importance of planning more fundraising events in the following year. We also raised over \$2,000 from our dues collection which helped support our budget for this year. We dispersed all Professionalism Development Funds provided to us by the college to Rho Chi members attending the APhA annual meeting (National Rho Chi meeting), ASHP's Midyear meeting and poster presentations as approved by the executive board. We discovered a reimbursement check from last year that was never picked up. The check was distributed to the student and the amount of \$147.69 was listed in our expenses for this year. Our initiation ceremony was completely funded through sponsorship from the Dean's Office excluding awards to the advisor, supplemental instructors/leader, and the speaker. Following the schedule from the previous year, we originally planned for one lunch meeting during the fall and one during the spring. We had to increase to three lunch meetings in the spring due to the development of our chapter bylaws and travel policy. This year concluded with more credits than expenditures with a net profit of \$402.72.

Rho Chi Gamma Psi Annual Budget 2017/2018		
Expenses		
Category	Cost	Notes
ATM card	\$5.00	Replaced ATM card
Meeting 10/10	\$200.25	Groucho's Deli, drinks, cups
MacN Cheese Bake-off 11/7	\$51.62	Prizes, Plates/Utensils, Cash for making change
New Member Dues to Nationals	\$1560.00	24 X \$65
SI gifts	\$286.20	5 Sanford Guides and 6 clinical clipboards
Gift for group SI leader	\$20.00	Pharmacy Tie
Gift for Dr. Worrall	\$18.00	Rho Chi Letter opener
Gift for Speaker	\$50.00	Gift Card (Graze)
Grad Cords	\$287.50	23 cords X \$12.50
Meeting 2/13	\$180.88	Jason's Deli and Drinks
Meeting 3/26	\$419.12	Taziki's and Drinks
Meeting	\$337.77	Moe's and Drinks
Reimbursement	\$147.69	Check was not cashed from last years reimbursement
Reimbursement	\$1920.00	Professional funds reimbursement for members
Total	\$5,484.03	
Income		
Category	Cost	Notes
New member dues	\$2280.00	24 new members X \$95
Current member dues	\$1410.00	47 current members X \$30
Extra dinner guest for ceremony	\$100.00	4 extra guests X \$25
Mac N Cheese Bake off	\$175.75	Fundraiser
Ensure Rho Chi Venmo worked	\$1.00	
Reimbursement	\$1920.00	Professional funds reimbursement for members
Total	\$5,886.75	

Net	\$402.72
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Starting Balance '17 : \$4,269.89
 Total Expenses '17-'18: \$5,484.03
 Total Revenue '17-'18: \$5,886.75
 Ending Balance '18: \$4,672.61

Installation Function

Our initiation was held on February 15, 2018 at 6:00 PM in the lobby of our Drug Discovery building on the MUSC campus. Present at the event were the Rho Chi officers, members, student and faculty inductees, faculty members, and the family and friends of new inductees. Chapter advisor, Dr. Cathy Worrall opened the ceremony by discussing the honor of Rho Chi induction, and she and Dean Hall introduced the inductees. Chapter officers recited induction ritual and new inductees were sworn into membership. Dr. Mark Hamann delivered the keynote speech discussing his research of new medications and the importance of innovation. Both Dr. Worrall and our executive board were recognized for the hard work over the past year in increasing Rho Chi's presence throughout campus. Special recognition was given to Ethan Gerrald for his dedication to Rho Chi's exclusive tutoring session held before every Pharmacotherapy exam. The night concluded with a buffet-style dinner by The Caterer.

Evaluation/Reflection

Rho Chi had a successful 2017-2018 academic year. This year we focused on establishing ourselves as the Alpha Iota chapter and separating from the University of South Carolina Chapter. We accomplished this by rewriting our bylaws/travel policy and approving them through a chapter vote. We increased our presence in the College of Pharmacy through our annual Mac and Cheese Bake-off and an inaugural Kickball Tournament. To work towards the goal of increasing our fundraising we did a pilot run of a Casino Night that was funded by the COP SGA which Rho Chi now has rights to use as a fundraiser in the future. The incoming officers will determine if this is a fundraiser they would like to pursue for the upcoming academic year. To contribute to academic success in the college, our Vice President continued the Rho Chi supplemental instruction sessions for the P2's Pharmacotherapy class. The sessions were very successful this year thanks to his dedication, but these sessions could be run more effectively with increased involvement from other members to alleviate the VP's workload. To grow chapter involvement this year, we created committees for chapter members to contribute to our various events and held 2+ chapter meetings per semester. We are hopeful that moving forward the chapter will host monthly meetings to further improve member participation. This year we laid the frame work for the Alpha Iota Chapter by establishing our bylaws and implementing new activities. The outgoing officers are confident that the incoming officers will

contribute to the chapter and have an even more productive year.

Other Information

Our members have currently taken on a new project which includes gathering important trials and guidelines to compile as a document and provide for the student body. As an academic-based organization, this is a great opportunity to assist our colleagues by creating an easily accessible resource to use while in class or providing quality patient care. The former executive board has passed the torch to the new leadership and are excited to help make this goal a reality.