



The Rho Chi Society

Executive Council Meeting Minutes

Monday, March 27, 2017

San Francisco, CA

1. Call to Order (8:45 AM) – Bradley A. Boucher, President, Presiding
2. Officers Present: Bradley A. Boucher (President), Paul W. Jungickel (Immediate Past President), Susan M. Meyer (President-Elect), Victoria F. Roche (Historian) Andrew J. Smith (Secretary)
Regional Councilors Present: Karl D. Fiebelkorn (I), Lucio Volino (II), Cynthia M. Phillips (III M) Dana Brown (III-S), Kim Lindsey-Goodrich (III-W), Karen B. Farris (IV-E); Jeanne Frenzel (V Outgoing); Joshua J. Neumiller (VII), Veronica Bandy (VIII), Abby Brown (Alpha Omicron Chapter)
National Office Members: Michael Z. Wincor (Executive Vice President); Gail Moriarty (Administrative Assistant)
3. Motions to approve the minutes from the March 6, 2016 Annual Meeting and the March 7, 2016, Executive Council Meeting in San Diego, California were approved.
4. Consideration of Reports:
 - a. President's Report – Bradley A. Boucher presented his report.
 - b. Executive Vice President/Treasurer's Report – Michael Z. Wincor
 - i. Treasurer's Report prepared in consultation with A. Wayne Pittman and Gail Moriarty in the North Carolina office. Rho Chi Society's detailed financial report was distributed, presenting income and expenses. Income exceeded expenses for 2016.
 - ii. Deferring final transfer of finances until financial advisory committee selected and decision made on investments.
 - c. Audit Committee – S. William Zito (Chair) – Bradley A. Boucher summarized that the Society's finances had been audited and are in good order.
 - d. Nominating Committee – Past President Paul W. Jungnickel (Chair) expressed thanks to those willing to serve (Regional Councilors for odd-numbered regions and National Secretary) and congratulated those elected from the March 26 House of Delegates session. Completing a slate of officers had been a challenge with many individuals contacted declining opportunity to be placed on the ballot

Past President Jungnickel will be contacting individuals to be placed on the ballot in 2018 for the offices of: National President-Elect and Councilors from the even-numbered regions (II, IV-E, IV-W, VI and VIII)
 - e. Chapter Awards Committee – President-Elect Meyer (Chair)
 - i. Positive experience with updated format/rubric and plan for continued use.
 - ii. Plan to disseminate reports to Regional Councilors earlier.
 - iii. Continue work with Regional Councilors to promote chapter awards and engagement.
 - iv. Plan to continue use of video presentation by chapter finalists.

- f. Rho Chi - AFPE First-Year Graduate Fellowship: Emmanuelle Schwartzman (Chair)
One award was funded for 2017-2018.
- g. Rho Chi Clinical Research Scholarship: Emmanuelle Schwartzman (Chair)
One award was funded for 2017-2018.
- h. Lecture Award Committee – Victoria F. Roche (Chair) presented report.
Dr. Amy Haddad, the 2017 recipient presented an excellent lecture on Sunday, March 26.

The Committee received six quality nominations for the 2018 award. An additional nomination was received after the deadline. The Committee will be meeting to consider the six nominees for the 2018 award and making a recommendation to the Executive Council. The Committee recommended retaining dossiers for those not selected for a two to three year cycle. Chair Roche will craft guidelines and contact nominators regarding re-submission of nominees for future awards.

A motion was made and approved to retain dossiers for two years.

Motion made and unanimously approved to accept each of the above reports.

- 5. A request was received and reviewed from the Deans of the University of South Carolina and Medical University of South Carolina regarding demerger of the South Carolina College of Pharmacy. The programs were accredited to the individual legacy status by the American Council for Pharmaceutical Education. The Executive Council approved reinstating the legacy chapters (Beta Alpha at the University of South Carolina and Alpha Iota at the Medical University of South Carolina and retaining the original charter dates). Upon graduation of the initiates of the Gamma Psi Chapter (South Carolina College of Pharmacy – Spring of 2019), this chapter will be inactivated and not induct future members. Alumni, active members and future initiates will be incorporated into the legacy chapters.

With the reinstatement of the legacy chapters, Region III-M exceeded the ideal number of chapters and needed to be divided. A motion was made and approved that Region III-M be divided. The regional division will be: Region III-East (North Carolina, South Carolina, Virginia) and Region III-West (West Virginia and Tennessee). Dr. Cynthia Phillips was appointed as Regional Councilor for Region III-East. .

- 6. Review of the 93rd Annual Meeting
 - a. Meeting Format
 - i. Participants enjoyed the format with the streaming videos.
 - ii. Add video links to Rho Chi website.
 - iii. Have food available earlier during gathering
 - iv. Add more email blasts send to Chapters and Regional Councilors.
 - v. Councilors circulated room during discussion – well received.
 - b. Lucio Volino, Chair of the Bylaws Task Force Committee gave an overview of the report. He received 80% response from the information gathering regarding member eligibility and election process. The Council discussed the report and the following recommendations were made:
 - i. Provision needs to be made for flexibility for induction/ceremonies
 - ii. Provide guidelines to chapters, especially with changes in advisors and chapter officers
 - iii. Develop a FACT sheet for chapters – guidelines for interpretation of bylaws and member eligibility

There was no consensus on the timing of induction of members (20% at one time or staggered induction). There was support for allowing chapters flexibility on timing of induction.

After lengthy discussion of the report and recommendations, Cynthia Phillips and Dana Brown will chair an ad hoc committee (Collaborative Task Force – 2017) that will develop a guide for chapters and a Bylaws guide. Michael Wincor, Lucio Volino, Karl Fiebelkorn will serve on the Committee. Cynthia and Dana had been working on a guide for advisors and the scope of the guidebook has been expanded.

President Boucher stated that the induction ceremony should be more broadly outlined in the guidebook.

Immediate Past President Jungnickel suggested that changes should be made to the graduate and faculty membership nomination/selection process.

The Collaborative Task Force and Bylaws Task Force Committee will work together to develop guidelines and recommendations for bylaws changes.

7. Old Business

- a. Website re-design is continuing. Information is dated and needs to be reviewed and updated on a more regular basis. A motion was made that Andrew Smith, Secretary, be responsible for monitoring along with the Regional Councilors. This responsibility was added to the National Secretary's duties. (Shall be responsible for records and electronic media.)
- b. Discussion of Executive Vice President Position – Immediate Past President Jungnickel will be sending out Executive Vice President Wincor's job description and requesting review/feedback from Executive Council members regarding job performance. Because of higher anticipated costs in California, a request will also be made for a transition budget.
- c. Appointment of Finance Committee - When the National Office is fully transitioned to California, a Finance Committee and financial plan will be developed.
- d. Project Proposals – 2015 focused on the engagement of Rho Chi alumni or chapters working/ networking across regions. Focus on the engagement and collaboration aspect of the Rho Chi Mission.

8. New Business

- a. New Chapter Installations
 1. Cedarville University (Cedarville, Ohio) – Paul Jungnickel
 2. Manchester University (Fort Wayne, Indiana) – Steven Scott or Karen Farris
 3. Marshall University (Huntington, WV) – TBA
- b. 2018 Lecture Award – Victoria Roche reported that six nominations were received. Will report recommendation to Executive Council when Committee completes review. Will be sending letter to chapters for nominations for 2019.
- c. 2017-2018 Focus for Project Proposals – Connectivity to Other Chapters. Future thematic focus. How do chapters engage alumni?
- d. South Carolina College of Pharmacy (independent accreditation of legacy campuses). Addressed and resolved in #5 above. Approved reinstatement of legacy chapters and charter dates on the two campuses (University of South Carolina and Medical University of South Carolina.)
- e. South Carolina College of Pharmacy (independent accreditation of legacy campuses).

- f. Interim Meeting of Executive Council – Plan to meet in conjunction with the AACP Meeting in July in Nashville to begin preliminary planning for Strategic Plan beyond 2018 and 100th Anniversary celebration. Susan Meyer will facilitate.

Gail Moriarty will send a Doodle Poll for planned attendance/availability for meeting at AACP.

Discussed possibility of retreat in 2018.

Meeting adjourned at 11:25 pm.