The Rho Chi Society

Executive Council Meeting Miuntes

Monday, March 19, 2018 Nashville, Tennessee

Agenda

1. Call to Order 8:43am – Bradley A. Boucher, President, Presiding
2. Officers Present: Bradley A. Boucher (Outgoing President), Paul W. Jungnickel (Outgoing Immediate Past Presedient), Susan M, Meyer (Incoming President), Emmanelle Schwartzman (Incoming President-Elect), Andrew J, Smith (Secretary)

   Regional Councilors Present: Karl D. Fiebelkorn (I), Lucio Volino (outgoing- II), Elena Umland (Incoming-II), Cynthia Phillips (III M), Dana Brown (III S), Kim Lindsey-Goodrich (III-W), Karen Farris (outgoing IV-E), Steven Scott (IV-W), Michelle Bottenberg (V), Amanda Stahnke (VI), Joshua Neumiller (VII), Veronica Bandy (VII), Briana Williams (Alpha Theta Chapter)

   National Office Members: Michael Z. Wincor (Executive Vice President), Gail Moriarty (Administratvie Assistant), Dana Coyle (Administratvie Assistant)

3. Motions to approve the minutes from the March 27th, 2017 Annual meeting and Marrch 28th, 2017 Executive Council meeting in San Francisco, CA were approved.

4. Consideration of Reports:
   1. President – Bradley A. Boucher presented his report
   2. Executive Vice President/Treasurer – Michael Z. Wincor
      i. Income and Expenses were presented to the council
      ii. Dana Coyle started 1/2/18
      iii. Dana will be a full-time employee, Gail will continue part-time thru the remainder of 2018
      iv. Estimated total expenses may increase by $100,000 for 2018 due to transition costs and having two staff. Ongoing expenses should be ~ $50,000 higher due to cost of business on west coast vs. east coast.
   3. Audit Committee: S. William Zito (Chair)-
      i. Bradley A. Boucher presented the report. Finances are in good order.
      ii. Dr. Zito is retiring this fall so a new chair of the finance committee will need to be identified.
      iii. The national office staff will investigate if there are any considerations regarding state of incorporation before a new chair is selected
      iv. Dr. Jo Ellen Rodgers has served on the committee and was offered as a possible chair candidate.
   4. Nominating Committee: Immediate Past President Paul W. Jungnickel (Chair)
      i. Paul W. Jungnickel presented his report- stating he was pleased with the slate of officers on the ballot this year. There was an acknowledgement that each regional councilor position only had one candidate. Numerous individuals were contacted but declined to run.
      ii. The lack of financial support for board members was discussed as a possible reason for lack of candidates. Dr. Jungnickle did not think that prevented any candidates this year but acknowledged that may be an issue.
      iii. A suggestion of an open call be placed for nominations versus relying on word or mouth and referrals.

iv. Dr. Boucher will be chairing the nominiation committee in 2019. The open positions will be regional councilors from odd-number districts (I, III-E, IIII-S, III-W, V, VII).

5. Chapter Awards Committee: President-Elect Susan M. Meyer (Chair)
   i. Chapter Awards
      - The earlier timeline worked well this year
      - The review was conducted in two rounds- within division then amoung division winners
      - The rubric worked well to assess reports
      - The prepopulated information in assessment form helped the process
      - The reviewers appreciated the individual assignment lists provided by Dr. Meyer
   ii. Chapter Project Awards
      - Only getting an average of two proposals per cycle and funding two proposals per cycle
      - Discuss about deadlines currently June and Feb. May need to revisit why there are two cycles. Perhaps one deadline in the late Fall would allow more time for chapters to prepare proposal.
   iii. Graduate Fellowship
      - No applications this year
      - May need to revise deadline and increase awareness
6. Lecture Award Committee (Report for 2018) Victoria F. Roche, (Chair)
   i. Bradley Boucher presented the report
   ii. The nomination pool is strong. The number of qualified nominees has increased.
   iii. The nominees dossiers will be maintained for two years.
   iv. The council enjoyed the presentation but stated it may have been too long. Discussion focused on limiting the presentation to 20 minutes.

4. Review of the 94th Annual Meeting
   a. Meeting Format
      i. Overall meeting worked well
      ii. Students in the audience stated they wanted to here more from and see more involvement from student members
      iii. Suggestion was made for a possible ice breaker activity to increase engagement
   b. Susan Meyer – (Comments from Listening Session)
      i. This discussion was deferred to the strategic planning session
      ii. The council liked the process for gathering information

5. Old Business
   a. Bylaws Task Force Committee Report (incorporation into Bylaws – approval from chapters)
      i. New bylaws will be released via email in the next 3 weeks.
      ii. Interpretive Supplemental Guide wil accompany new bylaws
   b. Rho Chi Chapter Advsiors Handbook
      i. Guide will be placed on website and released via email in the next three weeks
   c. Transition of National Office to West Coast
      i. Nearly complete- see comments above under Executive Vice President Report
   d. Strategy for transfer of assets/investments to West Coast Office
      i. Bradley Boucher discussed the possibility of developing an investment policy to guide the national office in investing Society's funds.
      ii. An example policy from ACCP was provided
      iii. No further action was taken on this proposal
   e. South Carolina College of Pharmacy (de-merger) Alpha Iota, Medical University of South Carolina, Charleston, SC and Beta Alpha, University of South Carolina, Columbia, SC restored to legacy status. Inducted new members into legacy chapters in 2018.
      i. The de-merger is now complete.
      ii. There will be a delegate from the Alpha Iota and Beta Alpha chapters and the mergered chapter for two more years.

f. Interim Meeting of Executive Council in Nashville – July, 2017
    i. The meeting held at the AACP in July 2017 was successful, it was hosted in the Michael Wincor's suite with no substantial cost to the Society.
    ii. There was concensus that the EC should meet fro 1hour over lunch on the Monday of AACP meeting in Boston, MA.
    iii. There was also a suggestion of perhaps adding an Advisor reception at the AACP meeting. This could be used for either training/development or simply a reward and networking. Overall the EC supported having an Advisor focused meeting during the AACP, perhaps starting small and growing over the next few years
g. On-going upgrades/development of website with move to West Coast
    i. Website will continue to be hosted thru vendor on the east coast.
    ii. Links to vidoes of award winners will be placed on the website
    iii. Bylaws and advisor handbook will be placed on the website.
    iv. A suggestion was made to investigate an "Advisor Portal" to house more sensitive material.

6. New Business:
    a. New Chapter Installations – Presiding (National Officers and/or Regional Councilors)
        1. UNT System College of Pharmacy (Fort Worth, Texas)
        2. Marshall University, Huntington, WV (Installation Pending from 2017)
        3. Fairleigh Dickinson University, Florham Park, NJ (Installation Pending from 2017)
            a. A discussion regarding the process of installing a new chapter was conducted
            b. Overall the preference for EC members to install a chapter is as follows : 1) presidential officer, 2) new chapters regional councilor, 3) any member of the EC.
            c. No firm dates are set for these installtions. Probably mid-April.
            d. No conclusion was determined on EC members to install chapters
    b. 2019 Lecture Award – nominations for 2019 and beyond (Vickie Roche)
        a. Lecture award is in good position- see lecture committee report above.
    c. Strategic Planning for 2018 and Beyond and 100th Anniversary Meeting (Afternoon Session following this meeting)
        a. Susan Meyer discussed the plans for the afternoon planning session.
    d. Recognition of chapter advisor service (ref. note regarding Gary Carlson)
        a. Bradley Boucher received and email asking is Rho Chi had the means to recognize member achievement outside faculty advisor award.
        b. Discussion regarding need for advisor recognition such as years of service acknowledgement or "hall of fame"
        c. Lucio Volino will work with the faculty advisor award committee to develop criteria
        d. Wayne Pittman distinguished service award draft critieria was presented. This award was approved and has been presented twice but no formal criteria are approved. Bradley Boucher will review criteria and present at a later meeting

7. Other Business
    a. Lucio Volino presented a video his chapter developed regarding the importance of Rho Chi membership. The council was impressed by the video. He is willing to share, he is just awaiting approval from his university.

8. Adjourn to Afternoon Session- meeting was adjourned at 11:31am