



## National Diamondback Pharmacy Alumni Council (NDPAC) Executive Committee Meeting

<b>Date</b>	August 26, 2018
<b>Location</b>	Conference Call: 515-604-9387 Access Code 134837

### Call to order

The meeting of the NDPAC Executive Committee was called to order by President Robert Thomas (presiding) at 8:05 pm Eastern Time.

### Attendees

<b>Required Attendees (attendees present are highlighted)</b>			
<u>National Officers</u>			
<i>President</i> <b>Robert Thomas, Sr.</b>	<i>Vice-President</i> <b>Nicketris Mandela</b>	<i>Secretary</i> <b>Karen Powell</b>	<i>Sergeant-at-arms/Chaplain</i> <b>Jaffice Donaldson</b>
<i>Immediate Past President</i> Charlie Colquitt	<i>Treasurer</i> <b>Asmau (Maui) Umar</b>	<i>Parliamentarian</i> Johnny Seay	
<u>Local Chapter Presidents</u>			
<i>Atlanta</i> <b>Karla Taylor</b>	<i>First Coast (Jacksonville)</i> Samantha Thompson	<i>Potomac</i> <b>Reginal Bellamy</b>	<i>Sun Coast (St Pete)</i> <b>Charis Johnson</b>
<i>Capital City (Tallahassee)</i> Danyelle Williams	<i>Magic City (Orlando)</i> Vacant	<i>South Florida</i> <b>Nicketris Mandela</b>	<i>Tampa</i> Vacant
<u>Committee Facilitators</u>			
<i>Awards</i>	<i>Fund Raising</i> <b>John Scrivens</b>	<i>Nominating</i> Martha Welters	<i>Social Media</i>
<i>By-Laws</i>	Liaison to Students	<i>Program</i> Monica Brady Albritten	
<i>Communications</i> <b>Sharon White</b>	<i>Membership</i> <b>Sharon White</b>	<i>Scholarship</i>	

**Guests:** Cary Brown, Outgoing Treasurer

### Approval of agenda

There were no additions or corrections to the agenda

### Approval of minutes

Approval of the minutes from the previous meeting was deferred. Dr. Thomas will follow-up with Dr. Colquitt to confirm the date of the last meeting of the Executive Committee and obtain the minutes.

## Introduction/Remarks of newly elected officers

Each of the new national officers (R Thomas, N Mandela, A Umar, K Powell and J Donaldson), chapter presidents (C Johnson, K Taylor and R Bellamy) and committee liaisons (S White, J Scrivens) in attendance introduced him-/herself to the committee.

## President's Activity/Report

Dr. Thomas reviewed the President's Notes (attached) regarding the Foundation accounts.

- Student Leadership – Dr. Thomas asked the committee if there was any record of how the \$100,000 donation was dispersed. Dr. Mandela indicated that there was a 60/40 split of the donation between student leadership and faculty development. She will send the notes that document this. Dr. Scrivens added that the remaining \$40,000 was perhaps in a fund that is distributed at the Dean's discretion.
- Endowment – There is \$24,286 interest as of August 15, 2018. Dr. Thomas will obtain the rules of how the interest on the endowment account can be spent.
- John Scrivens Community Service Scholarship – Dr. Scrivens reported that the scholarship was developed to encourage pharmacy students to participate in community service. Scholarship recipients are informed that a thank you letter should be sent to NDPAC; however, to date, no letter has been received from the most recent recipient. Going forward, identified awardees will be required to submit written acknowledgement to NDPAC in order for the award to be granted.

Dr. Thomas reviewed the President's Notes (attached) regarding NDPAC membership.

- Membership has decreased every year from 2014-2015 to 2017-2018. There was an increase of 21 members from 2017-2018 to 2018-2019. Twenty-six of the 59 members who were active for the 2017-2018 year have not renewed for 2018-2019. Ms. White indicated that the 2018-2019 membership number includes new graduates who receive the first year of NDPAC membership for free (following the lead of the National Alumni Association).
- Chapter presidents were encourage to reach out to area pharmacists to increase the number of financial members.
- Dr. Thomas wants to visit each of the chapters at a meeting. Dr. Scrivens and Mr. Brown indicated that in the past, the Executive Committee has authorized funding for the President to travel in order to build membership. Funding would come out of the operating expenses.

## 2018 Convention Report

Mr. Brown reported that over 100 people attended the 2018 Convention.

Total deposit	\$96,574.11
Debits*	\$96,302.20
Net	\$271.91

\* After reimbursements to attendees who paid for an upgraded accommodations but were downgraded by the resort.

Ads generated \$4,325 (included in the total deposits above). Dr. Scrivens reported that the goal for next year is offer the option of being a patron and to raise \$5,000 in ads and patrons.

## Treasury Report

Mr. Brown presented the Treasury Report.

- The IRS Form 990 needs to be filed. Mr. Brown requested the chapter presidents provide the annual chapter activities by September 14, 2018.
- Structured Giving from January 2018 to current: \$9,312.33
  - Mr. Brown informed the Committee that we need more Structured Givers and they provide the bulk of our funds. People give \$20-\$200 per month which results in \$16-\$20 thousand annually. Dr. Scrivens suggested that NDPAC recognize the structured givers annually in order to express our appreciation and to encourage other members to participate. Dr. Thomas suggested that we allow people make a pledge to donate a specific amount for the year that can be paid in whatever interval they chose.
- Operating Account: \$13,259.71
  - The operating account is primarily membership dues; there are some Structured Giving funds included.
  - Dr. Thomas suggested that we inform structured givers that 10% of their donation will be going to the Operating Account.
- Fundraising Account: 2018-2019: \$15,947.25

It was moved by Dr. Scrivens and seconded by Mr. Donaldson that the Treasury Report be accepted. The motion was unanimously approved.

## Chapter Presidents' Report

- Sun Coast
  - Dr. Johnson reported that the Sun Coast chapter plans to be more active this year by hosting a brown bag event, donating school supplies and participating in the Great American Teachers event.
  - The next meeting is scheduled for September 9, 2018.
- Atlanta
  - Dr. Taylor reported that the Atlanta chapter needs to elect new officers.
  - On September 29, 2018, the chapter will participate in a health fair at a local high school with a brown bag event.
- South Florida
  - Dr. Mandela reported that the South Florida chapter met on August 26, 2018 at 7:00 pm. All meetings are on Sundays at 7:30 pm. The August meeting was moved up to 7:00 pm to allow Dr. Mandela to attend the Executive Committee meeting. The next meeting will be September 23, 2018 at 7:30 pm.
  - The chapter goals for this year are to increase the number of financial members and to bridge those members in South Florida who participate nationally to also participate locally, and vice versa.

- Potomac
  - Dr. Bellamy reported that the main goal of the Potomac chapter is to obtain members; there are officers but no active additional members.
- Tampa
  - Dr. Thomas and Dr. Scrivens will be attending a meet-and-greet with the members of the Tampa chapter in early September. The chapter needs to elect a new president.

## Committee Reports

- Membership – Ms. White
  - We are experiencing problems with getting the membership cards printed. We hope to send them out by September 30, 2018.
  - There was robust discussion of ways to increase the visibility of NDPAC with the current pharmacy students and recent graduates so that they will be eager to join to become active upon graduating.
    - Samantha Thompson – 2013 graduate and faculty member in Jacksonville hosts a vanguard meeting to prepare students for transition into the work place. Inquire about NDAPC participation.
    - Get a list of person email addresses (rather than the FAMU email address) of graduates and reach out to them.
    - Develop (or reinstate) a regular (e.g., monthly, quarterly) communication of NDPAC efforts and accomplishments and distribute to students and graduates.
- Fundraising/Structured Giving – Dr. Scrivens
  - While Structured Giving (discussed above) is our primary source of fundraising, we also have polo shirts (in three colors) and lapel pins for sale and generate a souvenir booklet for the annual convention.
  - Dr. Umar suggested that we explore creating NDPAC caps.
  - Dr. Scrivens will forward the official Fundraising Committee Report to the Executive Committee.
- By-Laws Update
  - Dr. Thomas reported that the by-laws were last revised in 2015. Salesia Smith-Gordonis currently updating the by-laws.

## Website management

Dr. Mandela reported that the web administrator (Dominique Berry of D Berry Design Studio) is in the process of updating the NDPAC website ([www.nationaldpac.com](http://www.nationaldpac.com)) to give it a newer, fresher look and to make it mobile-friendly. All chapter presidents were asked to funnel any information, e.g., meeting dates, events, social media accounts, to Dr. Mandela, who will be the point of contact for the web administrator for updates to the site.

Dr. Umar expressed the need for NDPAC to increase our social media presence. While we have a Facebook page, the page administrator is unknown and Facebook is not the primary social media site

used by more recent graduates. Dr. Umar volunteered to facilitate the Social Media Committee and create NDPAC accounts for the relevant sites.

## Short- and long-term goals and priorities

Due to the lateness of the hour, the President's proposed short- and long-term goals and priorities were postponed until the next meeting.

## Action Items

Item	Responsible Party(ies)	Due Date
Obtain minutes from the previous Executive Committee meeting	Robert Thomas	9/23/18
Obtain documentation of the distribution for the \$100,000 donation to the Student Leadership account	Nicketris Mandela	9/23/18
Obtain rules for spending interest in the Endowment account	Robert Thomas	9/23/18
Provide chapter activities to Cary Brown	Chapter presidents	9/14/18
Fundraising Committee Report	John Scrivens	9/23/18
Provide chapter information e.g., meeting dates, events, social media accounts, to Nicketris Mandela	Chapter presidents	Ongoing

## Adjournment

The meeting was adjourned at 9:45 pm Eastern time by Dr. Thomas. The next Executive Committee meeting will be at 8:00 pm Eastern Time on September 23, 2018. Conference call information will be sent via text and email.

Minutes submitted by: Karen M. Powell, 9/19/18  
Name, date (electronic signature)

Approved by: \_\_\_\_\_  
Name, date (electronic signature)