

**NDPAC
EXECUTIVE COMMITTEE MEETING
February 24, 2019**

Conference Call 515-604-9387 AC 134837#

7:45 PM PRE-MEETING PRESENTATION: PROPOSED PHARMACIST TRAINING PROJECT - LENORE COLEMAN

8:00 PM AGENDA:

1. Roll Call

- a. Nicketris
- b. Gwen - Guest
- c. Samantha
- d. Charis
- e. Martha
- f. Robert
- g. Jaffice
- h. John Scrivens
- i. Karla
- j. Sharon
- k. Cary - Guest
- l. Maui
- m. Danielle Williams - Not present
- n. Reginal Bellamy - Present 8:32

Meeting to Order - 8:05

2. Approval of Agenda - Cary moved to approve

- a. Robert Would like to move convention update to beginning
- b. 7:45 move to remove - Sharon moved

3. Approval of Sept 23, 2018 Minutes

- a. Should read January 27th 2019 instead of September 23rd

b. Corrections for previous minutes:

- i. Cary - Balance for savings should be same as structured giving - Amount listed under savings should not be there (because savings and structured giving are same account)**
- ii. Who seconded motion by Jaffice for treasurer report? - John Scrivens**
- iii. Motion to accept - Jaffice - 2nd John**

4. President's activity/report

- Proposed pharmacist training project by Lenore Coleman : status of discussion**
 - Dr. Thomas discussed with Dr. Spates, will try to have meeting soon**
- Meeting with the Dean at the COPPS - (See attached agenda)**
 - Concern with attending mid-year**
 - Concerns about students attending having legitimate reason to go if we are to sponsor their trips**
 - Engagement of alumni**
 - Pharmacy practice**
 - Student retention/progress**
 - BS Pharmacy**
 - ASP/SnPha**
 - Student council President**
 - What ways to better engage future alumni**
 - Maybe have alumnus come on behalf of alumni to speak to students at their meeting**
 - Allow president to participate in our meeting?**
- Updated report on foundation**
 - 34,000 remaining in account**
 - 24,000 from endowment**
- Meeting with representatives of the Tampa Chapter**

- o Hopeful to revamp
- o Jaffice - Have alumni (whether president or representative of alumni) speak to students at the oath ceremony to increase student membership - Motion, 2nd Cary - Unanimous decision

5. Financial Report - Cary Brown/ Asmau Umar

- a. \$11,529.74 - Checking (account ending in 3867)
- b. Savings - \$25,926.01 - This is combo of structured giving and savings
- c. Website management - \$600 dispersement - flat fee that has not cleared account yet
- d. Reimbursed Dr. Thomas for travels to Tallahassee and Miami
 - i. Not cleared yet
 - ii. Dr. Thomas donated reimbursement for his travels for Tampa chapter activities back to counsel
- e. Dr. Scrivens moved to accept treasurers report, 2nd by Maui

6. Council federal & state reporting update requirements

- a. Arthur Jackson made updates for state report - Annually due to state of Florida
 - i. Maui updated - Has not completed Sunbiz form as of yet, but will do so tomorrow
 - ii. Sharon - Made an addendum in July right after change of officer? Made suggestion we update the information for Sunbiz information in July (right after officer selection)
 - 1. Cannot update at that time only because submission is required every year by the beginning of May
 - 2. Nicketris - Suggested 2 submissions per year
 - a. Once to meet May deadline
 - b. 2nd time in July to update officers
 - 3. Cary to find out more information
- b. Cary gave update on "Form of financial report"
 - i. 990 form that needs to be reported to IRS
 - ii. CPA to report back in about a week

7. Convention Planning Update/Projected Budget (Moved to action #4)

- a. Website is now live with updated information about the convention
- b. Convention on schedule
 - i. Speakers confirmed - 3/4 sent in paperwork - COPPS has to review/ approve before s
 - ii. Entertainment secured
 - iii. Confirmations of attendance from quite a few people
 - iv. Checked on Reservations - Still trying to straighten out the correct information per the contract - Supervisor at the Spa has to straighten out some confusion
 - v. Vendors - I
 - 1. In the works - They will have to pay a fee to use a section of the room we rent out
 - 2. This will help cushion the cost of the convention
- c. National Philippe (or Simokee) Park - *My apologies, she was going super fast*
 - i. This will try to be incorporated into the convention so we can be known as an organization that pays homage/has a national outreach to a certain awareness (i.e. breast cancer, american heart association)
- d. Montreal
 - i. Contract with intercontinental signed
 - ii. 60 rooms reserved by end of week - 1 or 2 more hotels may need to be reserved for overflow
 - iii. Both Intercontinental and Western have access to under ground walkways
 - iv. Reached out to Bruno to assist in finding speakers
 - 1. Goal is to have 2 from the US and 2 from Canada
 - 2. Maybe utilize staff from the teaching hospitals
 - v. International Summit

1. Invite members from other HBCUs to rep their alumni at our convention
2. Will follow up with flyers
3. No interest in their schools hosting their own meeting while attending our convention

vi. Questions:

1. What's the earliest to start making reservations? - Cary
 - a. About a month from now
2. Estimation of cost for hotel? - Nicketris
 - a. \$279/night (double)
 - b. Exchange rate ~ 30% therefore about 30% less than \$279

8. Status of Leadership Skills Workshop Planning - Charlie Colquitt

- a. Email from Charlie to Dr. Thomas
 - i. Saturday during symposium 8a-12p (March 9th)
 - ii. No further information given

9. Chapter Reports/Committee Updates

- a. Atlanta - Karla
 - i. 2 HBCU college fairs with the Atlanta chapter of the FAMU National Alumni Association
 1. February 23
 2. February 17
 - ii. Will give information on events done to Nicketris to post on website
- b. First Coast
 - i. Annual Christmas soiree
 1. Students invited to mix and mingle with alumni
 - ii. Brown bag event - Orange park mall
 1. Jacksonville AKAs invited the chapter

- iii. Mentorship at high school - Q3-4W
 - 1. Dr. Kenneth wilds
- iv. Info/pics to Nicketris
- c. Potomac
 - i. This past Saturday - Annual college fair
 - 1. Reps from FAMU were there
 - ii. Career panel with ASP/SNPHA
 - iii. Pics to Nicketris
- d. Suncoast - St. Pete
 - i. Held an initial meeting
 - 1. Focus on Increasing membership
 - 2. Potential community service events
 - a. Nursing home
 - b. Reading to kids/assisting at nursery
 - c. Essay contest (related to a field of healthcare) for high school students
 - i. -\$250 award for best essay
- e. Capital city
 - i. No reps from this chapter
- f. Magic city - Non existence
- g. South FL
 - i. Community service
 - 1. Peace walk for Trayvon Martin - Feb 9th
 - ii. Scholarship deadline has been reached
 - 1. Assists students at Davie site with fees for BOP application and licensure
 - iii. Planning social for students
- h. Tampa



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- i. Jaffice - A lot of energy to get chapter going
 - 1. See students before they leave for graduation to wish them well and have some event
 - 2. For new students - Picnic maybe
 - 3. Adopted Sly middle school
 - a. Sponsors them with school supplies

10. Standing Committee Appointments

- a. Awards Committee/ Bylaws/ Nominating - Martha Chair
 - i. None of these committees are fully appointed
 - ii. Awards to chapter of the year
 - 1. Chapters have to submit chapter updates
 - iii. Pharmacist of the year
 - 1. Recommendations needed
 - 2. Deadline should be prior to the May meeting before going to convention
 - a. Gives time for Martha to put together a tentative ballot
 - b. Deadline depends on when the next meeting is
 - c. Martha to put out an email to all the presidents with the necessary information based on the tentative meeting date
 - i. Wants to have the chapters' input on who should be nominated
 - iv. President and VP have to be nominated before convention
 - a. Dr. Thomas: Are we only voting on President and VP this year?
 - i. Dr. Thomas: Thinks by-laws state every position (with the exception of President and VP) are 2-year positions

ii. **Martha and Dr. Thomas to re-read by-laws and follow up**

iii. **Nominating committee to determine what is to be done**

11. Fundraising committee - John Scrivens

a. **To have shirts at symposium**

b. **Also planning to sell baseball caps**

i. **cost to produce \$12.95**

ii. **Recommend sell for \$18 to \$20**

c. **Goal to increased # of structured giving people**

i. **Create a hand-out to distribute during symposium**

d. **Souvenir booklet**

i. **No figures yet**

1. **should be in by Monday**

ii. **Nicketris husband to design - For FREE!**

e. **Golf tournament at the convention**

i. **May not have enough participation to have an actual tournament, but may just do for fun**

f. **Move to purchase baseball caps for symposium (10 orange, 10 green)**

i. **Moved carry**

ii. **Sharon 2nd**

iii. **Motion approved - None opposed**

• **Website buttons for directing funds directly to designated chapters**

12. Social Media Update - Maui

13. Leison fo students

14. Communications Committee

a. **Sharon to give [Karen] information of general membership to blast emails**

15. Membership Committee

a. **Has 8 members**

b. Meeting this Thursday

i. Goals

- 1. Obtain list from previous years and reach out**

c. 76 financial members

- i. Goal is to reach 200**

d. Proposal to bylaws

i. Add student membership to be affiliated with Capital City Chapter

- 1. This encourages students to participate**

- 2. Instead of saying 1st year free for students for NDPAC**

- a. Say: if a student member does the last 2 years of school with NDPAC, then free membership 1st year**

ii. Reach out to student services to get a listing of students graduating

- 1. Send something out via mail to encourage membership**

iii. Nicketris - Give wording of these bylaws out to Martha by May meeting so this can be voted on by general body at convention

iv. Email to presidents of chapters

- 1. This is to get them involved in recruitment and keeping current members listed**

- 2. Will include:**

- a. All current financial members**

- b. Space to add any members that have joined since previous tally**

- c. Payments to be made to NDPAC from local chapter**

- 3. Email to be sent quarterly**

16. Scholarship Committee

- a. No one appointed**

17. Appointing of chairs

- a. March 15th deadline**

- b. Nominations from chapter presidents**

18. Status of New Website Development and Launch - Nicketris Mandela

- a. Convention live now on website**

b. PayPal

- i. Chapter presidents to allow us to create button on website so payments can be made directly online for individual chapters**

- ii. Can pay nationally and locally**

19. Council organization/structure alignment with By-Laws

a. Board of Directors Vs Executive Committee

- i. No records of Board of Directors in minutes**
- ii. Robert - Changing name of Executive Committee to Board of Directors to more accurately reflect who we are**
 - 1. Executive committee would be an extension of the board of directors**
 - 2. Executive committee consists of President, VP, secretary, treasurer, parliamentarian, & chaplain**
 - 3. Sharon - we should just use correct terms**
 - 4. Cary - Board of directors includes the chapter presidents**
 - a. Executive committee is defined as above**
- iii. Conclusion: Just need to refer to executive committee as board of directors**

b. Board of Trustees

- i. Discussion tabled**

20. Next Meeting Schedule

- a. No Meeting in March**
- b. Vote on next meeting: April 21st or May 19th**
 - i. April 21st - Vote - Easter Sunday (some switched vote)**
 - 1. Maui**
 - 2. Sharon**
 - ii. May 19th - Vote**
 - 1. Karla**
 - 2. John**
 - 3. Charis**
 - 4. Cary**
 - 5. John S.**
 - iii. If name not mentioned, no vote**
 - iv. May 19th wins, 8pm is the time**

21. Adjournment - 9:48pm