



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

<b>Date</b>	January 27, 2019
<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 8:06 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> Asmau (Maui) Umar	<i>Parliamentarian</i> <b>Johnny Seay</b>	
<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> Charis Johnson
<i>Capital City (Tallahassee)</i> Danyelle Williams	<i>Magic City (Orlando)</i> Vacant	<i>South Florida</i> Nicketris Mandela	<i>Tampa</i> <b>John Scrivens, acting</b>
<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> Gwen Washington	
<i>Communications</i> <b>Sharon White</b>	<i>Membership</i> Sharon White	<i>Scholarship</i>	

**Guests:** **Cary Brown**, Outgoing Treasurer; **Gwen Washington**, Chair, Program Committee

### Approval of agenda

There were no additions or corrections to the agenda. It was moved by J Seay and seconded by J Scrivens that the agenda be accepted. The motion was unanimously approved.

### Approval of minutes

A quorum was not reached at the October 21, 2018 meeting, thus, no meeting minutes to approve.

The minutes from the September 23, 2018 meeting were reviewed and accepted with the following change:

- The date of the meeting minutes that were reviewed and approved was changed from “September 23, 208” to August 26, 2018”.

It was moved by J Scrivens and seconded by J Donaldson that the minutes be approved. The motion was unanimously approved.

## President’s Activity/Report

R Thomas reviewed the following:

- Student Leadership Account – R Thomas presented a status of the \$100,000 fund account (see President’s Notes for 1.27.19 Meeting). The account balance as of December 6, 2018 is \$36,405, but that does not include approximately \$400 provided for students to attend the ASHP Midyear Clinical Meeting. There may be other expenses that have not yet been added to the ledger.
- R Thomas traveled to Tampa to attend reception with J Scrivens to reactivate the Tampa Chapter. J Scrivens has agreed to serve as acting president of the Tampa chapter during the revitalization.
- R Thomas has scheduled travel to Tallahassee on Friday, February 8, 2019 to meet with Dr. Early (Dean) and Dr. Debra Taylor, (Director of Student Success and Academic Retention).
- NDPAC wishes to continue to support student retention programs, but how money is being allocated may need to be revisited, as a large portion of the spending is going toward student travel.
- FAMU COPPS Office of Continuing Education submitted a Joint Provider Fee proposal. NDPAC would fall under Category One, which is for organizations that require fewer than 200 ESUs (educations service units) per year. Under this proposal, CE accreditation for the convention would be \$500 (\$250 per day of programming accredited) plus \$20 per participant (fee for 6.25 credits or more). See COPPS CE Joint Provider Proposal for more information.

## Convention Planning Update/Projected Budget

G Washington presented the following regarding the 2019 annual convention.

- The convention will be held at Safety Harbor Spa and Resort, June 20-23, 2019.
- The Committee is holding 25 rooms for a June 20-23 stay.
- Three of the four CE presenters have confirmed. The Florida Senator from St. Petersburg will be the luncheon speaker.
- On Friday, June 21<sup>st</sup>, there will be a picnic. The Committee is also working to organize a walk to collect donations to give to a health-related organization. They are currently looking for co-sponsors.
- The farewell dinner on Saturday, June 22<sup>nd</sup>, will have a “FAMkanda” theme.
- The Committee has a hotel room and spa treatment to raffle. More details are coming.
- The flyer for the convention will be posted by February 3, 2018.

The 2020 annual convention, 50<sup>th</sup> anniversary, will be in Montreal during the International Jazz Festival.

The conventions have been rotating between a city in Florida, a U.S. city outside of Florida and an international city. Clarification is needed as to whether this was an informal procedure or a formal NDPAC policy. Additionally, the input of the Executive Committee in selecting sites for future conventions will be formalized.

## Treasury Report

Mr. Brown presented the Treasury Report.

- Operating Account: \$16,675.99, as of 7/1/18
  - \$11,241.64 – deposits
  - \$14,73.17 debits – due to hotel room charges at the 2018 annual convention
  - \$11,339.74 – final balance
- Savings Account: \$15,088.26
- Structured Giving Account: \$25,168.39
  - Working on tax receipts for structured givers
- Planning and travel funds for 2019 and 2020 convention will be coming out of the checking account soon
  - \$982 for flights
  - \$1219 + \$312.76 for Orlando planning (changed to Safety Harbor)
- Tax filing
  - Each chapter needs to send financial report to National Treasurer to be included in IRS paperwork for non-profit status. C Brown has not received one from every chapter, but he will submit the report with the chapter reports he has received thus far.
- Treasurer duties will be transferred to A Umar in March once the 2018 taxes have been completed.

It was moved by J Donaldson and seconded by <Name> that the Treasury Report be accepted. The motion was unanimously approved.

## Reimbursement of Expenses for Chapter Visits

R Thomas requested funds for reimbursement for travel to chapters.

- Refreshments in Tampa - \$60
- Hotel and meals for students and recent graduate - \$127

## Projector Purchase

R. Thomas asked for approval to purchase a new projector for presentations.

- C Brown stated he has possession of the current projector, and it is in working condition
- The projector was not used at the 2018 annual convention because the hotel required use of their equipment.

- C Brown stated the organization may want to replace the laptop. The laptop and projector will be given to A Umar at the Clinical Symposium (March 8-10, 2019).

R. Thomas asked whether we need new table cloths for events.

- The location of the organization table cloths is unknown
- J. Scrivens will inquire about cost of having cloths made (orange and green) in Tallahassee

## Leadership Skills Workshop Planning

Leadership Summit dates unknown from C Colquitt.

## New Website Development and Launch

The new website is expected to launch by February 1, 2019.

- N Mandela will contact C Brown to update the PayPal buttons.
- PayPal buttons will be created for each local chapter to have dues paid directly to national and local chapters.
- N Mandela requested pictures within past two years, especially of officer induction at the 2018 annual convention.

## Standing Committee Appointments

In order to effectively conduct the business of the organization, viable, active standing committees are necessary. R Thomas requested members who have not already done so to submit the name of the standing committee(s) on which they are willing to serve.

## Chapter Presidents' Report

- Atlanta
  - Health Fair in November
    - Will send photos to post on website
  - Willing to host CE event during weekend of FAMU football game
- South Florida
  - Health Fair in November
  - Planning process for End of Year Celebration for 2019 graduates
  - Trayvon Martin Walk – Feb 9
  - Chapter scholarship application due on Feb 15 for licensure application fee
- Jacksonville - no update
- St. Petersburg – no update
- Tallahassee – no update
- Potomac
  - HIV walk in December
- Tampa – no update

- Feb 10 – meeting for reorganization/objectives of chapter

## Committee Reports

- Fundraising
  - T-shirts will be on sale at the Clinical Symposium in March.
  - Researching the cost of a baseball cap to sell – orange and green cap with logo on the front, FAMU COPPS logo on the left
  - Souvenir booklet – Investigating having a nice cover with less expensive paper
    - R Thomas would like every paid member to receive a copy and to include the schedule of convention activities in the booklet.
  - Structured Giving Program (SGP) – J. Scrivens requested all chapter presidents to promote the SGP at the chapter level and encouraged all Executive Committee members to participate in it.
    - Suggested to inform members of how money is being spent, e.g., via newsletter or email updates
  - Golf Tournament
    - Investigating the possibility of holding a golf tournament on Friday afternoon at the 2019 annual convention in Safety Harbor
- Membership
  - Sharon will send list of active members to solicit for committee participation.
  - A membership drive is scheduled for the Clinical Symposium in March.
    - A table will be set up in lobby area of the COPPS building.
    - May be able to host a reception or function to increase membership
    - R. Thomas will reach out to Dr. Spates to inquire about the current agenda/activities.

## Action Items

Item	Responsible Party(ies)	Due Date
Formalization of annual convention site selection and Executive Committee input		
Submit IRS Form 990	Cary Brown	3/2019
Present a program and budget for the Student Leadership Skills Workshop	Charlie Colquitt	10/21/18
Provide any ideas for increasing NDPAC membership to Sharon White, copy Robert Thomas and Nicketris Mandela	All Executive Committee members	Ongoing
Provide chapter information (e.g., meeting dates, events, social media accounts) to Nicketris Mandela (nicketris@gmail.com)	Chapter presidents	Ongoing

## Adjournment

The meeting was adjourned at 9:54 pm Eastern time by R Thomas. The next Executive Committee meeting will be at 8:00 pm Eastern Time on February 24, 2019. Conference call information will be sent via text and email.

Minutes submitted by: Karen M. Powell, 2/22/19  
Name, date (electronic signature)

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