



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

<b>Date</b>	September 23, 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 8:04 pm Eastern Time.

### Attendees

<b>Required Attendees (attendees present are highlighted)</b>			
<u>National Officers</u>			
<i>President</i> Robert Thomas, Sr.	<i>Vice-President</i> Nicketriss Mandela	<i>Secretary</i> Karen Powell	<i>Sergeant-at-arms/Chaplain</i> Jaffice Donaldson
<i>Immediate Past President</i> Charlie Colquitt	<i>Treasurer</i> Asmau (Maui) Umar	<i>Parliamentarian</i> Johnny Seay	
<u>Local Chapter Presidents</u>			
<i>Atlanta</i> Karla Taylor	<i>First Coast (Jacksonville)</i> Samantha Thompson	<i>Potomac</i> Reginal Bellamy	<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> Nicketriss Mandela	<i>Tampa</i> Vacant
<u>Committee Facilitators</u>			
<i>Awards</i>	<i>Fund Raising</i> John Scrivens	<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> Sharon White	<i>Membership</i> Sharon White	<i>Scholarship</i>	

**Guests:** Cary Brown, Outgoing Treasurer

### Approval of agenda

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

### Approval of minutes

R Thomas has requested a copy of the minutes from Executive Committee meeting held prior to the annual convention from Hattie Alexander. He will follow-up with her.

The minutes from the August 26, 2018 meeting were reviewed and accepted with the following changes:

- The third bullet under the Treasury report was changed from “Scholarship Fund” to “Fundraising Account.”
- “Reginald Bellamy” was corrected to “Reginal Bellamy”.

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

## President’s Activity/Report

R Thomas reviewed the following:

- Student Leadership Donation – Dr. Ablordeppey (Interim Dean, COPPS) has not yet spent the remainder of the \$100,000 donation for student leadership. Once it has been used, he will provide a report to the Committee.
- Endowment – Per the Policy on Expenditures of Endowment Funds (provided via email) “The amount allocated for spending will equal 3.0% of the rolling prior 12-quarter average market value of the pooled investment portfolio” with an administrative fee of 1.5% of average market value totaling 4.5% of the fund. R Thomas is awaiting a response as to whether the amount allowed to be spent is 3% of all endowment funds or each endowment individually. R Thomas will ask the COPPS administration to make sure the approved amount is spent before other funds are and that the funds are being used as they were intended.
- Convention Planning – Next year’s convention (June 2019) will be held in Orlando or Tallahassee. At this time, Orlando is the most likely location due to expense.
- Chapter Visits – Travel to visit the chapters has not yet begun, but is still planned. R Thomas will follow up with the chapter presidents as to the best times to visit.
- Standing Committees – R Thomas reviewed the list of standing committees and their chairs/co-chairs (see President’s Notes for the 9-23-18 Meeting provided via email) to determine whether they are current. Per the bylaws, each standing committee is to have at least five members. R Thomas will follow up on the existence of and participation on the standing committees.
- Presentation to COPPS Students – R Thomas is developing talking points for presentation to students. Points will be taken from the letter S White sent to graduates encouraging them to be a part of the organization. A request was sent to the chapter presidents for their chapter goals and activities so that they can be added to the presentation. The goal is to have a presentation that any member of the Executive Committee could use at any time. R. Thomas asked that anyone with ideas for increasing membership email S White and copy him and N Mandela.

## Treasury Report

Mr. Brown presented the Treasury Report.

- Operating Account: \$13,864.97
  - The operating account consists of membership dues, assessments from the local chapters and funds from the national convention

- Fundraising Account 2018-2019: \$17,044.60
  - The fundraising account consists primarily of donations from Structured Givers.
  - There is a donation of \$250 (R Thomas) that is not included in the balance above.
- IRS Form 990
  - Mr. Brown has received information from some chapters but not all. Because of time, he will complete and submit Form 990 with the information available.
- Treasurer duties will be transferred to A. Umar in the next 2-3 weeks.

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

## Structured Giving Program Policies

- R Thomas recommended waiving membership dues for Structured Givers who give \$500 or more each year. C Brown informed the Committee that this was the intent when the Structured Giving Program was implemented. It was usually done by waiving the membership dues when a Structured Giver registered for the national convention. However, when a Structured Giver does not attend the convention, the waiver has not been consistently applied.
- J Seay expressed the need to develop procedures so that waiving membership dues for Structure Givers will be consistently applied. The procedures should include
  - providing the list of Structured Givers who qualify for the dues waiver to the Membership Committee,
  - clear qualifications for receiving the waiver, i.e., dues will be waived for the current year if the total given for the previous year was \$500 or more, and
  - the amount (\$75) that will be transferred from the Structured Giving account to the operating account to cover membership dues
- The topic of lifetime membership was voted down previously since the operating account is primarily composed of membership dues.

It was moved by C Brown and seconded by J Seay to waive membership dues for Structured Givers who gave a minimum of \$500 the previous year. The motion was unanimously approved.

It was moved by J Seay and seconded by J Donaldson that the President appoint a committee or individuals to assist the Membership Committee in developing procedures to apply the membership dues waiver for qualified Structured Givers. The motion was unanimously approved.

## Leadership Skills Workshop

C Colquitt provided an update on the Leadership Skills Workshop

- The Associate Dean of Clinical Affairs would like for NDPAC to continue to participate in the workshop. C Colquitt and T Martin-Davis have agreed to do so.
- Expenses for the workshop include thumb drives, lunch, program materials and travel and expenses for presenters.
- Previously, the workshop was funded by the Student Leadership donation.

- C. Colquitt will develop a program and a budget to present to the Committee for a recommendation to support.

## Short- and Long-Term Goals and Priorities

### Continue efforts and develop new strategies to increase membership

- Membership Updates – S White removed the new graduates from the current membership count. They will be added if they complete an application. She will also check the list of qualified Structured Givers and add anyone who is not listed as a current financial member. She will give and updated membership count at the next meeting.
- Communication with Students – R Thomas wants to visit P4 students to let them know about NDPAC and the complimentary membership. He also hopes to get personal email addresses so that NDPAC can contact them once they graduate. N Mandela suggested that NDPAC reach out to students earlier than P4.

### Strengthen existing chapters and organize new chapters

- R Thomas suggested that we set a target of recruiting X% of graduates to join NDPAC to increase membership.
- S White has developed a letter that is sent to new graduates and one that is sent once a member becomes financial
- D Williams asked whether NDPAC is open to allowing graduates of the public health program join the organization. She expressed that public health graduates feel excluded from the COPPS. Allowing them to join NDPAC could bridge the gap. R Thomas informed the Committee that the bylaws state that members have to be graduates of the COPPS, not just pharmacy program; thus, public health graduates can join as full members. J Seay pointed out that we need to have programs and activities that are meaningful public health graduates in order to keep them engaged.
- NDPAC members in the Pensacola area are interested in starting a chapter. The Magic City/Orlando chapter is being re-energized.

### Enhance fundraising activities and develop new initiatives

- There were no new fundraising activities or initiatives to report.

### Develop donation goal and time line for major donations

- The \$100,000 donation is being used faster than expected. R Thomas suggested that we develop a new donation goal and timeline. C Brown suggested a goal of raising \$50,000 in 3 years, based upon the fact that we currently raise approximately \$20,000 per year through the Structured Giving Program. J Scrivens commented that people like to be asked to give and suggested that NDPAC put together an ongoing plan to solicit funds.

### Increase direct communication with COPPS administration

- Skipped due to previous discussion and time.

## Ensure current and accurate information on the NDPAC website

- N Mandela is trying to keep the website current with chapter events. She requested that chapter presidents provide information to her ([nicketris@gmail.com](mailto:nicketris@gmail.com)) before the weekly email is sent to the web administrator (Wednesdays).

## Chapter Presidents' Report

- Capital City/Tallahassee – D Williams
  - The first meeting the fiscal year was held on September 23.
  - On October 13-14, the chapter will sponsor a pharmacy tech CE program that will offer a total of 10 credit hours, including the medical errors requirement.
  - On October 21, the chapter will be participating in the Making Strides for Breast Cancer Walk.
  - The chapter is partnering with the College of Pharmacy's Annual Health Day during **Homecoming Week** by providing blood pressure screenings, glucose screenings, cholesterol screenings and medication counseling.
  - The chapter is also planning holiday events and outings.
- Atlanta – K Taylor
  - On September 29, 2018, the chapter participated with a brown bag event with Georgia Medicaid beneficiaries and in conjunction with Medicare open enrollment.
  - The next chapter meeting will be in October.
  - The third Tuesday in October, the chapter will participate in a senior group medication counseling program and, if time allows, a brown bag event.
- First Coast/Jacksonville – S White
  - The first meeting was held the prior weekend (September 16)
  - The chapter will be starting the Vanguard Mentoring Program for the graduating class.
  - A holiday social is being planned.
- Sun Coast/St. Petersburg – A Umar
  - The first meeting that was scheduled for September 9 was canceled due to lack of participation.
- South Florida – N Mandela
  - The last meeting was held on September 23.
  - The chapter participated in a health fair on September 16.
- Potomac – R Bellamy
  - No update

## Action Items

Item	Responsible Party(ies)	Due Date
Obtain minutes from the previous Executive Committee meeting	Robert Thomas	10/21/18
Obtain clarification on how the 3% that can be spent from the endowment is calculated – all endowments vs. individual	Robert Thomas	10/21/18
Determine chairs, co-chairs and members of the standing	Robert Thomas	10/21/18

committees		
Provide chapter goals and activities to Robert Thomas	Chapter presidents	10/21/18
Submit IRS Form 990	Cary Brown	9/30/18
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 10:06 pm Eastern time by R Thomas. The next Executive Committee meeting will be at 8:00 pm Eastern Time on October 21, 2018. Conference call information will be sent via text and email.

Minutes submitted by: Karen M. Powell, 10/17/18  
 Name, date (electronic signature)

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