



UNIVERSITY of MARYLAND
SCHOOL OF PHARMACY

Alumni Association Meeting Minutes

Thursday, January 30, 2020

7 p.m.

Conference Call

ACTION ITEMS

- **David** will reach out to Greer to confirm the status of the All-Alumni Reunion account
- **Nominating Committee** will contact Greer to redistribute the call for nominations for 2019-2020 Honored and Honorary Alumnus
- **All members** will seek out interested participants in the 2020-2021 Executive Board
- **Executive Board Officers** will send Geoff and Kelcy a summation of officer duties by the end of February 2020
- **Scholarship Committee** will meet in April to discuss scholarship nominees
- **Kelcy and Magaly** will confirm updates to the Alumni Association webpage with Greer
- **All members** will spread awareness of Giving Day, February 13, 2020 in support of the School
- **Kelcy** will discuss with Greer the presentations of Honored and Honorary Alumnus awards
- **David** will discuss with Greer the requirements and possibility of using Alumni Association funds to start a scholarship

NOTES

1. Call to Order & Welcome

Kelcy

- a. **Kelcy called the meeting to order at 7:03 PM**
- b. **Attendees**
 - i. **Kelcymarie Bye (President)**
 - ii. **Kristine Parbuoni (President-elect)**
 - iii. **Geoffrey Heinzl (Secretary)**
 - iv. **David Ngo (Treasurer)**
 - v. **Michael Beatrice (MAL)**
 - vi. **James Bresette (MAL)**
 - vii. **Denise Fu (MAL)**
 - viii. **Larry Hogue (MAL)**
 - ix. **Magaly Rodriguez de Bittner (MAL)**
 - x. **Marci Strauss (MAL)**
 - xi. **Robyn Hunt (Past-President)**

2. Introductions All
3. Approval of Minutes from 2 May 2019 All
 - a. Jim – Requested verification that the bylaws were uploaded to a Google drive so that they could be fully reviewed by the membership; Larry confirmed that the minutes do include that link, so the pending bylaws should be available; the minutes from 2 May 2019 were approved.
4. Approval of Minutes from 12 September 2019 All
 - a. Larry – Requested two edits: correction of Jim Bresette’s name in the attendee list, and reporting the date of the previous meeting as May 2, not May 3; the minutes from 12 September 2019 were also accepted with minor revisions.
5. Treasurer’s Report David
 - a. David – The current operating account has not been used since the last meeting, and still has over \$1,000. The All-Alumni Reunion account has been marked as closed, so David and Greer will be looking into that. The Spendable Income account has over \$11,000. Only \$46 was used for payment of two additional guests at the Honored/Honorary Alumni reception.
6. Committee Reports
 - a. Nominating Committee/Alumni Association Awards Kelcy/Kristine
 - i. Kelcy – A form was distributed to all alumni for 2019-2020 Honored Alumnus and Honorary Alumnus but no nominations were received by Greer. Are there any recommendations by the board? Should we redistribute the call for nominations? Kristine suggests redistributing and extending the deadline, since only one email was sent. Magaly confirmed that she has a nomination to submit. Kelcy and Kristine will ask Greer to redistribute the call for nominations. A nomination requires only basic demographic information and then a summarizing paragraph of the nominee’s merit. Jim suggests that we use the [website guide](#) to fill in that nomination form. Target date for nominations? Kristine suggests mid/late February.
 - ii. Kelcy – Voting for the next Alumni Association Council usually occurs at the May meeting, so we should be thinking about that soon. Nominations should go out about a month or so before that meeting.
 - b. Scholarship Committee David/Magaly/Kristine/Jim
 - i. Kelcy – Verified the timeline with this committee. She remembers a deadline of April 15, but Greer’s email suggested a March timeframe. Magaly suggests that April will give more time since the call for nominations has not yet been distributed. Jim recalls a previous conversation requesting to keep the previous deadline (April 15). Does Student Affairs distribute this call? Kelcy thinks that Cherokee Layson-Wolf sends out this call for nominations. If April 15 is agreeable for all, then that timeline will be followed this year as well. Are there any changes to be made to the application? Jim appreciated the combination of short answers and other selection criteria would encourage more students to apply. Kristine reminded us that the year should be updated on the form for 2020. Magaly suggests setting up a meeting for the review and discussion of the award. Magaly hopes that the nominee information will be received by April 20, and then plans for two weeks of review before discussing the candidates, as Student Affairs needs the decision by early May. Kristine proposed discussion at the end of April to meet the School’s deadlines. Jim thinks that we only receive about six nominations, so a week could be

sufficient for reviewing. Kelcy thinks that Student Affairs wants a quick turnaround. Kristine suggests reaching out to Greer to shorten the nomination deadline if more time will be needed for the committee. Magaly will be out of the office in April, so she could only meet before or after her trip. Jim suggest a meeting on April 28. Kelcy will confirm the date needed by Student Affairs and will inform the committee so they can choose their review meeting. Jim, Magaly, and Kristine agreed on April 28.

- c. Special Events Committee All
 - i. Kelcy – There are no planned events in the immediate future, but this will also be addressed later in the meeting. Greer can't join us today; does anyone else have a planned event?

7. Unfinished Business

- a. Bylaws Greer
 - i. Kelcy – Greer mentioned that the bylaws were sent to President Perman before he left, but they are still pending following his departure.
- b. Graduation Speaker Kelcy
 - i. Kelcy – Thanks to Kristine for the suggestion of speaker. Steven Allison is confirmed to speak at the School of Pharmacy Commencement Ceremony. He's the Director of Pharmacy at Advent Health in Florida.
- c. Officer Duties All
 - i. Kelcy – This is a reminder to work on the list of duties expected for each of the officer positions so that future candidates understand the expectations. This could be helpful for the next year's officer nominations. Let's shoot for next month (March 1) and send them to Geoff, who will share with Kelcy to review for consistency and completeness before sending them out with the nominations.
- d. Website updates Larry/Kelcy
 - i. Larry reports that website updates are not yet completed. Additionally, while the minutes and meetings are reported in reverse chronological order, Larry proposed that the years reported be changed to reflect the service year (i.e., academic year as opposed to calendar year). This would attribute the minutes/accomplishments to that president and council, as opposed to a calendar year and ambiguous attributions. The council approves these changes. Is the phrase "immediate-past president" improper? "Recent past" could be a solution, and if attributed to year it should be more obvious. Kristine suggests adding a complete, separate list of past presidents, as opposed to the current board's serving past president. Larry also recommends changing the reference of "board" to "council" as reflected in the bylaws. Kelcy will confirm receipt by Greer and discuss the updates with her, as will Magaly.

8. New Business

- a. Giving Day Greer
 - i. Kelcy – Giving Day will be on February 13, 2020. Any support (e.g., dissemination, donations) for the School would be appreciated.
- b. Spring Event Greer

- i. Kelcy – An event will occur in April or May.
- c. Awards recipient celebration All
 - i. Kelcy – How shall we celebrate the award recipients? Last year there was a small reception following graduation celebrations. Kelcy expressed several concerns. It may be too much for everyone to have the graduation and a reception. What kind of attendance will two winners draw in place of last year's six? Geoff suggested tying the presentation of the award to one of the named lectures. Magaly warned that lectures are often poorly attended as well. Kristine concurred. Kristine suggested including the award presentations to the student events prior to graduation, as opposed to following graduation. Will the event be happening this year? Kelcy will ask Greer since any change in presentation event should be approved by Student Affairs.
- d. School's Patient Counseling Competition Winner (APhA) Kelcy/Larry
 - i. Larry – Suggested helping the winner of the competition so that they could compete in the national competition. Kelcy feared that it might show favoritism to a singular winner or competition, but likes the idea of helping the students. Larry wanted something that would be recognizable as from the Alumni Association for helping them. Kristine agrees that we should be more present with the students and recognizing their achievements.
 - ii. Magaly – Could we, the Alumni Association, start a scholarship that is open to all students? How we can make it applicable to all students? How can we make it sustainable and meaningful? Even a small amount can make a big difference. How do we raise funds? We have previously generated funds from our own existing funds or from the Foundation. David suggested that we ask Greer to see how much could be drawn and make it sustainable. Jim inquired about the spendable account, which was typically used for a few events and the graduate banquet. If we're not using that money and it rolls over, there should be some funds from previous years to spend. David will follow up with Greer on those funds.
- 9. Updates & Good Welfare All
- 10. Adjournment Kelcy
 - a. Kelcy adjourned the meeting at 8:03 PM.

Recorded by Geoffrey Heinzl, Secretary