



320 E Capitol Ave • Pierre SD 57501 • 605-224-2338 • sdpha.org

District Presidents:

Thank you all for your dedication to the pharmacy profession through your district leadership role. We are excited to start working with you on planning Spring Meetings! (As I type this, it's -8 degrees, so the idea of anything related to Spring sounds wonderful!) The SDPhA Board of Directors would like Spring District Meetings to be held during the months of **March and April if at all possible. These meetings are required as written in the SDPhA by-laws.** Prompt scheduling of your meeting will allow for the association to meet advertising deadlines and allow other interested individuals to adjust their calendars. We highly encourage you to meet in person, but will also facilitate Zooms meetings for your district should you so desire.

The Spring meeting should include:

1. **Association Update** – The association update will be presented at every district meeting, if desired by the district. This report will last up to one hour and include an overview of pharmacy activities. This report can be used as a continuing education program with one-hour CE credit. The association will arrange for CE approval from the SD Board of Pharmacy. This report will include:
 - Legislative Update
 - SDPhA Convention Update
 - General Pharmacy Update
2. **Nominations** – All candidate and award nominations must be received in the SDPhA office by **April 28, 2023**. Award nominations **must** include all required documentation for consideration.
 - Board of Directors Nominations – The nominations committee is accepting candidates for treasurer and two (2) at-large members
 - Awards Nominations – One winner will be chosen for each of the following awards: SD Technician of the Year, SD Salesperson of the Year, Distinguished Young Pharmacist, Bowl of Hygeia Award, and Husted Award.
3. **Resolutions** – Resolutions are prepared by the districts or by individuals for consideration at the SDPhA Annual Convention and Meeting, currently planned for Sept. 15-16, 2023 at The Lodge in Deadwood, SD.
4. **District Business** – Election of officers and other business that each district president may have.

If you choose to schedule your own continuing education program, you will need to receive approval from the SD Board of Pharmacy. The SDPhA Board of Directors asks that if you do schedule another CE program, please allow some time for the association update.

Important Dates:

- **Fri., Feb. 24, 2023**
 - Spring District Scheduling Forms Due
- **Fri., April 28, 2023**
 - Spring District Meeting Report Sheet Due
 - Resolution Forms Due
 - Board of Directors Nominations Due
 - Award Nominations Due

Sincerely,

Amanda Bacon
Executive Director, SDPhA

Spring District Meeting Packet

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Board of Directors Nominations

SDPhA by-laws state nominations for office shall be made by districts or individuals to the executive director at least 45 days prior to the annual convention. Nominees shall be named in sufficient time to allow for publication of their names and a descriptive paragraph prior to the annual convention. Nominations may also be made from the floor at the annual meeting. It shall be the duty of the nominations committee to recommend at least two nominees for each office to be elected at the annual meeting.

The board of directors consists of the past-president, president, president-elect, vice president, treasurer and two at-large board members. We are looking for nominations for the treasurer position this year, as our current board members ascend the ladder of board positions. The two at-large board members will be elected to serve one-year terms at the annual convention next September. Each district is invited to nominate more than one person. If you are interested in serving on the board, please contact Amanda at the SDPhA office in Pierre.

Please list the name and address of all nominees on the Spring District Meeting Report Sheet (page 8) and return to the association office in Pierre no later than **April 28, 2023**. Those nominated for a board position will be contacted for personal information and background information.

Awards Nominations

The association will present the following awards at the SDPhA Annual Meeting and Convention in September.

- SD Technician of the Year
- SD Salesperson of the Year
- Distinguished Young Pharmacist Award
- Bowl of Hygeia Award
- Husted Award

The Awards Nominations Forms (pages 10-14) may be completed by the nominee or someone who knows the qualifications of the nominee. It is the duty of district officers to ensure these forms are completed. In addition to the nomination form, the nominee must be listed on the Spring District Meeting Report Sheet (page 8) and have a resume to accompany the nomination. **Award nominations must include all required documentation for consideration.**

Biographies are sent to the sponsors of the award and are used as the winner's introduction at the convention. When writing the biographies please keep in mind that the people reading them (i.e. drug representatives) may not know the winner personally. Listing the persons' achievements in a resume form is easy to read and can be written to include all the information; however, reading a resume is a sleeper. A short story or experiences explaining why this person is deserving of the award is more interesting. You may write the story to keep the audience guessing as to who it is, adding small hints about the winner as you near the conclusion of the introduction if you would like. Biographies are appreciated not only by the sponsors and the association but also the award winners and their families.

Please list the name of all nominees on the Spring District Meeting Report Sheet (page 8) and return to the association office in Pierre no later than **April 28, 2023**. All documentation for the nominations, including resumes and Awards Nominations Forms (pages 10-14), should be returned to the association office no later than **April 28, 2023**.

Awards Nominees Minimum Selection Criteria

The nominees should meet the minimum selection criteria listed to be considered for the award.

- SD Technician of the Year
 - Registered Pharmacy Technician working in South Dakota.
 - Outstanding service record
 - Demonstrates excellent pharmacy technician skills in a pharmacy practice setting in the year selected

- SD Salesperson of the Year
 - Salesperson operating in South Dakota
 - Individual and/or company has shown outstanding support of pharmacy in South Dakota

- Distinguished Young Pharmacist Award
 - Entry degree in pharmacy received less than ten (10) years ago
 - Licensed to practice in South Dakota
 - Member of SDPhA in the year selected
 - Practiced community, institutional, or consulting pharmacy in the year selected
 - Participated in national pharmacy association activities, professional programs, state association activities and/or community service

- Bowl of Hygeia Award
 - Licensed to practice in South Dakota
 - Not a previous recipient of this award
 - Outstanding record of community service, which apart from his/her specific identification as a pharmacist reflects well on the profession
 - Award not presented posthumously

- Husted Award
 - Licensed to practice in South Dakota
 - Not a previous recipient of this award
 - Made significant contribution(s) to the profession
 - Demonstrates the dedication, resourcefulness, service and care that has made pharmacy one of the most respected professions in our country
 - Not solely based on community service

Resolutions

Please complete the Resolution Form and return to the association office in Pierre no later than **April 28, 2023**.

NOTE: If the resolution is one to change the association by-laws or constitution, it must be received by the association 30 days in advance of the convention.

What is a resolution? A resolution is a formal statement expressing the opinion, will or intent of an individual or of persons.

Who can submit resolutions? Pharmacists and pharmacy members, SDPhA district organization, associate members, student members, and SDPhA committees may submit resolutions.

How do I write a resolution? Each resolution should be in the standardized format used by SDPhA (see sample). The most effective resolutions are carefully constructed to use as few words as possible to convey the basic issues and reasons for the stand. A preamble consists of one or more clauses beginning "WHEREAS," neither rule nor custom requires a resolution to have a preamble, and one should not be used merely for sake of form. In general, the preamble should provide little-known information to clarify the merits of a resolution or when importance is attached to making certain reasons for an action a matter or record.

How do I submit a resolution? Write the resolution in the same format as outlined in the sample resolution and submit to the SDPhA office.

What will happen to my resolution? It will be printed in the *South Dakota Pharmacist* if received prior to the printing of the July issue. The chairman of the resolutions committee will hold a rules hearing at the annual convention, where all resolution submitted will be heard. All proposed resolutions will be reviewed by the resolutions committee. The committee has the authority to edit any proposed resolutions submitted and may, at its discretion, and upon its own initiative, develops additional proposed resolution. The resolutions will be announced and voted on at the annual convention. Each resolution will carry with it the committee's action to "do pass", or "do not pass", or with no recommendations. Following the annual convention, the resolutions adopted will be published in the next issue of the *South Dakota Pharmacist* (October or January).

Can I comment on someone else's resolution? Absolutely! Any SDPhA member may comment. Simply attend the rules hearing or provide your comments to members of the resolutions committee.

Sample Resolution

WHEREAS, the future of the profession of pharmacy is dependent on the involvement of all its practitioners; and,
WHEREAS, I am deeply concerned about the protection of my rights as a healthcare provider; and,
WHEREAS, failure to address issues which concern my profession most certainly result in diminishing opportunities to provide the highest level of pharmaceutical care for the patient I serve; and,
WHEREAS, the most direct access available to me for significant airing of my concerns about the practice of pharmacy is through the resolution procedure in place for the SD Pharmacists Association;
NOW, THEREFORE BE IT RESOLVED, I take the initiative and submit for consideration a resolution that addresses a specific issue about which I have a concern.

BE IT FURTHER RESOLVE, this resolution be submitted in a timely fashion and in the requested format for consideration by the Resolutions Committee.

Signed,

Date submitted

Spring District Scheduling Form

****Please return this form by Feb 24, 2023****

District: _____

Date of Meeting: _____

Location: _____

City: _____

The determination of meeting site and other activities is at the discretion of the district officers. The menu below lists options to consider.

Online or in-person meeting (please check one) starting at _____ p.m.

• Continuing education starting at _____ p.m.

• Description of meeting format if none of the above is used or variations apply.

We are having a continuing education program. (Please list below the number of CE hours)

List other continuing education programs and credits applied for:

(Application forms to obtain Board of Pharmacy approval for continuing education must be completed and submitted to the SD Board of Pharmacy – not to the association.)

Spring District Meeting Report Sheet

****Please return this form by April 28, 2023****

Please return new district officer information to the association office by **April 28, 2023**.

Award nominations also need to be submitted with the nominee's resume by **April 28, 2023**.

IMPORTANT NOTE: If the Board receives a nomination of an individual, but no resume or supporting documentation by **April 28, 2023**, that individual cannot be considered for the award.

District: _____

District Officers:

President: _____

Vice-President: _____

Secretary/Treasurer: _____

Nominations for SDPhA Board of Directors (treasurer and two at-large members):

Name: _____ Office: _____

Nominee has agreed to nomination: Yes No

Name: _____ Office: _____

Nominee has agreed to nomination: Yes No

Name: _____ Office: _____

Nominee has agreed to nomination: Yes No

Award Nominations:

SD Technician of the Year: _____

SD Salesperson of the Year: _____

Distinguished Young Pharmacist: _____

Bowl of Hygeia: _____

Hustead Award: _____

Resolutions: At the convention, the resolutions committee will consider the submitted resolution form prior to presentation to the entire body.

Resolutions: _____

Other business or items you would like the board of directors to address:

Resolution Form

****Please return this form by April 28, 2023****

Form for submitting resolutions to the annual convention of the South Dakota Pharmacists Association.

Resolutions may be made directly to the association by individuals or through the district. A district resolution is one presented, discussed, and passed by a majority vote of those present at the district meeting. Please try to submit all resolutions in proper form.

Approved and signed district or individual resolutions must be sent to the association executive director, Amanda Bacon at PO Box 518, Pierre, SD 57501. All resolutions received by **April 28, 2023** will then be placed in the *South Dakota Pharmacist*. At the convention, resolutions may be submitted to the association executive director until the time of the resolution hearing. No resolutions will be taken after that time. At the resolutions hearing recommendations will be made and the resolutions committee will prepare all resolutions for vote at the final business session. *Note: If the resolution is one to change the association by-laws or constitution, it must be received by the association a minimum of 30 days in advance of the convention.*

Resolution Title: _____

Resolution Purpose/Objective: _____

(A preamble consists of one or more clauses beginning "Whereas." Neither rule nor custom requires a resolution to have a preamble, and one should not be used merely for sake of form. In general, the preamble should provide little-known information to clarify the merits of a resolution or when importance is attached to making certain reasons for an action a matter of record.)

Whereas, _____

Whereas, _____

Whereas, _____

Therefore be it resolved, that _____

Submitted by: _____

Signature: _____

Date: _____

Submit at the 2023 Spring District Meeting or mail to the SDPhA office.

SD Technician of the Year Award Nomination

Minimum Selection Criteria

- Registered Pharmacy Technician working in South Dakota.
- Outstanding service record
- Demonstrates excellent pharmacy technician skills in a pharmacy practice setting in the year selected

Nominee's Full Name: _____ (Nickname)

Nominee's Mailing Address: _____ (City/State/Zip)

Practice Site: _____ (City/State/Zip)

Please identify why this nominee should receive this award (to be completed by nominating individual).

Signature: _____
(District Officer, Nominating Person, or Nominee)

Date: _____

SD Salesperson of the Year Award Nomination

Minimum Selection Criteria

- Salesperson operating in South Dakota
- Individual and/or company has shown outstanding support of pharmacy in South Dakota

Nominee's Full Name: _____ (Nickname)

Nominee's Mailing Address: _____ (City/State/Zip)

Practice Site: _____ (City/State/Zip)

Please identify why this nominee should receive this award (to be completed by nominating individual).

Signature: _____
(District Officer, Nominating Person, or Nominee)

Date: _____

Distinguished Young Pharmacist Nomination

Minimum Selection Criteria:

- Entry degree in pharmacy received less than ten (10) years ago
- Licensed to practice in South Dakota
- Member of SDPhA in the year selected
- Practiced community, institutional, or consulting pharmacy in the year selected
- Participated in national pharmacy association activities, professional programs, state association activities and/or community service

Nominee's Full Name: _____
(Nickname)

Nominee's Mailing Address: _____
(City/State/Zip)

Practice Site: _____
(City/State/Zip)

College of Pharmacy Nominee Graduated From: _____
(Year Graduated)

List pharmacy jobs held:

List memberships, positions or honors in pharmacy organizations:

List community/church activities:

List national and state association activities or other professional programs:

Additional comments why this nominee should receive this award (to be completed by nominating individual).

Signature: _____

Date: _____

(District Officer, Nominating Person, or Nominee)

Bowl of Hygeia Award Nomination

Minimum Selection Criteria

- Licensed to practice in South Dakota
- Not a previous recipient of this award
- Outstanding record of community service, which apart from his/her specific identification as a pharmacist reflects well on the profession
- Award not presented posthumously

Nominee's Full Name: _____
(Nickname)

Nominee's Mailing Address: _____
(City/State/Zip)

Practice Site: _____
(City/State/Zip)

College of Pharmacy Nominee Graduated From: _____
(Year Graduated)

List pharmacy jobs held:

List positions or honors in pharmacy organizations:

List community service activities (including any elected or appointed positions in local, county or state government; membership in and positions held in various community and charitable organizations):

Name of spouse and any other family information:

This individual was nominated by _____ District of SDPhA.

Signature: _____

Date: _____

(District Officer, Nominating Person, or Nominee)

Hustead Award Nomination

Minimum Selection Criteria:

- Licensed to practice in South Dakota
- Not a previous recipient of this award
- Made significant contribution(s) to the profession
- Not solely based on community service
- Demonstrates the dedication, resourcefulness, service and care that has made pharmacy one of the most respected professions in our country

Nominee's Full Name: _____ (Nickname)

Nominee's Mailing Address: _____ (City/State/Zip)

Practice Site: _____ (City/State/Zip)

College of Pharmacy Nominee Graduated From: _____ (Year Graduated)

List pharmacy jobs held:

List positions or honors in pharmacy organizations:

List significant professional contributions:

List community service activities:

Name of spouse and any other family information:

This individual was nominated by _____ District of SDPhA.

Signature: _____
(District Officer, Nominating Person, or Nominee)

Date: _____