

Executive Board Meeting

January 6, 2019

10am-2pm

Chieftain Inn, Carrington ND

**Members Present:** Tracy Lindsey-Chairperson, Arlene Monson-Vice President, Alex Spilman-Treasurer,

Autumn Guilbert-Parliamentarian, Diane Halvorson-ND State Board of Pharmacy Liaison

**Members Absent:** Twana Dick-President, Lindsay Cizek-Cribb-Secretary, Cassie Doyle-Member at Large,

Kathy Zahn-Member at Large, Danika Braaten-Community Technical College Liaison, Mike Schwab-NDPhA Liaison

Meeting was called to order at 10am by Chairperson Tracy Lindsey

1. Chairperson Tracy announced she is appointing Diane Halvorson as temporary Secretary. Diane will be responsible for taking minutes. Chairperson Tracy declared a quorum.
2. Chairperson Tracy shared with the group that President Twana is unable to attend due to health issues. Discussion held as to how to cover Twana’s position short term to allow her time to focus on her health. Executive Board extends their sincere wishes to Twana for a speedy recovery. Twana’s responsibilities will be covered as follows (this is dependent on Twana’s current needs):
   1. NAPT Annual Awards: Vice-President Arlene will assume the role of organizing the awards. Chairperson Tracy will assist in ordering the awards
   2. Scholarship Committee: Parliamentarian Autumn will fill in Twana’s position on this committee
   3. January article for the Nodak: Chairperson Tracy will provide the article
3. Agenda reviewed, Diane highlighted line 10, Donna and Candice are no longer AAPT board members, will discuss changes when appropriate during the meeting. Agenda approved.
4. Mission statement read by Parliamentarian Autumn
5. Secretary Minutes:
   1. Executive Board Meeting Minutes: October 5, 2018
      1. Review of minutes completed, no changes noted
      2. **Autumn Guilbert made a motion to approve the Executive Board Meeting Minutes from October 5, 2018. The motion was seconded by Arlene Monson. Motion carried.**
   2. General Business Meeting Minutes: October 6, 2018
      1. Review of minutes completed, no changes noted
      2. Minutes will be left open for approval at the next NAPT General Business Meeting
   3. Discussion held regarding the timing of the minutes. Group felt the expectation should be to have the draft minutes available within a week period from the meeting. Final draft to be available 2 weeks post meeting and to be posted on the NDPhA website at that time with a disclaimer that it is in draft form waiting for approval.
6. Treasurer Report:
   1. Review of Profit and Loss and Balance Sheet were completed. Treasurer Alex stated currently the following items have not been processed: NDPhA sponsoring and Scholarship Funds collected from the Basket Extraordinaire at the 2018 NAPT Annual Fall Conference.
   2. Discussion held regarding the NDPhA sponsor for 2018.
   3. **Autumn Guilbert made a motion to provide $2,500.00 to NDPhA for 2018 support as provided in the 2018 NAPT Budget. The motion was seconded by Arlene Monson. Motion carried.**
   4. Further discussion included the suggestion by the group that the annual funding to NDPhA please be determined and processed at the Executive Board Meeting held prior to Annual NAPT Fall Conference.
   5. **Autumn Guilbert made a motion to accept the Profit and Loss and Balance Sheet as presented. Motion seconded by Arlene Monson. Motion carried.**
   6. Review of budget 2019: Treasurer Alex reported no changes at this point to report
7. NDPhA board meeting December 5, 2018 report:
   1. Member at Large Kathy Zahn, who serves as the NAPT representative, submitted a written report to Chairperson Tracy. Kathy’s report included the following:
      1. Legislative session starts January 2019
      2. NDPhA Legislative Day at the Capitol is March 20, 2019
      3. ND Annual Pharmacy Convention is April 5-7, 2019
      4. Future NDPhA Meeting Dates: March 6, 2019 (Bismarck); June 12, 2019 (Bismarck), September 11, 2019 (Fargo) and December 4, 2019 (Bismarck).
8. Awards:
   * 1. Chairperson Tracy stated no nominations submitted at this time
9. Fall Conference:
   1. 2018:
      1. Diane reported still waiting for the final report from CEI regarding speaker reviews
      2. Results from survey not available, will need to reach out to Kathy for report to review at March 2019 meeting
   2. 2019:
      1. Diane reported conference to be held on September 13 and 14, 2019 at the Ramkota Hotel in Bismarck ND.
      2. Topics to be determined.
      3. As moved by the General Membership, we will use the block billing in an effort to reduce the cost of ce processing.
10. Scholarship:
    1. Scholarship applications will be accepted January 15 through January 30, 2019.
    2. Chairperson Tracy has reached out the NDSCS and Northland Community and Technical College.
    3. Suggestion made to include M-State, Chairperson Tracy forward information to that college as well.
    4. Total of $1,208 collected during the Annual Basket Extraordinaire. Reported that with the total collected in October, our total dollars available is $5,593
    5. **Autumn Guilbert made a motion to set a budget of $1,208 to $2,000 for the 2019 Scholarship Committee to work with. Motion seconded by Alex Spilman. Motion carried.**
11. Communications/Facebook Committee:
    1. Group reviewed the information submitted by Facebook Committee Member, Kathy Zahn. Facebook Committee Member Arlene gave a brief update.
    2. Group asked if we could have an updated calendar as previously reviewed so we can ensure we have all topics listed. Calendar will be on the March agenda.
12. AAPT affiliation:
    1. Neither Donna or Candace active on the AAPT Executive Board. Moving forward we will no longer have AAPT representation on the agenda.
13. Northland Community and Technical College: no report
14. NDSCS: no report
15. Nodak deadline: January 11, 2019, Chairperson Tracy will submit the article. Chairperson Tracy will also reach out to Mike to determine the timeline of publication to determine if we can include award information
16. Representative to reach out to area pharmacy technician schools to visit and promote NAPT:
    1. Alex Spilman volunteered to once again be the representative, contacting the following schools: NDSCS, Northland Community and Technical College and M-State.
    2. Reviewed the power point tool used during these visits. Group offered a few suggestions to update the video.
    3. Discussion held to consider offering swag to the students, encouraged Alex to use the budget provided to include swag.
17. Next NAPT Executive Board Meeting: March 3, 2018
    1. Discussion held regarding location of meeting. Group decided, moving forward to use the NDPhA office. Group appreciates the past opportunity of using the ND Board of Pharmacy.
    2. Chairperson Tracy to reach out to Mike to obtain access moving forward.
18. NDPhA Convention:
    1. April 5-7, 2019
    2. Radisson Hotel, Bismarck ND
    3. Chairperson Tracy to arrange a meeting room for the NAPT Executive Board Meeting held in unison with this convention.
19. January flyer:
    1. Discussion held regarding content of this flyer. Chairperson Tracy and Diane to work together to publish this flyer. Wil use Sir Speedy to copy and mail.
20. Discussion of recruitment to the pharmacy technician profession. Created a committee, with Arlene Monson Chairperson, first step is to create a listing of high schools and contact information for schools in North Dakota. At the March meeting we will review the listing and determine how we can promote the profession using the video and 3-fold handout tools previously created.
21. ND Board of Pharmacy Advisory Meeting:
    1. January 7, 2019 at 6:30pm at Porter Creek in Fargo ND
    2. Chairperson Tracy explained President Twana and Vie-President Arlene unable to attend. Chairperson Tracy extended an invite to Treasurer Alex, Alex stated she had personal plans, but if her plans are completed by the meeting time she would see if she could attend.
    3. Chairperson Tracy will extend an invitation to Officer Lindsay to be the 3rd person in attendance.
    4. Topics NAPT will address with the BOP:
       1. PTCB exclusive provider of certification in North Dakota. NAPT would be open for the BOP to consider NHA, dependent on the message NHA provides at the BOP meeting scheduled for January 7, 2019. Diane encouraged NAPT Executive Board members to attend the January 7th meeting where PTCB and NHA will be present.
       2. Consider not requiring certification renewal after initial certification
       3. Report our current project to begin a process of reaching out to high schools in North Dakota to recruit to the pharmacy technician profession.
       4. Report our decision to continue offering ACPE ce, but that in an effort to be cost conscious and based on the direction provided by our General Members, we will try blocking the ce in segments. This will reduce the cost from $3,500 to approximately $1,750. We will continue to us CEI as a provider.
22. 2019 officer positions open:
    1. Vice-President (3-year consecutive term)
    2. Treasurer (2-year term)
    3. Secretary (1-year term)
    4. Also available appointed positions: Member-at-Large (2 spots), Parliamentarian. All appointed positions to be filled by the President.
23. Resource Books:
    1. Discussion regarding the current status of the resource books.
    2. Chairperson Tracy will contact Secretary Lindsay and request she forward the Resource Book to the NAPT Executive Board.
    3. Chairperson Tracy assigned all Executive Committee Members to review the book and during the March meeting we will do a walk through of the book to make any updates needed in preparation of this board ending their term and providing an updated version for the new board to start fresh.
24. Vice-President Arlene asked if there is a tool that outlines the main responsibilities of the board throughout the year. Diane stated she has created that in the past, will review her files and provide an updated list that can be reviewed at the March meeting. Once approved we could add to the Resource Book as a permanent tool.
25. With no further business, meeting adjourned.

Meetings prepared by Temporary Secretary Diane Halvorson.

Minutes have not been approved by the Executive Committee