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Executive Board Meeting Agenda

April 5, 2019

11-12:00pm

Executive Meeting Room, Radisson Bismarck, ND

**Members Present:** Tracy Lindsey—Chairperson, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer, Autumn Guilbert—Parliamentarian, Kathy Zahn—Member at Large, Cassie Doyle—Member at Large, Diane Halvorson—Liaison Member

**Members joining via conference call:** Arlene Monson—Vice-President

**Members Absent:** Twana Dick—President, Melissa Krava—Liaison Member, Danika Braaten—Liaison Member, Mike Schwab—Liaison Member

Meeting was called to order at 11:00am by Chairperson Tracy Lindsey.

1. Mission statement was read by Autumn Guilbert. Introductions were completed.
2. Tracy Lindsey declared that a quorum has been established. Agenda was accepted as is with no immediate additions.
3. Secretary’s Minutes
   1. Executive Board Meeting; March 3, 2019
   2. Review of the minutes was completed.
   3. **Autumn Guilbert made a motion to approve the Executive Board Meeting minutes from March 3, 2019. The motion was seconded by Cassie Doyle. Motion carried.**
   4. Review of the minutes from the General Membership meeting on October 6, 2018 was completed in preparation for the upcoming General Membership meeting on April 6, 2019.
4. Treasurer Reports
   1. Review of the Profit and Loss Statement and Balance Sheet were completed. Alex Spilman stated that few transactions have occurred this year. The actual checkbook balance at this time is $6307.68.
   2. Alex Spilman noted that we have not received our fees from the ND Board of Pharmacy yet. Alex Spilman will send an email to Mark Hardy at the ND Board of Pharmacy to follow up, copying incoming treasurer Cassie Doyle on the email.
   3. **Lindsay Cizek-Cribb made a motion to approve the Profit and Loss Statement and Balance Sheet. The motion was seconded by Kathy Zahn. Motion carried.**
   4. Review of the 2019 budget was completed.
5. Review 2019 NAPT Executive Board
   1. Tracy Lindsey announced the 2019-2020 NAPT Executive Board Members
      1. Chairperson:
      2. President: Arelene Monson
      3. Vice-President: Lindsay Cizek-Cribb
      4. Treasurer: Cassie Doyle
      5. Secretary: Ashley Hogness
      6. Member-at-Large: Kathy Zahn
      7. Member-at-Large: Mandy Chase
      8. Parliamentarian: Autumn Guilbert
   2. **Kathy Zahn made a motion to accept Twana Dick’s resignation and keep Tracy Lindsey as Chairperson for one more term. The motion was seconded by Cassie Doyle. Motion carried.**
   3. The NAPT Executive Board members extended a gracious thank you to Tracy Lindsey for completing a second term as Chairperson and also extended their well wishes to Twana Dick as she steps down from her role within the NAPT Executive Board.
6. National Convention Attendance
   1. As the incoming president, Arlene Monson will be representing the NAPT at a pharmacy technician convention for the 2019-2020 year. After reviewing options, Arlene Monson selected the 2019 AAPT Convention which will be held in Orlando, FL on August 30-21, 2019.
   2. Arlene Monson provided an initial cost breakdown, which was well within the current budget. It was noted that if additional NAPT Executive Board members wished to attend, they would be encouraged to do so, but would be self-funded and not financially funded by the NAPT.
7. Awards
   1. Tracy Lindsey provided an updated that everything is organized and on track to present the 2019 awards at the NDPhA award ceremonies.
8. NDPhA Board Meetings
   1. The last meeting was held on March 6, 2019. Kathy Zahn attended the meeting on behalf of the NAPT Executive Board and provided a recap of the meeting. Kathy Zahn will forward information she received regarding OneRx to the NAPT Executive Board members.
9. Fall Conference 2019 update
   1. The 2019 NAPT Fall Conference will be held in Bismarck, ND at the Ramkota on September 13-14, 2019.
   2. Diane Halvorson provided an update on the planning of the 2019 NAPT Fall Conference. The theme for the conference is “Educate Before You Medication-Knowledge is the Best Medicine”. All speakers have been selected and are in the process of submitting information for the CE processers. Overall, everything is right on track.
10. Communications/Facebook Committee Update
    1. Lindsay Cizek-Cribb provided an updated that due the NDPhA Convention being held earlier this year that the posts scheduled for May would actually be posted the end of April instead. Tracy Lindsey encouraged the Facebook Committee to continue keeping up on posting in accordance to the approved schedule.
11. Recruitment to Profession of Pharmacy Technician Profession Committee
    1. Arlene Monson provided an update on pilot program which was previously defined as identification of one rural and one larger city to contact and provide a letter describing our purpose and contact information, a link to the website and professional video, and a recruitment letter. At this time no contact has been made with the high schools. Arlene Monson reported that she has developed a recruitment letter which she will forward to Tracy Lindsey for review.
12. Visits to Northland Community and Technical College/NDSCS
    1. No visits are scheduled at this time. It was noted that Northland Community and Technical College generally like the visit to their school to be in the spring time. Cassie Doyle volunteered to represent the NAPT Executive Board and will reach out to the appropriate contacts to schedule presentation dates.
13. Update on PTCB Funding Project
    1. Diane Halvorson provided paper copies of the formal request of funds letter as well as the Tech-check-Tech expansion project proposal. The deadline to apply for the funding from PTCB is April 15, 2019. If funding is secured, the current committee will extend the invitation to more individuals to join the committee. Vigorous discussion was held regarding the goal of the committee and fund utilization.
    2. **Autumn Guilbert made a motion to support the work developed by the committee. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.**
14. Northland Community and Technical College Update
    1. No report available.
15. NDSCS Update
    1. No report available.
16. Nodak Deadlines
    1. Scholarship article
    2. Fall Conference article
    3. President’s article
17. Future NAPT Executive Board Meetings
    1. Tracy Lindsey to work with Kathy Zahn to send out a Survey Monkey to NAPT Executive Board Members to determine best options for upcoming meeting dates for the 2019-2020 term.
18. NAPT Guideline Manual
    1. Discussion was held regarding the proposed changes and updates to the current NAPT Guideline Manual. Suggested changes and updates were previously emailed to the NAPT Executive Board for review.
    2. **Cassie Doyle made a motion to approve the changes to the NAPT Guideline Manual. The motion was seconded by Autumn Guilbert. Motion carried.**
    3. It was noted that the original NAPT Guideline Manual would be archived on the secretary computer and the new NAPT Guideline Manual would be added to always have access to all previous editions.

Meeting adjourned at 12:19pm by Chairperson Tracy Lindsey.

Meeting minutes prepared by Lindsay Cizek-Cribb, NAPT secretary.