

Executive Board Meeting Minutes

April 17th, 2021 at 11:30am

Via teleconference

Members present: Lindsay Cizek-Cribb-President, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Jamie Weybright-Parliamentarian, Diane Halvorson-Secretary and BOP Liaison, and guests Amanda Olauson and Adelle Casavant

Members Absent: Shaina Stall-Member at Large, Melissa Krava-NDSCS Liaison Member, Danika Johnson-Northland Community and Technical College Liaison, and Mike Schwab-NDPhA Liaison Member

1. Meeting was called to order by Lindsay Cizek-Cribb at 1131. Lindsay Cizek-Cribb declared a quorum.
2. Mission statement was read by Mandy Chase.
3. Agenda reviewed, Lindsay Cizek-Cribb asked for additions or changes. No suggestions or changes noted. **Jamie Weybright made a motion to accept the agenda. Cassie Doyle seconded the motion. Motion carried.**
4. Treasure report:
	1. Cassie Doyle reported on the current Balance Sheet statement. **Diane Halvorson made a motion to approve the Balance Sheet statement as presented. The motion was seconded by Jami Weybright. Motion carried.**
	2. Cassie Doyle reported on the current Profit and Loss Statement. **Mandy Chase made a motion to approve the Profit and Loss Statement as presented. Diane Halvorson seconded the motion. Motion carried.**
5. Cassie Doyle reviewed the current 2020-2021 budget. No questions asked, no motion needed at this time.
6. Cassie Doyle reported on the Scholarship Fund which currently has $1916.00.
7. As Cassie Doyle concludes her role as treasurer, Lindsay Cizek-Cribb stated historically the napt financials are audited during the transition of officers. Lindsay Cizek-Cribb further stated that since Diane Halvorson will be the new treasurer and has a strong historical knowledge of NAPT, Lindsay Cizek-Cribb asked the group if it would be acceptable for Diane Halvorson to complete the audit. Diane Halvorson and Cassie Doyle stated this would be acceptable.
8. Secretary Report: Diane Halvorson stated NAPT Executive Board minutes from the March 14, 2021 meeting had been sent out electronically, asked if there are any further suggested change needed. No changes noted. **Mandy Chase made a motion to approve NAPT Executive Board Minutes from March 14 2021 as presented. Jamie Weybright seconded the motion. Motion carried.**
9. ND BOP update: Diane Halvorson gave a brief update regarding the success of SB2279 and briefly described the next steps. Encouraging the NAPT Executive Board to continue to be the voice of the pharmacy technicians and be active in the progression of the role out of this topic. One suggestion to consider is the utilization of information obtained during the 2020 NAPT survey conducted regarding pharmacy technician role in vaccine administration.
10. NDSCS Update: no report available
11. Northland Community and Technical College Update: no report available.
12. NAPT Annual Fall Conference: Lindsay Cizek-Cribb reported due to the cancellation of Fall Conference 2020, we rolled over the contract at the Holiday Inn in Fargo to September 10-11, 2021. Previously Diane Halvorson volunteered to be the NAPT Fall Conference 2021 planning coordinator. Plans have been on hold as the NAPT Executive Board felt it important to poll the general membership of comfort in attending due to the COVID pandemic. Lindsay Cizek-Cribb reviewed the responses from the survey, results are reflected as of April 15, 2021.

Lindsay Cizek-Cribb reported that if we cancel our contract at this point, we would be responsible to pay $1, 341 and if we cancel in June, we would be responsible to pay $2,700. After great discussion and each member sharing their thoughts and reviewing the results of the survey, the group decided to move forward with an in-person conference. Diane Halvorson stated a planning committee will be created and plans will begin asap. Lindsay Cizek-Cribb stated that Kathy Zahn had been the organizer for the Basket Extraordinaire, we will reach out to Kathy to see if she still has interest in coordinating this portion of the event.

1. 2021-2022 Executive Board: Lindsay Cizek-Cribb reported ballot results concluded a total of 23 ballots received and the conclusion as follows:
	1. Adelle Casavant-Vice-President
	2. Diane Halvorson-Treasurer
	3. Amanda Olauson-Secretary
	4. Member-at Large position x 2 and Parliamentarian positions are appointed positions. Lindsay Cizek-Cribb stated she will be working to make those appointments in the near future.

Lindsay Cizek-Cribb stated a special thanks to Arlene Monson and Cassie Doyle for their time and contributions to the board as they exit their positions.

1. Scholarships:
	1. North Dakota Career Builders: Lindsay Cizek-Cribb reported no changes
	2. NAPT Annual Scholarship: Previously the NAPT Executive Board set a budget of $1,000 to be awarded towards 2021 awards. Lindsay Cizek-Cribb reported a total of 5 awards will be disbursed, each award will be $200 which equals a total of $1,000. Once these payments have been made, it will bring the current scholarship balance to $916. Recipients of the scholarships include:
		1. Nawal Abdi; student of Northland Community and Technical College
		2. Maggie Knudson; Northland Community and Technical College
		3. Raylee SanGrait; Northland Community and Technical College
		4. Jennifer Flemmer; North Dakota State College of Science
		5. Desirae Gibbon; North Dakota State College of Science

Lindsay Cizek-Cribb stated on behalf of the NAPT Executive Board and general membership, special congratulations to the recipients. Pictures will be obtained to publish the recipient’s award in the next Nodak issue.

1. NAPT awards: Lindsay Cizek-Cribb reported that due to the NDPhA convention being virtual, the award ceremony was also held virtual. On behalf of NAPT and its members, Lindsay Cizek-Cribb presented the following awards during this virtual awards ceremony:
	1. NAPT Distinguished Young Pharmacy Technician of the Year: TBA
	2. Friend of NAPT: Dr. Heidi Eukel
	3. NAPT Pharmacy Technician of the Year: Allison Hauge
	4. NAPT Diamond Award: Vicki Schultz

Lindsay Cizek-Cribb will make arrangements to physically deliver the awards to each recipient. Pictures will be obtained to promote the recipient’s achievement.

1. NDPhA quarterly meeting update: Mandy Chase reported have not had a meeting since our last meeting. But did highlight that at the last meeting Mark Hardy and Mike Schwab provided encouragement to the group to get involved with the legislative session, reach out to your legislative representative to share your thoughts on topics being presented at the legislature.
2. Nodak article due date: Lindsay Cizek-Cribb reported the next Nodak due date is April 26, 2021.
3. NDPhA convention currently underway: Lindsay Cizek-Cribb reported the event is in progress and to this point the event is going well. Special thanks to the convention planning committee.
4. NAPT General Business meeting to be held at 12:30 today via zoom. Cassie Doyle asked if Lindsay Cizek-Cribb is planning to share her screen to display the financial information. Lindsay Cizek-Cribb stated she was not sure if she would be able to share the screen but that she is sure we will figure it out.
5. Time to end the meeting in order to attend the NAPT General Business Meeting.

Lindsay Cizek-Cribb adjourned the meeting at 12:29.

Minutes completed by Diane Halvorson, NAPT Secretary