

Executive Board Meeting Minutes

Sept 13, 2019

11am – 3pm

Ramkota Hotel, Bismarck ND

**Present:** Tracy Lindsey-Chairperson, Arlene Monson-President, Lindsay Cizek Cribb-Vice President, Cassie Doyle-Treasurer, Kathy Zahn-Member at Large, Mandy Chase-Member at Large, Autumn Guilbert-Parliamentarian, Melissa Krava-NDSCS Liaison, and Diane Halvorson ND State Board of Pharmacy Liaison

**Members Absent:** Ashley Hogness-Secretary, Mike Schwab-NDPhA Liaison, and Danika Johnson-Northland Technical College Liaison

1. Meeting called to order by Chairperson Tracy at 11:14 am
2. Introductions completed
3. President Arlene read the mission statement
4. Chairperson Tracy stated a quorum has been met
5. **Arlene Monson made a motion to approve the agenda as written. Seconded by Kathy Zahn. No further discussion, motion carried.**
6. Secretary Report: Review of the NAPT Executive Board meeting minutes. **Kathy Zahn motioned to approve the minutes with the spelling corrections. Seconded by Autumn Guilbert. No further discussion motion carried.**
	1. It was questioned if these minutes were posted to the NDPhA website with the disclaimer of subject to approval. The minutes have not been posted. In the absence of the secretary, Tracy Lindsey will contact Secretary Ashley and review the process of:
		1. How to post with disclaimer prior to approve
		2. How to update once approved
		3. Timeline of posting
		4. As past secretary, Lindsay Cizek Cribb offered to mentor if needed as well
7. Treasurer Report:
	1. Cassie Doyle presented the financial statements. Discussion held regarding the processing of information and if statements are run at month end or in real time prior to meetings. Conclusion, all documents are current documents. Financial reports are processed as follows:
		1. All monies in and monies out are processed in real time and reported to NDPhA, NAPT Chairperson and NAPT President
		2. Bank statements are audited on a monthly basis and reported to NDPhA, NAPT Chairperson and NAPT President
		3. Profit & Loss and Balance Sheet statements are requested from NDPhA 5 days prior to any NAPT meeting
		4. Budget sheet is maintained by the NAPT Treasurer and should be updated and presented at every NAPT meeting
	2. Review of the current reports as presented by Treasurer Cassie Doyle:
		1. Profit & Loss statement reviewed, statement was from January 2019 through August 2019
		2. Balance sheet was reviewed
		3. Budget 2019-2020: Cassie Doyle reported that the Finance Committee met, proposed budget is from that committee. Cassie reviewed line by line the suggested budget and reported the thoughts of the finance committee as to the changes made. Cassie stated it is her goal to ensure the budget is a true working budget and is sustainable to be able to match our expenditure needs. Discussion held regarding the budget submitted; minor changes made. **Kathy Zahn motioned to accept the updated budget and submit to the general membership for final approval. Seconded by Autumn Guilbert. No further discussion, motion carried.** Chairperson Tracy Lindsey will bring forward during the General Member Meeting scheduled September 14, 2019 for final approval by the general membership.
8. Diane Halvorson presented updates on the TCT (Tech-Check-Tech) Project:
	1. TCT is a partnership of NAPT, NDPhA and NDSU and funded by PTCB
	2. Sub-Committees of TCT are: Education, Policy and Procedure (P&P), Pilot Site and Research
	3. All sub-committees have been diligently working through the summer. We currently have 6 sites confirmed. P&P are completed, toolkit has been completed, research request has been submitted and education will begin at the NAPT Annual Fall Conference on September 14, 2019 and will then be available after that through CE on Demand through our CE coordinator, CEI.
9. Awards: Young Pharmacy Technician, Technician of the Year, Friend of NAPT and Diamond award
	1. Discussion held as to whether we start promoting the awards for April 2020 now or wait until December? Reminder that last year we trialed opening the nomination process at the NAPT Annual Fall Conference. It was reported that we did not receive any nominations from fall conference attendees and discussion held wondering if it provided an added time to promote the awards?
	2. Conclusion was to promote the awards at the General Business Meeting scheduled for September 14, 2019 and provide forms to attendees.
	3. Further promotion will include posts on Facebook and publications in the Nodak.
10. Scholarship:
	1. Lindsay Cizek Cribb and Cassie Doyle have met to discuss the utilization of funds currently in the Scholarship fund (reminder this fund is separate from NAPT monies, it is obtained through fundraising of our basket extraordinaire so it does have limitations on how to spend)
	2. Lindsay Cizek Cribb reported the outcome of their meeting was to poll the members (by raise your hand response) to discuss what kind of things could be done with these funds. A suggestion they had included could we offset the cost of taking the national certification exam but looking for suggestions and direction by the membership.
	3. Melissa Krava asked if she could present information regarding new funding offered by the state of ND called:
		1. North Dakota Career Builders. Effective August 1, this is a program that was created to bring dollars to assist in funding of our students. This program is a match program that the state would provide fund matching up to $3,000,000. It does require industry funding to begin the match process. Industry can be as basic to offer funding for a program and as detailed as offering funding for a specific participant. Funds donated to a specific program will not be shifted to other programs if not used. Industry participants are able to track their donations to ensure fiscal responsibility of funds.
		2. Discussion held regarding if this would be an option to consider how to best utilize our scholarship funds. Things to consider if we donate:
			1. NAPT would be the first of industry to participate in this program created by the State.
			2. We could turn $1 into $2 by participating
			3. Since we did not have recipients last year our total amount in the scholarship fund currently is: 5,545.
			4. **Kathy Zahn made a motion to bring to the General Membership the consideration of allocating $3,000 of scholarship funds to this program. Motion seconded by Arlene Monson. Further discussion included Chairperson Tracy Lindsey to check with NDPhA to ensure this is proper use of the scholarship fund. Motion carried.**
			5. Kathy Zahn suggested if this passes the General Membership, it would be important to market this donation as two-fold: first to promote the actions of the NAPT membership and second in hopes to stimulate industry participation. Suggestion to work with Melissa Krava and her team at NDSCS to ensure all avenues of marketing are pursued.
	4. Point of clarification: If the general membership approves the motion highlighted in 10.4, the discussion of how to utilize scholarship funding that was to be presented by Lindsay Cizek-Cribb and Cassie Doyle will no longer be needed. Thanks to Lindsay and Cassie for their work to this point.
11. Goal setting (as discussed at 6-13-2019 meeting)
	1. Tracy Lindsey reminded everyone the importance of reviewing the meeting minutes in a timely manner when sent out by the secretary for review. Please respond whether you have suggested changes or not. When responding please “reply all” so all can follow the response of the group
	2. Monthly Sunday night phone calls: It was discussed we have not met this goal change at this point. However, first monthly meeting is set for October 13th at 8pm. These meetings will only last ½ hour and will be specific to topics at hand as presented by the Chairperson. Goal is to have these meetings the second Sunday of each month. Tracy Lindsey will provide the topics and call in information prior to the meeting.
12. Updates from NDSCS presented by Melissa Krava:
	1. Current enrollment:
		1. First year: 8 enrolled with expected graduation of 2021
		2. Second year: 6 enrolled with expected graduation of 2020
		3. PATISM:
			1. 14 graduates in 2018
			2. 13 graduates to this point in 2019
			3. Currently have a total of 47 enrolled, 9 of which have a deadline of completion before end of year in 2019.
			4. Program currently under review. Focus of review is to work to steam line the program
			5. Overall review of program to ensure curriculum aligns with the national standards
				1. On campus program will provide advance practice focus
				2. PATISM program will provide an entry level focus
		4. All feedback and thoughts about the programs are appreciated and should be forwarded to Melissa Krava.
	2. Two students will be attending the conference from NDSCS.
13. Arlene Monson attended the AAPT Convention on August 30 and 31, 2019 in Orlando Florida as the delegate of the NAPT Chapter. Arlene Monson reported the following:
	1. While attending the HOR (house of representative) meeting, it was reported that AAPT continues to have two chapters (North Carolina and North Dakota). As the delegate for North Dakota Arlene Monson reported the following updates from North Dakota:
		1. Gabapentin rescheduling
		2. Rule changes to allow NHA and PTCB as approved certification bodies
		3. Fall conference update
		4. Basket extraordinaire update
	2. AAPT Executive Board brought forth at the HOR the restructuring of the board which includes the addition of each chapter having an Executive Board Member serve on the AAPT Board. After discussion, it was decided that at this time this board feels their time is limited to be able to serve above and beyond what they are currently serving NAPT. Additionally, it is currently not a requirement to be an AAPT member to serve on the NAPT board so currently some members do not meet the requirement to serve the AAPT board.
14. Fall Conference updates provided by Diane Halvorson:
	1. Current registration is 63 people and expect a few to register at the door.
	2. 10 hours of CE will be provided including 3 law, 1 patient safety and 6 general. Reminder that CE will be provided in blocks. It was shared the issues encountered but outcome was a success.
	3. Fall Conference 2020 will be held at the Holiday Inn in Fargo ND on September 18 & 19, 2020. Diane Halvorson announced that due to a personal commitment she will not be able to attend this event. Lindsay Cizek-Cribb will be coordinating the event and Diane will be assisting up to the event.
15. Pharmacy Technician Day is scheduled for Tuesday October 15, 2019. Diane Halvorson stated that the usual group that meets and plans the theme has chosen no theme for this year. There are some graphics offered by PTCB if we would want to use for postings on Facebook. Kathy Zahn will look to see what is available and asked Lindsay Cizek Cribb to assist in creating a post for pharmacy technician day. Chairperson Tracy Lindsey also stated that Pharmacy week is the week following pharmacy technician day.
16. Update on NAPT Positions:
	1. Diane Halvorson presented a rough draft of a job description for a Communication Coordinator. Diane stated that this is a very rough draft but it allows a great place to start. Chairperson Tracy Lindsey asked each member to please take home and review. Tabled until next meeting to discuss changes and finalize adoption of this position.
	2. Diane Halvorson presented an update of the Fall Conference Coordinator. Rather than being in job description format, Diane provided a calendar that shows the items that need to be completed when planning a fall conference. Diane also stated she updated the fall conference book and will present to Lindsay Cizek-Cribb tomorrow.
17. Facebook committee member Kathy Zahn stated the committee has been working on providing more posts. She said if anyone has anything to add to please submit, she could use some assistance with creating posts. Lindsay Cizek Cribb will be assisting with ensuring posts are being added in a timely fashion and assisting with designing of posts.
18. Recruitment to Profession of Pharmacy Technician Profession Committee: Arlene Monson stated she has a list of the schools and working on a letter. Chairperson Tracy Lindsey stated we need to move forward with this task as it has been some time since we first started discussing. Chairperson Tracy Lindsey stated that this topic will be a main focus of the January meeting. Arlene Monson to bring the letter for review and approval and the contact information obtained so the group can make final decisions how to move forward on this task.
19. Visits to area Pharmacy Technician programs: Cassie Doyle reported she has been in contact with Melissa Krava and will be visiting NDSCS on October 15th and is still working to make final arrangements at the Northland Community and Technical College.
20. ND Board of Pharmacy update: Diane Halvorson reminded the group of the recent rule changes that affect pharmacy technicians and stated that Executive Director Dr. Mark Hardy will be covering everything in detail during his presentation.
21. Northland Community and Technical College Update: not available
22. NDPhA quarterly meeting update reported by Chairperson Tracy Lindsey:
	1. Meeting held September 11th at the Holiday Inn, Fargo ND
	2. Guess speaker discussing potential dollars available (this is different than the program Melissa Krava presented). Details to follow
	3. Dr. Jesse Rue gave a report/update of the About the Patient
	4. Discussion about USP 800 and the impact it may have for community pharmacy
23. Update on acquisition of a stand-up sign/banner:
	1. Chairperson Tracy Lindsey stated that NDPhA and NDShP have purchased stand up signs to be displayed during the Annual NDPhA Convention. Does NAPT want to purchase a sign to be displayed as well? Due to growing hotel restrictions, the use of the banner hanging on the wall is not functional moving forward.
	2. Kathy Zahn presented prices ranging from $150-$300 for cost.
	3. After discussion, consensus was to bring to the General Membership meeting scheduled for September 14th, 2019 for final decision.
24. Nodak article due dates:
	1. Chairperson Tracy Lindsey will obtain deadline information
	2. Chairperson Tracy Lindsey asked the group to each submit an article on themselves. This article should include who they are, where they work and what interest they have with NAPT and perhaps what their goals are for serving on NAPT and goals of the profession. Please submit your articles to Chairperson Tracy Lindsey who will submit the articles for publishing as room in the Nodak allows.
25. Future NAPT Meeting Dates as follows:
	1. December 8, 2019 from 11am to 3pm. Fargo attendees and Mandy Chase will meet in Fargo and other board members will call in. Chairperson Tracy Lindsey will forward the call-in information prior to the meeting. Cassie Doyle offered to arrange a meeting room at Thrifty White in Fargo, details to follow.
	2. January 6, 2020, advisory meeting with the ND State Board of Pharmacy in Fargo. This meeting should be attended by the Chairperson, President and Vice President and is held as a dinner meeting at a restaurant in Fargo. Details will be provided by Dr. Mark Hardy, Executive Director of the ND State Board of Pharmacy.
	3. March 1, 2020 from 10am to 2pm, in Bismarck ND at the NDPhA office.
	4. NDPhA Annual Convention to be held in Minot ND on September 23, 24 and 25th, 2020.
26. With no further business, **Lindsay Cizek Cribb made a motion to adjourn. Seconded by Arlene Monson. Motion carried.** Chairperson Tracy Lindsey declared the meeting adjourned.

Minutes prepared by: Diane Halvorson in absence of Secretary Ashley Hogness