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Executive Board Meeting

October 5, 2018

12:00pm-3:00pm

Holiday Inn Fargo ND

**Members Present:** Tracy Lindsey—Chairperson, Twana Dick—President, Arlene Monson—Vice-President, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer, Autumn Guilbert—Parliamentarian, Kathy Zahn—Member at Large, Cassie Doyle—Member at Large, Diane Halvorson—Liaison Member, Barb Lacher—Liaison Member, Melissa Krava—Liaison Member

**Members Absent:** Danika Braaten—Liaison Member, Mike Schwab—Liaison Member

Meeting was called to order at 12:02pm by Chairperson Tracy Lindsey

1. Introductions were completed.
2. Mission statement was read by Cassie Doyle.
3. Tracy Lindsey declared that a quorum has been established.
4. Agenda was reviewed by the NAPT Executive Board.
   1. **Autumn Guilbert made a motion to approve the October 5, 2018 NAPT Executive Board meeting agenda. The motion was seconded by Arlene Monson. Motion carried.**
5. Secretary’s Minutes
   1. Executive Board Meeting; July 1, 2018
   2. Review of the minutes was completed.
   3. **Twana Dick made a motion to approve the Executive Board Meeting minutes from July 1, 2018. The motion was seconded by Autumn Guilbert. Motion carried.**
   4. Review of the minutes from the General Membership meeting on April 21, 2018 was completed in preparation for the upcoming General Membership meeting on October 6, 2018.
6. Goal Setting
   1. The NAPT Executive Board members shared their updated goals for the remainder of this current term. Online registration process for the NAPT Fall Conference was discussed as one goal. To continue further discussion, it was stated that this should be added to the next NAPT Executive Board meeting agenda.
7. Treasurer Reports
   1. Profit and Loss and Balance Sheet
      1. Review of the Profit and Loss Statement and Balance Sheet were completed. Alex Spilman stated that the information reviewed is through the end of September but that large items such as the honorariums, hotel conference room, and food expenses related to the 2018 NAPT Fall Conference are not yet included in paid expenses. The actual checkbook balance at this time is $16, 848.94.
      2. Alex Spilman and Diane Halvorson noted that we had an increase in fees associated with this year’s card celebrating pharmacy technician day. This year the printer had a processing fee on top of the fee for printing. It was also noted that the current NAPT Executive Board has done a great job of decreasing fees associated with the Executive Board meetings.
      3. **Kathy Zahn made a motion to approve the Profit and Loss Statement and Balance Sheet. The motion was seconded by Twana Dick. Motion carried.**
   2. 2019 Budget
      1. Diane Halverson noted a reminder that the NAPT Executive Board would need to approve the 2019 budget and then it would need to be brought to the General Membership meeting for approval before any money can be spent in 2019.
      2. Alex Spilman reviewed the draft of the 2019 budget.
      3. **Lindsay Cizek-Cribb made a motion to approve the 2019 budget. The motion was seconded by Autumn Guilbert. Motion carried.**
8. Update on NDPhA Office Support
   1. NDPhA is currently in the process of hiring a new support team member. During the transition, Mike Schwab has been able to support the NAPT and provide Alex Spilman with the treasurer reports. To allow for time for compilation of the reports, Alex Spilman should be and has been allowing seven days for report turn around.
   2. Alex Spilman will include a note in the next communication with NDPhA that along with data entry of the NAPT financials, they are also the checks and balance of the NAPT financials.
9. Reimbursement Guideline Reminder
   1. Alex Spilman reminded the NAPT Executive Board members that there is a strict 40 day window for all reimbursements and if a member would like to be reimbursed for any covered expenses that they will need to adhere to this window in order to be properly reimbursed.
   2. Going forward the current NAPT Secretary will bring blank reimbursement forms along to each NAPT Executive Board meeting.
10. Awards
    1. Twana Dick, as the NAPT President, is in charge of overseeing the award process. Twana will provide an overview of the updated award nomination process at the General Membership meeting October 6, 2018 which will include the newly developed award nomination form and a reminder of who can nominate an individual for an award, stressing that it does not have to come from a manager or leader. Those looking to nominate an individual for an award not only can fax or email, but now can hand in the nomination form during the NAPT Fall Conference.
    2. Should Twana Dick receive an incomplete form during or after the 2018 NAPT Fall Conference, Twana Dick will redirect the nominator to fully complete the nomination form and then turn in.
    3. Prior to the start of the General Membership meeting, the 2018 award recipient video that was put together by Diane Halvorson will be played. Along with the award recipients, the video also displays the award criteria.
    4. Twana Dick will work with NDPhA to update the NAPT tab on the website to include a section regarding the NAPT awards nomination criteria and nomination form.
       1. Lindsay Cizek-Cribb will update the deadline date on the current nomination form to February 12, 2019 and then will email the updated form to Twana Dick and Alex Spilman.
       2. Going forward the current NAPT Secretary will bring blank nomination forms along to each NAPT Fall Conference.
11. NAPT Fall Conference
    1. 2018 NAPT Fall Conference will be held in Fargo, ND at the Holiday Inn on October 5-6, 2018.
       1. The current number of registrants for the 2018 NAPT Fall Conference is at 86, which is lower in comparison to previous years. Discussion was held regarding timing of the conference and it was noted that registration numbers have generally been higher when the conference is held in early September vs. October. This should be kept in consideration when the 2019 NAPT Fall Conference date is determined. It was also noted that because venue availability books quickly, in order to have choices of dates a determination should be made at least one year in advance.
       2. The NAPT Executive Board discussed the great speaker line up for this year’s conference and are excited to kick off the conference with a keynote speaker who will bring an inspiring message about life as the parent of a patient. Due to one speaker not being able to accept an honorarium, it was determined that money will be donated to the son of the keynote speaker.
       3. Diane Halvorson provided an update on how the 2018 NAPT Fall Conference attendees will obtain the CE credits. Each attendee will be provided paper copy instructions on how to obtain the CE credits. After conclusion of each presentation, the attendees will be provided a CE code that must be entered to obtain CE credit for that specific presentation.
          1. The 2018 NAPT Fall Conference is registered in the fashion that each presentation is its own CE. It was noted that this is the most expensive CE processing option and that CE processing options and the costs associated with each will be discussed during the October 6, 2018 General Membership meeting.
       4. Each 2018 NAPT Fall Conference attendee will receive an email from Kathy Zahn which will include the process to obtain the CE credits. The email will also contain a Survey Monkey link to survey questions which gather feedback regarding the conference. It was discussed that the survey questions should be an exact replication of the previous year’s post conference survey. This will help the NAPT Executive Board and NAPT Fall Conference Committee members gauge the positive or negative impact on any changes from the previous year’ conference.
    2. 2019 NAPT Fall Conference will be held in Bismarck, ND at the Ramkota on September 13-14, 2019.
       1. Diane Halvorson encouraged the NAPT Executive Board members to start gathering ideas for presentation topics and potential speakers.
12. Wage Survey
    1. The survey was mailed with the 2018 NAPT Fall Conference information. Due date for return of the survey was originally September 1, 2018 and then moved to the middle of October in hopes to receive additional completed surveys.
    2. Diane Halvorson reported that over 850 registered technicians were mailed the survey, however at this time less than 20% have responded. In order to be reportable survey results, the response needed to be 50% or greater.
    3. The NAPT Executive Board reflected on and analyzed the wage survey process and held discussion that the survey may have been overlooked in the mailer and under communicated. It was noted that we are a volunteer organization and although there was room for improvement, the NAPT Executive Board did the best with their available resources.
    4. The lack of responses will be relayed to the General Membership at the General Membership meeting October 6, 2018. The General Membership will be advised that the survey was not a success nor is it reportable due to the lack of responses and that all responses received will be destroyed.
    5. Twana Dick will include information in the next edition of the Nodak that the wage survey did not receive enough responses and will no longer be evaluated at this time.
    6. Kathy Zahn suggested that should the survey be conducted by a future NAPT Executive Board that they should analyze the questions in the survey and include a statement at the top of the survey the time it would take the person to complete the survey.
13. Scholarship
    1. The current scholarship fund includes $750 that was raised during the 2018 NDPhA Spring Convention plus pre-existing money for a total of $4385. To ensure proper flow of funds, we need to disburse the $750 plus any incoming money raised during the 2018 NAPT Fall Conference.
    2. Applications for the 2019 scholarship awards will be accepted January 15-30, 2019. It was noted that those were the dates utilized in 2018 and allowed students the time needed to obtain the necessary fall semester transcripts prior to applying for the scholarship.
    3. Funds disbursed to each award recipient (and total funds disbursed) depends on the number of qualified applicants. The scholarship committee was tasked with bringing the total of available funds along with what they have developed for a disbursement plan to the next NAPT Executive Board meeting for approval. It was noted that there is also the 1-5 grading tool that can be utilized to grade each recipient.
    4. Tracy Lindsey will send the scholarship application form to the appropriate pharmacy technician programs.
    5. A total of 20 baskets have been collected this far for the 2018 NAPT Fall Conference Basket Extraordinaire. The NAPT Executive Board members commented that we should have another very successful year in raising scholarship funds!
       1. Ticket sales will once again be 1 ticket for $1 or 6 tickets for $5. Signage and ticket boxes are being reutilized from last year to help save on the budget.
       2. When we are ready to announce the winners of each basket, the winning number will be displayed on the presentation monitors so that all attendees can see and hear the number.
14. National Convention Attendance
    1. As the current president, Twana Dick represented the NAPT at the pharmacy technician convention of her choice which was the 2-18 AAPT Convention held in Niagara Falls, NY on September 7-8, 2018. Also attending and representing NAPT were Tracy Lindsey and Arlene Monson.
    2. Twana Dick attended the HOR meeting and noted that in order to attend you must RSVP to the meeting as there were attendees asked to leave the meeting due to failure to RSVP. One point of discussion during the HOR meeting was current membership numbers and how to increase membership. Twana Dick provided an update on the NAPT including the then in-process wage survey and Basket Extraordinaire scholarship fundraiser.
    3. Twana Dick reported that there was a good variety of CE available at the convention including hazardous waste, human trafficking awareness, and Beers criteria for potentially inappropriate medication use in older adults.
    4. The NAPT Executive Board members were asked to provide their feedback on the value we gain in supporting NAPT representation to a national pharmacy technician convention. Value included topics such as growing membership, CE topics, expanding the role of pharmacy technicians, how meetings are conducted, promoting our mission, professional and personal development, etc.
15. AAPT Update
    1. No report available.
16. Northland Community and Technical College Update
    1. No report available.
17. NDSCS Update
    1. Melissa Krava, NDSCS Instructor/Department Chair, provided an update that there are currently 11 students enrolled in various years with 4 being on track to graduate this year. Melissa Krava noted that NDSCS is continuously working on promoting the program with focus on growing enrollment.
18. Communications/Facebook Committee Update
    1. Posts up to this point have included a save the date video for the 2018 NAPT Fall Conference, the 2018 NAPT Fall Conference registration form and reminder. Future schedules posts include celebration of national pharmacy technician day, and any applicable 2018 NAPT Fall Conference recap information including post conference survey link and how to obtain conference CE.
19. NDPhA Next Board Meeting
    1. The next meeting will be held on December 5, 2018 at the Ramada in Bismarck, ND. Kathy will be attending as representation of the NAPT Executive Board.
20. Nodak Deadlines and Responsibilities
    1. November 9, 2018 is the next Nodak edition submission deadline.
    2. Twana Dick will write the article and it will include information such as the 2018 NAPT Fall Conference, NAPT representation at the 2018 AAPT Fall Convention, wage survey, and student scholarship fund.
21. Update for representation to extend invitation to local pharmacy technician schools
    1. Alex Spilman reported that for the 2017-2018 academic year, she presented on NAPT in March 2018. She will reach out to the applicable pharmacy technician programs again around that same time.
22. General Business Meeting Agenda
    1. Review of the agenda for the October 6, 2018 General Business meeting was reviewed.
23. Future NAPT Executive Board Meetings
    1. January 6, 2018 from 10am-2pm
    2. March 3, 2018 from 10am-2pm

Meeting adjourned at 3:38pm by Chairperson Tracy Lindsey.

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