



Northland Association of Pharmacy Technicians

Executive Board Meeting Minutes

March 11th, 2022 12:00-2:00pm

Radisson Hotel, 605 East Broadway Ave, Bismarck, ND 58501

Present members: Lindsey Cizek-Cribb-Chairperson, Amanda Chase-President, Adelle Casavant-Vice-President, Diane Halvorson-Treasurer and ND BOP Liaison, Lillie Lambert-Member-at-Large

Not present: Amanda Olauson-Secretary, Patience Buck-Member-at-Large, Melissa Krava-NDSCS Liaison, Danika Johnson-NCTC Liaison, Mike Schwab-NDPhA Liaison

1. Lindsay Cizek-Cribb established a quorum
2. Adelle Casavant read the mission statement
3. Lindsey Cizek-Cribb asked if any there were additions to the agenda. Hearing none, Diane Halvorson made a motion to approve the agenda. Amanda (Mandy) Chase seconded the motion. No discussion. Vote all in favor. Motion carried.
4. Treasurer's report was presented by Diane Halvorson. She stated that there was one outstanding check. The Profit and Loss sheet, Balance Sheet, and Checkbook balance sheet were reviewed. Current balance is \$16,451.88. Current Scholarship fund is \$2,577, recent activity includes two scholarships awarded for \$400 each. Adelle Casavant motioned to approve the Profit and Loss sheet, Balance Sheet, and Checkbook balance sheet. Amanda (Mandy) Chase seconded the motion. No discussion. Vote all in favor. Motion carried.
5. Lillie Lambert provided the secretary's report. Minutes were reviewed from the NAPT Executive Board Meeting held on February 13, 2022. Diane Halvorson motioned to approve the minutes from the meeting. Adelle Casavant seconded the motion. No discussion. Vote all in favor. Motion carried. Diane Halvorson pointed out changes that were voted on from the December 5, 2021 Executive Board meeting has not been updated on the NDPhA website. Diane Halvorson offered to make the updates and forward to NDPhA to ensure the correct minutes are posted.
6. NDSCS had no update at this time.
7. NCTC had no update at this time.

8. Diane Halvorson reported there were no updates from the North Dakota Board of Pharmacy as they would be meeting next week.
9. Lillie Lambert gave an overview of the NDPhA Annual Convention Poster Presentation while noting extensive collaboration with committee members Diane Halvorson and Amanda (Mandy) Chase. Discussion regarding the outcome of the poster was held and the NAPT Executive Board was enthusiastic about presenting the poster at the NDPhA convention.
10. Amanda (Mandy) Chase announced the 2022 NAPT Executive Board. The NAPT Executive Board includes: Amanda (Mandy) Chase - Chairperson, Adelle Casavant - President, Josie Quick - Vice President, Vanessa Topka - Secretary, Diane Halvorson - Treasurer, Tracy Lindsey - Parliamentarian, Brenda Nitschke - Member at Large, Jamie Weybright - Member at Large.
11. Diane Halvorson discussed the Pharmacy Technician Survey. The survey committee is working on the survey with the assistance of the NDSU CAP. The NAPT Executive Board reviewed the preliminary survey at this time. Diane Halvorson explained how the survey will be set up using Qualtrics. There was discussion by the Executive Board and the committee worked to answer questions brought forward by the members. Adelle Casavant made a motion to bring the survey to the North Dakota Board of Pharmacy for review. Lillie Lambert seconded the motion. No further discussion. Vote all in favor.
12. Adelle Casavant discussed her trip to NCTC and presented one of the scholarship recipients with their award. Extensive discussion was held at this time regarding the conversation between the NAPT Executive Board members consisting of Lindsey Cizek-Cribb-Chairperson, Amanda Chase-President, Adelle Casavant-Vice-President, and Melissa Krava-NDSCS Program Director and Danika Johnson-NCTC Program Director. There were thoughts brought forward on how NAPT can assist technicians in training as well as the program directors. The overall feeling was engagement and mentorship of students is very important, but specific ideas for student involvement were tabled for later discussion. NDSCS trip is scheduled for March 29th in Wahpeton, ND.
13. Diane Halvorson announced the dates for the NAPT Fall Conference. The conference will be held September 23rd and 24th, 2022 at the Ramada by Wyndham in Bismarck, ND. Diane stated that she has secured a majority of the speakers and there is a range of several different topics. She also announced the panel discussion speakers have been filled. At this time, there is still a need for a disease state speaker.
14. Diane Halvorson and Amanda (Mandy) Chase reported no updates on the Recruitment to Profession of Pharmacy Technician.
15. Amanda (Mandy) Chase reported on the Scholarships. At this time, the ND Career Builders scholarship has been awarded to three individuals. The NAPT Scholarship committee awarded two \$400 scholarships for the 2022 year. There was discussion by the members to work on creating a rubric to assist the committee in selection of the applicants to be used for future years.
16. Adelle Casavant gave a detailed Facebook update.

17. Diane Halvorson announced an update to the TCT project. The TCT article was approved on March 9, 2022. She stated the next step would be to decide the remaining money would be spent. Thoughts were presented on the possibility to attend a national conference to report the findings of the TCT project.
18. Amanda (Mandy) Chase reported no updates on the NDPhA quarterly meetings as there were no meetings held since the last NAPT Executive Board meeting. Future meeting dates are: March 23rd, June 15th, September 14th, and December 7th.
19. Lindsay Cizek-Cribb reported that there were no NoDak article updates at this time.
20. It was announced that the future NAPT Meeting dates would be decided at the General Membership meeting with the new Executive Board. Lindsay Cizek-Cribb encouraged the future Chairperson to continue with the phone check-ins on the months there are no in-person Executive Board meetings scheduled.
21. Amanda (Mandy) Chase announced that the recipients for the NAPT Annual Awards would be present to accept their awards at the NDPhA convention. She stated that there were a large number of award nominations this year. Mandy also commented that award costs are increasing and this may be something to think of for future budgeting. She stated the need to make sure awards are secured by the vendor early to guarantee they would be available by Convention time.
22. Meeting was adjourned at 1:36pm.

Minutes prepared by: Lillie Lambert, Member-at-Large in the absence of the secretary. Minutes updated by Amanda (Mandy) Chase

10:51 AM

03/03/22

Accrual Basis

NAPT
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1 checking	16,451.88
Total Checking/Savings	16,451.88
Total Current Assets	16,451.88
TOTAL ASSETS	16,451.88
LIABILITIES & EQUITY	
Equity	
Retained Earnings	17,574.67
Net Income	-1,122.79
Total Equity	16,451.88
TOTAL LIABILITIES & EQUITY	16,451.88

10:53 AM

03/03/22

Accrual Basis

NAPT
Profit & Loss Budget vs. Actual
 January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget
Income			
100 NAPT Dues	0.00	14,700.00	-14,700.00
110 Interest	0.30	2.00	-1.70
120 Fall Conference	0.00	3,000.00	-3,000.00
Total Income	0.30	17,702.00	-17,701.70
Expense			
200 Executive Board Meetings			
200.01 Food	29.50		
200.02 Mileage	137.76		
200 Executive Board Meetings - Other	0.00	2,000.00	-2,000.00
Total 200 Executive Board Meetings	167.26	2,000.00	-1,832.74
220 Fall Conference	0.00	11,000.00	-11,000.00
240 Miscellaneous	0.00	500.00	-500.00
260 NDPhA Support	0.00	2,500.00	-2,500.00
290 Postage/Printing			
290.01 Annual Mailer	955.83		
290 Postage/Printing - Other	0.00	1,500.00	-1,500.00
Total 290 Postage/Printing	955.83	1,500.00	-544.17
300 General			
300.01 Awards	0.00	150.00	-150.00
Total 300 General	0.00	150.00	-150.00
330 School Visits	0.00	200.00	-200.00
Total Expense	1,123.09	17,850.00	-16,726.91
Net Income	-1,122.79	-148.00	-974.79

Northland Association of Pharmacy Technicians
Financial Budget/Expense Report

January - December
Northland Association of Pharmacy Technicians
Budget vs Actual Annual Summary

Ledger	Item Description	2017						2018						2019					
		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Income
100	NAPT Dues		0.00	13957.50	13000.00		0.00	13877.50	13500.00		0.00		16312.50		0.00				
100.03	Pin Sales		0.00	155.00			0.00												
110	Interest		0.00	1.18	2.00		0.00	1.31	2.00				0.00			1.40			2.00
120/220	Fall Conference	10766.82	8500.00	4860.00	3600.00	10797.81	10650.00	4050.00	4700.00	7377.18	11750.00	3210.00	4500.00						
200	Executive Board Meetings	1889.94	5000.00		0.00	602.20	5000.00		0.00	870.95	4000.00		0.00						
210	Executive Board Membership	50.00	500.00		0.00		500.00		0.00		500.00		0.00						
240	Miscellaneous	239.64	500.00		0.00	190.28	500.00		0.00	41.07	500.00		0.00						
250	National Convention	1365.83	2000.00		0.00	1421.86	1500.00		0.00	1079.77	1500.00		0.00						
260	NDPhA Support		5000.00		0.00	2500.00	5000.00		0.00	5000.00	2500.00		0.00						
280	Pharmacy Week		0.00		0.00		0.00		0.00		0.00		0.00						
290	Postage/Printing	587.67	1500.00		0.00	1153.68	700.00		0.00	1688.62	1500.00		0.00						
300	General	153.01	175.00		0.00	133.14	175.00		0.00	212.90	175.00		0.00						
310	Student sponsorship to Chvn		300.00		0.00		300.00		0.00		300.00		0.00						
320	Video Project	5561.38	5000.00		0.00		0.00		0.00		0.00		0.00						
330	Visit Selected Schools		0.00		0.00	40.00	400.00		0.00		400.00		0.00						
340	Annual Raffle		0.00		0.00		0.00		0.00	0.00	0.00		0.00						
		20614.29	28475.00	18973.68	16602.00	16838.97	24725.00	17928.81	18202.00	16270.49	23125.00	19523.90	18002.00						

Ledger	Item Description	2020						2021						2022					
		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Income
100	NAPT Dues		0.00	14350.00	16000.00														
110	Interest		0.00	1.77	2.00		0.00	1.99	2.00										
120/220	Fall Conference	1250.00	11000.00		4500.00	8203.78	11000.00	3190.00	3000.00										
200	Executive Board Meetings	199.68	3000.00		0.00	632.71	3000.00		0.00	167.26	2000.00								
210	Executive Board Membership		500.00		0.00		400.00		0.00		0.00								
240	Miscellaneous	3332.25	500.00		0.00	2442.19	500.00		0.00		500.00								
250	National Convention	90.95	1200.00		0.00		100.00		0.00		0.00								
260	NDPhA Support		2500.00		0.00	5000.00	2500.00		0.00		2500.00								
290	Postage/Printing	3371.98	1450.00		0.00	2602.90	1450.00		0.00	955.83	1500.00								
300	Awards	757.53	175.00		0.00	150.34	175.00		0.00	156.95	150.00								
330	Visit Selected Schools		200.00		0.00		200.00		0.00		200.00								
		9002.39	20525.00	14351.77	20502.00	19031.92	19325.00	17891.99	17002.00	1280.04	17850.00		0.30						

[illegible]

