

Executive Board Meeting

April 21, 2023 @ 11:45AM – 3:00PM

Sleep Inn Minot, ND

Present: Amanda (Mandy) Chase (Chairperson), Adelle Casavant (President), Josie Quick (Vice-President), Vanessa Topka (Secretary), Diane Halvorson (Treasurer/ND BOP Liaison), Tracy Lindsey (Parliamentarian), Brenda Nitschke (Member-at-Large), Special guest Melissa Krava (NDSCS Liaison)

Absent: Jami Weybright (Member-at-Large)-excused

Call to Order Mandy (Amanda) Chase (Chairperson) at 12:17

Quorum was established.

Mission Statement was read by Diane Halvorson

Review and Approve Agenda, Diane made a motion to approve the agenda, seconded by Josie, and the motion passed.

1. NDPhA discussion with Jesse

A discussion was held with Jesse regarding emailing online voting because this is a process change the NAPT Executive Board felt it important to bring this suggested change to the General Membership. To ensure we are ready to bring to the general Membership, this topic will be brought to the general membership meeting held during the NAPT Annual Fall Conference. Next the discussion was held regarding the current utilization of email as the main communication platform. A calendar tool was reviewed, this tool outlines the basic tasks at hand to be completed during this office term. After discussion and additions made to this document, the decision was to use this tool as a working document throughout this term. At the conclusion of the term, the group will review to determine if it helped keep on track with tasks and if it should become part of the NAPT Guideline Manual. Diane will make the updates to the form and send it to the group. Jesse and the NAPT Executive Board members discussed future opportunities and will continue to collaborate to expand ways to best serve the membership.

1. Secretary Report was reported by Vanessa Topka

Approve Meeting Minutes from Executive Board Meeting March 5th, 2023, Diane made a

motion to accept the minutes. Seconded by Vanessa. Motion passed.

1. Treasurer Report (Diane Halvorson)

Profit and Loss

Balance Sheet

Fiscal Report/Checkbook Report, currently waiting for a bill from Engraphix for the Friend of NAPT award. Josie made a motion to accept the Treasurer report, seconded by Brenda. Motion passed.

Scholarship Fund, Diane reported that there is currently $5177. Diane also stated that we will

be receiving a $1000 donation yearly from the annual auction held at the annual NDPhA

Convention. Diane also stated that we typically do not get a statement of the balance of the

scholarship fund, rather an email stating the current balance from Mike Schwab.

1. NAPT Survey Committee Diane Halvorson reported the results are published on the NDPhA and the NDBOP website and a copy will be emailed to all Pharmacy members in ND. This task

was assigned to the survey committee and Diane, one of the survey members, volunteered to

complete this task.

1. NAPT Fall Conference 2023 Diane reported that the Fall Conference will be held in Fargo, ND on September 22nd and 23rd at the Holiday Inn. Diane shared a quote from CEimpact for $4000, Diane further reported that after researching other ACPE CE providers, this quote was the best quote available at this time. Brenda made a motion to accept the CE Impact quote of $4000 for the NAPT Annual Fall Conference, seconded by Josie. Motion carried. Great discussion by Diane regarding choice speakers. Diane also gave a brief history of the founding members, Kim Durbin, Robin Nelson, Barb Lachner, Kathy Kochevar and Diane Halvorson.
2. Scholarship Committee (Adelle Casavant)
   1. NAPT Annual Scholarship, Adelle reported there was one recipient that was awarded $400.
   2. ND Career Builders current balance of $1750 of the original $3000 remains none has been awarded yet.
3. Facebook (Josie Quick) reported that the last few posts included congratulations to Maari Loy on her accomplishments, and Josie Quick for being selected for ASHP member spotlight, other topics covered were Early Bird registration for the NDPhA convention, and the Pharmacy one program. Future posts will include the new Pharmacy Executive Board.
4. NAPT 2023 Annual Awards Adelle Casavant reported the Friend of NAPT and NAPT distinguished Young Pharmacy Technician will be presented on Friday night and Technician of the Year and the Diamond award will be presented Saturday Night. Copies of the nominations will be available to the recipients.
5. Election/Nomination Committee Adelle Casavant reported that Tracy will do the installation of the Executive Board at the General Membership meeting on Saturday April 22nd. The members are as follows, Adelle Casavant (Chairperson), Josie Quick (President), Amanda (Mandy) Chase (Vice-President), Vanessa Topka (Secretary), Diane Halvorson (Treasurer), Brittany Beach (Member at Large), Brenda Nitschke (Member at Large) and Tracy Lindsey Parliamentarian). Brittney Beach was not able to attend the General Membership meeting but will be installed at the next Executive Board meeting. Adelle began a discussion regarding adding additional members to the board. Adelle Casavant left the meeting due to health issues.
6. Liaison Members
   1. NDBoP Diane Halvorson reported that they met in March and are currently working on rules to update the TCT, all meetings are open to the public. Diane also reported that the NDBOP will be sponsoring airfare for Amanda and Brenda for the Poster presentation at the NABP Annual Convention, held in Nashville. The NDBOP also accepted the results of the survey results, and they are posted on the website.
   2. NDPhA Mandy (Amanda) Chase reported the last NDPhA meeting was April 4th by zoom. Amanda gave NAPT updates, and they also discussed the current legislative session. The next scheduled meeting is June 7th in Bismarck.
   3. NDSCS/NCTC Mellissa reported that NDSCS completed their recent ACPE/ASHP accreditation process. Melissa announced that the accreditation process went well and NDSCS received accreditation for 6 more years. There are currently 2 weeks of school remaining and 3 of the 4 students have already acquired jobs.
7. Current Topics
   1. Outgoing Chairperson gift Mandy (Amanda) Chase reported that 10 years of outgoing gifts were purchased and will be stored at the NDPhA office.
   2. NoDak Upcoming due dates Mandy (Amanda) Chase reported there is no information available at this time.
   3. NDPhA/NABP Poster Presentation (Poster Committee). The poster is complete for both NDPhA and NABP. The final submission has been sent to NABP.
   4. Visits to NDSCS and NCTC Mandy (Amanda) Chase and Brenda Nitschke reported that the school visits went very well NDSCS was a zoom meeting and NCTC was an onsite visit.
   5. TCT to present at NDPhA convention Diane Halvorson, Tanya Schmidt from Thrifty White, and Donna Beier from Three Affiliated Tribes and the impact it has had on her tele pharmacy. Diane and Tanya declined an honorarium. Donna’s honorarium will be paid using the TCT pilot Project funds, any remaining funds will go towards sponsoring a break at the NDPhA convention. The TCT project is now completed.
   6. Pharmacist Survey Diane Halvorson reported that the survey was sent to 261 people who are managers and or owners and of those 60 people responded. Diane will put the results into article form and present it to the NDBOP in May.

I. The agenda was finalized for the General Membership Meeting. Vanessa will have the

agenda printed.

1. Transition to 2023-2024 Executive Board Tracy Lindsey will install the NAPT Executive Board at the General Membership Meeting the NDPhA and the NDBOP websites need to be updated with the current Executive Board members.
2. NAPT History Diane Halvorson gave a history lesson of the 30 years of NAPT.
3. Review of the General Membership Agenda were prepared by Mandy and Adelle and upon review some items were removed from the agenda as the board felt they warranted more discussion from the Executive board before presenting to the General membership. Because Adelle had to leave the meeting, the board appointed Josie and Tracy to follow up with Adelle regarding the changes as well as the check on Adelle on behalf of the board to ensure she is doing ok due to her need to depart from the meeting for health reasons.
4. Future Meetings General Membership Mtg April 22, 2023 @NDPHA convention and NAPT Executive Board meeting on June 4th, 2023, in Jamestown ND.
5. Adjournment of Meeting 3:02