



# Northland Association of Pharmacy Technicians

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NAPT Executive Board Meeting  
Ramada by Wyndham, Fargo ND  
Sunday, August 21, 2022

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

Absent: Mike Schwab (NDPHA Liaison), Danika Johnson (NCTC Liaison)

1. Chairperson Amanda (Mandy) Chase Called the meeting to order at 9:03

Quorum was established

Mission Statement read by Tracy Lindsey (Parliamentarian)

2. Agenda reviewed, and additions were made, Vaxchamp post discussion to be included in Facebook report and discussion of computer maintenance, agenda approved with noted changes by Brenda Nitschke (Member-at-Large), and seconded by Jami Brunette (Member-at-Large), motion carried

3. Expectations of attendance for the NAPT Executive meetings and Status calls. Motion was made by Diane Halvorson (Treasurer/ND BOP Liaison), to update the guideline book job descriptions to include excused and unexcused attendance to include three unexcused absences needs action from the board, Seconded by Jami Brunette (Member-at-Large). Motion carried

4. Secretary Report Vanessa Topka (Secretary), Review of the NAPT Executive Board Meeting from Sunday June 5<sup>th</sup>, 2022, motion was made by Adelle Casavant (President) to accept the minutes, seconded by Brenda Nitschke (Member-at-Large). Motion carried

Review of the Status Call from Sunday July 10<sup>th</sup>, Diane Halvorson (Treasurer/ND BOP Liaison), made a motion to accept minutes, seconded by Josie Quick (Vice-President) Motion carried

Secretary term discussion was held regarding the Secretary term to be extended from a one year to a two-year term to stagger with the Treasurer term, will bring to the General Membership Meeting in September as information only, motion was made by Diane Halvorson (Treasurer/ND BOP Liaison) to

extend the current Secretary term to 2 years and NAPT to make it a 2 year term thereafter seconded by Brenda Nitschke (Member-at-Large). Motion carried

Will add a new bullet point in the guideline book for the Secretary job description will be 2 years.

Discussion to create a new tab for appointed years of service to a max of 2 consecutive years as member at large, no action taken

#### 5. Treasurer Report Diane Halvorson (Treasurer/ND BOP Liaison)

##### A. Profit and Loss

##### B. Balance Sheet

##### C. Fiscal Report/Checkbook Report

Tracey Lindsey (Parliamentarian), made a Motion to accept the treasurer report as presented, seconded by Josie Quick (Vice- President). Motion carried

D. Scholarship Fund. Adelle Casavant (President) made a motion to rescind the June 5<sup>th</sup> meeting, the motion to add the scholarship fund report to the guideline book, seconded by Jami Brunette (Member-at-Large). Motion carried.

#### 6. Reports of Committee

##### A. NAPT Finance Committee Budget 2023

Diane Halvorson (Treasurer/ND BOP Liaison) reported that this committee is made up of the chairperson, president and treasurer it was decided to up the NAPT yearly dues to \$14,000 as we have seen income trend for the last few years, a new line was added onto the Financial Budget/Expense Report and it is called Special Project, which is currently set to \$0, discussion to be held at the general membership meeting. Motion was made by Tracy Lindsey (Parliamentarian) to approve the budget, seconded by Josie Quick (Vice-President). Motion carried

Executive Board approved the 2023 budget as submitted and now will be submitted to the general membership. Diane Halvorson (Treasurer/ND BOP Liaison) educated the group that the process for approval of the budget is as follows: Finance Committee creates the budget. NAPT Executive Board reviews and approves to bring to the general membership and lastly the NAPT general membership has the final approval.

B. NAPT Survey Committee Diane Halvorson (Treasurer/ND BOP Liaison) reported on behalf of the committee, that the survey results are in and separated into 2 parts, general and advanced. Discussion was held on how we should share the results. The survey only went to registered technicians and not tech in training, we will be sharing part 1 of the results at Fall Conference. Josie Quick (Vice- President), will post to Facebook and share information with Jesse to send an email correspondence to our members. Diane will also update Friday night agenda and provide to Jesse to update the website.

C. NAPT Fall Conference Committee Diane Halvorson (Treasurer/ND BOP Liaison) reported that \$2000 was donated by Gerald Finken for the Basket Extraordinaire, the donation was given to the NDPHA Advancement Corporation for Scholarships. Discussion was held as to how to proceed a motion was made By Tracy Lindsey (Parliamentarian) to provide \$1000 seed money to the Basket Extraordinaire committee to purchase baskets for the 2022 basket extraordinaire upon conclusion of event all proceeds above and beyond \$1000 will go to the scholarship fund. Seconded by Josie Quick (Vice-President). Motion carried.

All CE presenters are confirmed, CE Impact wants to review all presenters power points. Pizza will be served Friday night, Breakfast, snacks and lunch on Saturday. As of today (8-21-22) 36

people are registered. Board members are not automatically registered.

D. NAPT Fall Conference 2023 Adelle Casavant (President) reported the conference will be held September 22<sup>nd</sup> and 23<sup>rd</sup> at the Holiday Inn in Fargo

E. Scholarship Committee Adelle Casavant (President)

1. NAPT Annual Scholarship, current balance \$3577 plus \$2000 donated by Gerald, proceeds go toward the scholarship fund and the deadline to submit is Jan 15<sup>th</sup> through 30<sup>th</sup>. After fall conference a memo will be sent to the schools to share with students to apply. Looking at mainstreaming the process for NDPHA office to receive the information and disseminate to the NAPT Annual Scholarship Committee.
2. ND Career Builders No current awards. School starts August 22<sup>nd</sup>, ND Career Builders will be sending another blast to students after school starts
3. Rubric for NAPT Scholarship (Mandy (Amanda) Chase)-update the guideline book to reflect NAPT essay review tool

F. Facebook Josie Quick- (Vice- President) reported we will be using Facebook as reminders for the gift baskets, Fall Conference, and a reminder to book your room. Discussion was held regarding VaxChamp, will be posting an informational flyer. Motion was made by Diane Halvorson (Treasurer/ND BOP Liaison) to update the guideline that would allow the Facebook Coordinator to re-post or share information of other North Dakota pharmacy organizations or affiliations without obtaining approval by the NAPT Executive Board, Seconded by Josie Quick (Vice-President). Motion carried

G. NAPT 2023 Annual Awards Adelle Casavant (President)-All sponsors are the same as previous year, price was discussed with Engraphix, Adelle Casavant is working on getting a quote in writing if it goes up it will only be \$10.00. Currently working on a timetable. Deadline to submit nominations is February 20<sup>th</sup>. The next two NDPHA journals will have nomination forms. Discussion was held to open the nominations as soon as the forms are available

H. Nomination Committee Adelle Casavant (President) nothing to report. Discussion was held that the Secretary is now a two-year position, Member at Large is a one year. Current elect positions will be -Vice President (-3-year term)

-Treasurer (2-year term)

Appointed by President while transitioning to Chairperson

-Two Members at Large

-Parliamentarian

I. Recruitment to the Profession of Pharmacy Committee, Diane Halvorson/Mandy (Amanda) Chase) No update

J. TCT Project Committee (Diane Halvorson)

1. Brief presentation was presented at the National Boards of Pharmacy District V meeting in early August. Diane Halvorson reported positive feedback from the group, the questions received were focused on pharmacy technicians on a broader scope than just TCT.

2. NAPT steering- moving forward-Current rules state only registered Technicians can be Fillers and checkers. Tech in Training cannot check. Discussion was held regarding what is advance, a list was made and the board will give an opinion at the next Executive Board Meeting

## 7. Liaison Members

A. NDBOP (Diane Halvorson) Current rules are being reviewed regarding TCT. Discussion held regarding expanding this conversation to consider not just TCT and whether the filler of TCT should be reserved for a ND Registered Pharmacy Technician or if a technician in training would be an acceptable to be a filler, additionally to address discussion on expanding /advanced roles and create suggestions on how to update the rules to be inclusive but not limited to such expand/advanced roles. NAPT Executive Board to begin discussion of advance practice vs. expanded practice.

B. NDPHA (Mandy (Amanda) Chase/Mike Schwab) Mandy shared a highlight of the previous meeting minutes.

C. Liaison member follow-up Melissa Krava (NDSCS Liaison) reported they have 10 students registered for the fall. Did not renew ND license as they only use demo doses. ASHP accreditations is due this year and a new president started July 1<sup>st</sup>

## 8. Current Topics

A. Postal mail to email mail out list (Mandy (Amanda) Chase)-13 people have requested Postal mail instead of email, the secretary will hold this list. There will be an article in the NDPHA journal to please check your junk mail and it will be talked about at the Fall Conference with the general membership. Amanda (Mandy) Chase (Chairperson) will write an article for the NODAK with the mailer conversion

B. Future communications with General Membership (January mailer) -Adelle Casavant (President) will bring an overview of the schedule for future communication to the September meeting.

C. Discussion was held about bringing special project ideas to the general membership meeting, the current budget is set at \$0

D. NAPT Highlights review/ NDPHA site (Diane Halvorson)- Discussion held regarding a decision made at the June 5<sup>th</sup>, 2022, NAPT Executive Board Meeting, regarding posting the NAPT Highlights on the NDPHA website question was presented regarding how can we maintain it, we will be discussed more at the General Membership. Discussion was made not to put the highlights on the NDPHA website, updates to the highlight section review and approved the highlights with the suggestion to add the survey conducted.

E. NAPT/PTU conversations Adelle Casavant (President) -working with Mike Schwab minimums have to be reached each year and a pharmacist must oversee the program, this was discussed 2 years ago at the NDPHA and it will be brought up at the next NDPHA meeting. Adelle Casavant (President) will follow up on the minimum number of PTU enrollees. Discussion was held to identify the need for the program and if a survey needs to be done at the Pharmacy level.

F. Project with budget overage -Fiscal, was put at zero for now and will be discussed in further detail at the September Executive board meeting and then bring to the General Meeting

G. Visits to NDSCS and NCTC Mandy (Amanda) Chase has selected to visit the schools in the Spring of 2023-not currently scheduled, Brenda Nitschke has expressed interest to participate in these visits with Mandy Chase

H. CE Processing Diane Halvorson (Treasurer/ND BOP Liaison), -We are currently using CE Impact and the cost is increasing every year, suggestion to have conversation regarding the need for ACPE approval, discuss further at September Executive Board meeting to then discuss with the NDBOP in January advisory meeting. Homework: check PTCB requirements to see if ASHP accreditation is required for CE.

I. Pharmacy Tech Letter revision (assigned last year)-originally assigned in February, Jami Brunette (Member-at-Large) emails a copy to Tracy and Amanda, then they will receive the letter and will bring to Executive Board September Meeting for review and approval

J. Pharmacy Tech Day October 18, 2022-Executive Board was asked to bring ideas to the next meeting.

K. Advanced Practice vs. Expanded Practice-requested continue to think about

9. NoDak Upcoming Due Dates (Mandy (Amanda) Chase)-September 15<sup>th</sup> is the due date for submission for the Sept/Oct edition. Last issue comes out the end of December. Adelle Casavant (President) to write an article about Executive Board Nominations for 2023-24, Scholarship applications and award nominations.

10. Future Meeting Dates (Mandy (Amanda) Chase)

September 23, 2022-Time TBD Executive Board Meeting @ Ramada by Wyndham, Bismarck, ND

September 24, 2022-Time TBD General Membership Meeting @ Ramada by Wyndham, Bismarck, ND

Status Call October 9<sup>th</sup>, 2022@730pm

Status Call November 13<sup>th</sup>, 2022@730pm

Executive Board Mtg December 4<sup>th</sup>, 2022@0900 @Ramada in Fargo

Executive Board Mtg March 5<sup>th</sup>, 2023, @0900 @Ramada in Fargo

Executive Board Mtg April 21, 2023@NDPHA Convention

General Membership mtg April 22, 2023@NDPHA Convention

Adelle Casavant (President) suggested we sell lapel pins at the Fall Conference for a cost of \$3 each.

Motion was made by Jami Brunette (Member at-Large)-to sell pins, seconded by Brenda Nitschke (Member-at-Large). Motion carried. Diane will coordinate.

Computer Maintenance is recommended to be done yearly, tabled for the next meeting

11. Meeting adjourned 3:08

12:49 PM

08/17/22

Accrual Basis

**NAPT**  
**Balance Sheet**  
**As of August 17, 2022**

	<u>Aug 17, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1 checking	27,053.97
Total Checking/Savings	27,053.97
Total Current Assets	27,053.97
<b>TOTAL ASSETS</b>	<u><u>27,053.97</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	17,574.67
Net Income	9,479.30
Total Equity	27,053.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>27,053.97</u></u>

12:50 PM

08/17/22

Accrual Basis

# **NAPT Profit & Loss**

January 1 through August 17, 2022

	Jan 1 - Aug 17, 22
<b>Income</b>	
<b>100 NAPT Dues</b>	
100.01 ND Dues	15,180.00
<b>Total 100 NAPT Dues</b>	15,180.00
<b>110 Interest</b>	0.99
<b>120 Fall Conference</b>	
120.01 Registration	350.00
<b>Total 120 Fall Conference</b>	350.00
<b>Total Income</b>	15,530.99
<b>Expense</b>	
<b>200 Executive Board Meetings</b>	
200.01 Food	220.76
200.02 Mileage	638.85
<b>Total 200 Executive Board Meetings</b>	859.61
<b>220 Fall Conference</b>	
220.07 CE Processing	3,750.00
<b>Total 220 Fall Conference</b>	3,750.00
<b>240 Miscellaneous</b>	329.30
<b>290 Postage/Printing</b>	
290.01 Annual Mailer	955.83
<b>Total 290 Postage/Printing</b>	955.83
<b>300 General</b>	
300.01 Awards	156.95
<b>Total 300 General</b>	156.95
<b>Total Expense</b>	6,051.69
<b>Net Income</b>	<b>9,479.30</b>



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		
Number		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Income	Actual Expense	Budgeted Expense	Budgeted Income
100	NAPT Dues		0.00	13957.50	13000.00		13000.00		0.00	13500.00
100.03	Pin Sales		0.00	155.00					0.00	
110	Interest		0.00	1.18	2.00		2.00		0.00	2.00
120/220	Fall Conference	10766.82	8500.00	4860.00	3600.00	10797.81	10650.00	7377.18	11750.00	4500.00
200	Executive Board Meetings	1889.94	5000.00		0.00	602.20	5000.00	870.95	4000.00	0.00
210	Executive Board Membership	50.00	500.00		0.00		500.00		500.00	0.00
240	Miscellaneous	239.64	500.00		0.00	190.28	500.00	41.07	500.00	0.00
250	National Convention	1365.83	2000.00		0.00	1421.86	1500.00	1079.77	1500.00	0.00
260	NDPhA Support		5000.00		0.00	2500.00	5000.00	5000.00	2500.00	0.00
280	Pharmacy Week		0.00		0.00		0.00		0.00	0.00
290	Postage/Printing	587.67	1500.00		0.00	1153.68	700.00	1688.62	1500.00	0.00
300	General	153.01	175.00		0.00	133.14	175.00	212.90	175.00	0.00
310	Student sponsorship to Crvn		300.00		0.00		300.00		300.00	0.00
320	Video Project	5561.38	5000.00		0.00	40.00	400.00		400.00	0.00
330	Visit Selected Schools		0.00		0.00		0.00		0.00	0.00
340	Annual Raffle		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	23125.00	18002.00

Ledger	Item Description	2020			2021			2022		
Number		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Income	Actual Expense	Budgeted Expense	Budgeted Income
100	NAPT Dues		0.00	14350.00	16000.00		14000.00		15180.00	14,700.00
110	Interest		0.00	1.77	2.00		2.00		0.99	2.00
120/220	Fall Conference	1250.00	11000.00		4500.00	8203.78	3000.00	3750.00	11000.00	3,000.00
200	Executive Board Meetings	199.68	3000.00		0.00	632.71	3000.00	859.61	2000.00	
210	Executive Board Membership		500.00		0.00		400.00		0.00	
240	Miscellaneous	3332.25	500.00		0.00	2442.19	500.00	329.30	500.00	
250	National Convention	90.95	1200.00		0.00		100.00		0.00	
260	NDPhA Support		2500.00		0.00	5000.00	2500.00		2500.00	
290	Postage/Printing	3371.98	1450.00		0.00	2602.90	1450.00	2110.00	1500.00	
300	Awards	757.53	175.00		0.00	150.34	175.00	156.95	150.00	
330	Visit Selected Schools		200.00		0.00		200.00		200.00	
		9002.39	20525.00	14351.77	20502.00	19031.92	17891.99	7205.86	17850.00	17,702.00

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

Ledger	Item Description	2020			2021			2022		
Number		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Income	Actual Expense	Budgeted Income	Budgeted Income
100	NAPT Dues	0.00	0.00	14350.00	16000.00	0.00	14700.00	0.00	14000.00	14,700.00
110	Interest		0.00	1.77	2.00		1.99		2.00	2.00
120/220	Fall Conference	1250.00	11000.00		4500.00	8203.78	11000.00	3750.00	11000.00	3,000.00
200	Executive Board Meetings	199.68	3000.00		0.00	632.71	3000.00	859.61	2000.00	
210	Executive Board Membership		500.00		0.00		400.00		0.00	
240	Miscellaneous	3332.25	500.00		0.00	2442.19	500.00	329.3	500.00	
250	National Convention	90.95	1200.00		0.00		100.00		0.00	
260	NDPHA Support		2500.00		0.00	5000.00	2500.00		2500.00	
290	Postage/Printing	3371.98	1450.00		0.00	2602.90	1450.00	2110	1500.00	
300	Awards	757.53	175.00		0.00	150.34	175.00	156.95	150.00	
330	Visit Selected Schools		200.00		0.00		200.00		200.00	
		9002.39	20525.00	14351.77	20502.00	19031.92	19925.00	7205.86	17850.00	15530.99

Ledger	Item Description	2023		
Number		Actual Expense	Budgeted Expense	Budgeted Income
100	NAPT Dues			15,000.00
110	Interest			2.00
120/220	Fall Conference		12700.00	3,000.00
200	Executive Board Meetings		2000.00	
240	Miscellaneous		500.00	
250	National Convention		0.00	
260	NDPHA Support		3500.00	
290	Postage/Printing		500.00	
300	Awards		175.00	
330	Visit Selected Schools		200.00	
340	Special Projects		0.00	
		0.00	19575.00	0.00

0.00 18,002.00

# NAPT Scholarship Essay Review Tool

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Does the applicant meet the following:	Yes	No
North Dakota Resident and/or a registered ND Technician in Training		
Enrolled in an ASHP accredited pharmacy technician, degree granting program		
Have completed one semester of program		
GPA 3.0 or higher/copy of current transcript		
Completed application		
Provide essay titled "Why I want to be a Pharmacy Technician" in #12 font and 250-500 words		

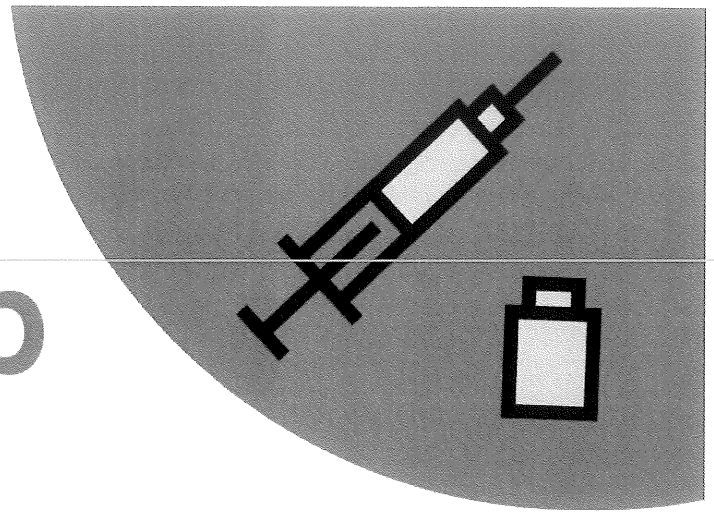
***\*\*IF no is answered in any of the questions above, the applicant did not meet the standards as outlined in the scholarship criteria and shall be disqualified***

***If the applicant meets all criteria above, the scholarship committee shall review the essay and rate as follows:***

Enter Your Score (1 being the lowest score and 5 being the best score)	1	2	3	4	5
Content of message					
Grammar					
Future plans ( example: plans to stay in profession should rank high or if using as a stepping stone should rank low)					

Total points: \_\_\_\_\_

# The VaxChamp Project



**Impact vaccination  
rates at your  
community pharmacy**

**Serve as a leader for  
promoting vaccination  
administration**

**Advance and  
expand your role as  
a technician**

**Educate and  
advocate for  
preventative health**



**OPPORTUNITIES TO  
PARTICIPATE COMING SOON!**

**Contact:**

**VaxChamp PI**

**Allison Hursman, PharmD, BCGP**

**[allison.n.hursman@ndsu.edu](mailto:allison.n.hursman@ndsu.edu)**

**(701) 231-8216**

Please note you must have a current pharmacy technician license and meet the requirements for immunization administration to participate in the VaxChamp Project