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Executive Board Meeting Agenda

April 20, 2018

1-2:30pm

Prairie Room, Holiday Inn Fargo ND

**Members Present:** Diane Halvorson—Chairperson, Tracy Lindsey—President, Twana Dick—Vice-President, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer, Autumn Guilbert—Parliamentarian, Arlene Monson—Member at Large, Kathy Zahn—Member at Large, Mike Schwab—Liaison Member, Donna Kisse—AAPT Representation

**Members Absent:** Barb Lacher—Liaison Member, Danika Braaten—Liaison Member

Meeting was called to order at 1:02pm by Chairperson Diane.

1. Mission statement was read by Alex.
2. Diane declared that a quorum has been established. Agenda was accepted as is with no immediate additions.
3. Diane welcomed the NAPT Executive board by reading an inspirational quote that reflected on the dynamics of the board and how collectively we are the leaders who work cohesively together to bring all the pieces together.
4. Secretary’s Minutes
	1. Executive Board Meeting; March 11, 2018
	2. Review of the minutes was completed.
	3. **Autumn made a motion to approve the Executive Board Meeting minutes from March 11, 2018. The motion was seconded by Twana. Motion carried.**
	4. Review of the minutes from the General Membership meeting on September 16, 2017 was completed in preparation for the upcoming General Membership meeting on April 21, 2018.
5. Treasurer Reports
	1. Profit and Loss and Balance Sheet
		1. Review of the Profit and Loss Statement and Balance Sheet were completed. Alex stated that few transactions have occurred this year. The actual checkbook balance at this time is $5,491.83.
		2. It was noted that it is not the responsibility of the treasurer to follow up with potential expense reports and is the responsibility of the individual submitting the report to do so and within the allowed timeframe.
		3. It was also noted that a bill or invoice was not available when Tracy picked up the technician awards from Engraphix. Tracy will reach out to Engraphix and will forward the invoice to Alex.
		4. **Lindsay made a motion to approve the Profit and Loss Statement and Balance Sheet. The motion was seconded by Tracy. Motion carried.**
6. Review 2018 NAPT Executive Board
	1. Tracy announced the 2018-2019 NAPT Executive Board members
		1. Chairperson: Tracy Lindsey
		2. President: Twana Dick
		3. Vice-President: Arlene Monson
		4. Treasurer: Alexandra Spilman
		5. Secretary: Lindsay Cizek-Cribb
		6. Member-at-Large: Kathy Zahn
		7. Parliamentarian: Autumn Gilbert
	2. Tracy noted that there is one more open position for member-at-large which is an appointed position. Discussion was held regarding how the NAPT Executive Board members interpret the member-at-large position. After great discussion, the NAPT Executive Board members feel that it is still the continued mission that the member-at-large position is a stepping stone and platform to entering the committee and longevity and growth within the board should be a desire of the candidate.
7. National Convention Attendance
	1. As the incoming president, Twana will be representing the NAPT at a pharmacy technician convention for the 2018-2019 year. After reviewing options, Twana selected the 2018 AAPT Convention which will be held in Niagara Falls on September 7-8, 2018.
	2. Twana prepared a cost breakdown for attendance which included: registration fee of $129, three night hotel stay of $387, round trip flight of $570-$625, and rental car of $188. Total commitment would total around $1375 not including some tax items or parking. The current budget allowed is $1500, therefore the current cost breakdown is within budget.
	3. Further discussion was held regarding the benefit of attendance at a national convention. The NAPT Executive Board will put together a list of items we hope to gain from the convention and review at our next board meeting.
	4. **Kathy made a motion to accept the estimates as Twana presented them. The motion was seconded by Autumn. Motion carried.**
8. Awards
	1. 2018 awards
		1. Tracy reported that two technician awards will be announced on the evening of April 20, 2018 and the remaining two technician awards will be announced on the evening of April 21, 2018. Tracy has the awards and will provide them for the ceremonies.
	2. Process changes
		1. Diane reviewed the current Annual Award Procedures in the NAPT Guideline Manual and determined that no timeline for award nomination period is documented, so it can continue to be up to the NAPT Executive Board members to determine when award nominations will be opened up. The procedures do state that the awards would be promoted in the winter Nodak which will continue as it has. Discussion was held regarding continuing with the plan of opening up the award nomination period at the NAPT Fall Conference and continuing to accept nominations up until the normal February closing time. It will remain the responsibility of the president to keep organized records of incoming nominations.
9. Fall Conference
	1. 2018 Fall Conference will be held in Fargo, ND at the Holiday Inn on October 5th-6th.
		1. The 2018 NAPT Fall Conference committee has had a follow up meeting to continue to finalize the fall speakers. Turnout for the committee has been great with around 8 participating members.
10. Scholarship Awards
	1. Diane provided an overview of how the presentation of the scholarships will be conducted. At the General Membership meeting, Kathy will provide a presentation of awards and will announce the award recipients. Each award recipient will presented with a mock check. Pictures with Kathy and the recipients and institutional leaders should follow the announcements.
11. Communications/Facebook Committee Update
	1. The Facebook Committee announced that a Facebook page for the Northland Association of Pharmacy Technicians—NAPT has been created but not published. The Facebook Committee members are the current admins of the page. It was advised that the committee should be prepared to continue active postings to ensure page remains fresh. The Facebook committee will continue to review previous guidelines and calendar reviewed by the NAPT Executive Board to guide the approved postings. The page will be published and announced at the NAPT General Membership meeting.
12. AAPT Update
	1. 2018 AAPT Convention will be held in Niagara Falls, NY at Hyatt Place Niagara Falls on September 7th-8th. Donna reported that the hotel is brand new and the perfect location for this year’s convention. Donna also noted that there will be meaningful CEs available.
13. Northland Community and Technical College Update
	1. No report available.
14. NDSCS Update
	1. Barb has announced her official retirement from her position at NDSCS. The board once again expressed their deep appreciation for Barb’s dedication to the profession and wishes to continue to recognize Barb and her continued commitment.
15. NDPhA Next Board Meeting
	1. The next meeting will be held on June 20, 2018 at the Ramada in Bismarck, ND. Kathy will be attending as representation of the NAPT Executive Board.
16. Nodak Deadlines and Responsibilities
	1. Scholarship article
	2. Fall Conference article
	3. President’s article
17. Update for representation to extend invitation to local pharmacy technician schools
	1. NDSCS—No presentation will be completed this year.
	2. Northland Community and Technical College—Alex presented to the college on March 26th. Alex reported that there were 5 total students whom all very positive and asked great questions about what the mission of the NAPT is. Alex educated the students on how they are members of the NAPT as North Dakota registered technicians.
18. Future NAPT Executive Board Meetings
	1. July 1, 2018 from 10am-2pm
	2. October 5, 2018 (time TBD). There will be no reimbursement for travel to this meeting as it is the weekend of the Fall Conference.
	3. January 6, 2018 from 10am-2pm
	4. March 3, 2018 from 10am-2pm
	5. Further discussion will be held regarding possibility of teleconference meetings and meeting locations.
19. Survey to review pay scale in ND
	1. Diane reported that the ND BOP inquired about how recently a pay survey review has been completed and suggested that a survey should be completed. A survey would be sent to each North Dakota registered technician with questions regarding their wage, demographics, type of pharmacy site, years of employment, etc.
	2. The survey will be sent back in as a de-identified survey and will include a survey validator also known as a survey number or survey code. A majority of surveys must be completed for the survey to be considered valid. The results are not published in a journal but are published in the Nodak and made available to the associations and our members.
	3. Tracy made a motion that the NAPT Executive Board conducts a pay scale survey and that Diane will lead the project. The motion was seconded by Kathy. Motion carried.

Meeting adjourned at 2:32pm by Chairperson Diane.

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