

Executive Board Meeting

Grand Hotel

Minot, ND 58703

April 21, 2017- Friday

2:00pm-3:00pm

Present: Donna Kisse- Chairperson, Tracy Lindsey- President, Alexandra Spilman- Treasurer, Autumn Guilbert- Secretary, Arlene Monson- Member at Large, Twana Dick- Member at Large, Diane Halvorson- ND State Board of Pharmacy Liaison

Absent- Danika Braaten- Parliamentarian, Barb Lacher- NDSCS Liaison, Mike Schwab- NDPhA Liaison

* Donna called the meeting to order
* Quorum was established
* Secretary’s report from 03/25/2017 was reviewed. Twana makes a motion to approve minutes as written, Alex seconded. No further discussion, motion carried.
* Treasurer’s report was reviewed. Alex reported we currently have $4,538.62. Tracy makes a motion to approve the treasurer’s report as presented, Arlene seconded. No further discussion, motion carried.

Old Business:

1. Recruitment Video Project Update
* Donna stated she has been in contact with Lorie Ruff from the Career and Technical Education Office in Bismarck, Lorie is willing to help us get the video into the high schools. She questioned “if NAPT board would be interested in presenting the video to healthcare instructors at a conference in August”, Lorie said she would be in touch with Donna with the specific details soon. Donna stated she will forward Lorie’s contact information to Diane.
1. Professional Video Project Update
* Joel has reported the video process is going very well. Recording has been completed and currently Craig is working on the graphics. Joel will have a rough cut ready to present to the video committee in the beginning of May. NAPT is hoping to premier the video at the 2017 fall conference.
1. 2017 ND Annual Pharmacy Convention
* Donna mentioned that it is important for the board members to attend the NDPhA business sessions as they are very informative.
1. NDSU CPE Provider Status
* Donna reported there are no new updates.
1. 2017 Fall Conference Update
* NDSU will provide ACPE accredited CE.
* Scheduled for September 15 & 16, 2017 to be held at the Ramkota in Bismarck.
* We have a great theme this year “Basic ABC’s of pharmacy with the goal of patient safety; Defining the Pharmacy Technician’s role”
* There will be a total of 10 CE.
* Anyone with suggestions for Fall Conference contact Diane.
1. Northland Community and Technical College Liaison
* Donna clarified with the group the motion made at the previous meeting regarding adding an ex-officio member was not needed. After review of the Constitution, it states the Chairperson is empowered on an annual basis to add ex-officio members as needed. Donna stated she has appointed the Northland Technician College Program Director (Danika Braaten) as an ex-officio member. She asked the Executive Board to consider reviewing this in a year.
1. NAPT presentation at Northland Community and Technical College
* Tracy will check her schedule and let Donna know if she can make it, if not Donna will attend and give the presentation.
1. Pharmacy Technician Scholarship Application
* Donna submitted guidelines regarding the processing of the scholarships and minor updates to the application.
* After review and discussion, Arlene made a motion to approve the guidelines as well as the minor changes made to the application. Alex seconded. No further discussion, motion carried. The guidelines and application will be added to the procedure manual (also referred to as the blue book).
* The guidelines and application will be presented to the General Members for review and approval at the next General Business Meeting.
1. NAPT Communication
* Facebook.
1. The board will table this and Diane will continue on with the process with the new board members.
2. AAPT Convention
* Scheduled for August 4 & 5, 2017 to be held in Omaha, NE.
* Total of 13 CE available for attendees

New Business:

1. Announcement of 2017-2018 Executive Board Members
* Diane Halvorson- Chairperson, Tracy Lindsey- President, Twana Dick- Vice President, Alexandra Spilman- Treasurer, Lindsay Cizek-Cribb- Secretary, Kathy Zahn- Member at Large, Arlene Monson- Member at Large, Autumn Guilbert- Parliamentarian.
1. Blue Book Updates
* Travel reimbursement for Convention.
1. Discussion held regarding our current reimbursement processes. This discussion tabled until our next Executive Board Meeting
2. NAPT goals for next year
* Diane discussed how the meetings will be with the upcoming year, and will ask every board member to bring 1 goal to the next Executive Board Meeting.

With no other discussion Donna adjourned the meeting.

Minutes prepared by Autumn Guilbert- NAPT Secretary