

Executive Board Meeting

December 5, 2021 at 9:00am

706 38th St NW, Fargo, ND 58102

Members present: Lindsay Cizek-Cribb (Chairperson), Amanda (Mandy) Chase (President), Adelle Casavant (Vice President), Diane Halvorson (Treasurer; ND BOP Liaison), Amanda Olauson (Secretary), Lillie Lambert and Patience Buck (Members-At-Large)

Members Absent: Melissa Krava (NDSCS Liaison), Danika Johnson (NCTC Liaison), Mike Schwab (NDPHA Liaison)

1. Lindsay Cizek-Cribb established a quorum and called the meeting to order at 0900.
2. Amanda Olauson read the NAPT Mission Statement.
3. Meeting agenda reviewed**; Diane Halvorson made the motion to approve the December 5, 2021 Executive Board Meeting agenda. Second by Adelle Casavant. No discussion. Roll call vote: all in favor. Motion approved**
4. Treasurer Reports provided by Diane Halvorson. Members in attendance reviewed the Profit & Loss and Balance Sheet while Diane Halvorson gave a detailed description of each. **Amanda (Mandy) Chase made the motion to approve the Profit & Loss and Balance sheet provided. Second by Amanda Olauson. No discussion. Roll call vote: all in favor. Motion approved.**

Budget for 2021 was reviewed, as well as the 2022 budget which is in place and ready to utilize. Discussion held regarding the Scholarship fund: $1,971 profit from the BasketExtraordinaire. Current balance is $3,377. Reminder that 2020 did not have a Basket Extraordinaire. Also noted that Mike Schwab from NDPHA stated unofficially that the Service Corp may donate $1,000 to the Scholarship fund each spring, should they meet their mark in fundraising; this is not a guaranteed donation and is certainly appreciated! Adelle Casavant inquired how the $1,000 will be utilized once we start getting it. It was decided to table that topic for the moment and discuss further once we receive the donation.

1. Amanda Olauson had the members in attendance review the past meeting minutes**. Diane Halvorson made a motion to approve the Executive Meeting Minutes from September 10,2021, October 10, 2021 and November 14, 2021. Second by Amanda (Mandy) Chase. No discussion. Roll call vote: all in favor. Motion approved.**

September 11, 2021 General Business Meeting Minutes reviewed. No discussion. This will be brought to the general membership meeting in March for final review.

1. NDSCS update- Lindsay Cizek-Cribb provided a quick note from Melissa Krava stating no updates at this time but communication is in place between Amanda (Mandy) Chase & Adelle Casavant about scholarships and school visits.
2. NCTC update- no updates provided.
3. Diane Halvorson provided a ND BOP update stating she attended a Task Force Meeting at NABP (National Association of Boards of Pharmacy) as a member of the ND BOP. Task force topic focused on workforce safety. Diane Halvorson stated the topic of Pharmacy Technicians is not a universal topic, rather each state has different views of technicians as well as different levels of expectations. Diane Halvorson complemented the technicians of ND as we continue to set the bar high for the role of the Pharmacy Technician.
4. NAPT Guideline Manual and Bylaws addition. The final draft presented was reviewed and discussed. **Lillie Lambert made a motion to accept and implement the NAPT Guidelines and Bylaws presented. Second by Patience Buck. Roll call vote; all in favor. Motion approved.**

The Guideline manual states it is the Secretary’s responsibility to upkeep; The executive board will approve or make any changes/additions etc. A new Word document will then be created (to keep the history intact) then once approved, saved as a PDF and sent out to board members. The official PDF documents will be saved on both Secretary and Treasurer computers. Diane Halvorson and Amanda Olauson will plan to meet up and go through each computer to clean/organize files and ensure files are up to date and accurate on both.

1. NAPT Fall Conference 2021 recap provided by Diane Halvorson. Diane mentioned the Fall Conference committee did an exceptional job staying well under budget and had a successful conference.

2022 Fall Conference to be held in Bismarck at the Ramada on September 23-24, 2022. Contract is signed and site visit to be done soon. Continental breakfast will be available, potentially saving NAPT money. Now accepting interested individuals to help plan and be on the 2022 Fall Conference committee! Reach out to NAPT if interested!

1. Lindsay Cizek-Cribb stated there had been mention to add the topic of Complimentary Registration to Executive Board Members, Fall Conference Planning Committee and the Basket Extraordinaire Committee. Extensive conversation was held and no decision has been made at this time except for the Fall Conference Chairperson to bring the topic to the Executive Board Members each year for now.
2. NDPhA Annual Convention: Lindsay Cizek-Cribb mentioned the convention will be held in Bismarck on March 10-13, 2022 at the Radisson.
3. Recruitment to the Profession of Pharmacy Technicians (Amanda “Mandy” Chase/Diane Halvorson) reported no updates at this time.
4. Adelle Casavant gave a brief update on the NCTC and NDSCS power point presentation. Adelle asked Amanda Olauson if she could help with some animations of the new slides added, Amanda agreed to help again. This will be ready in time to present. Adelle Casavant also mentioned she has been in contact with both locations and working on setting dates to present. Virtual is also an option, should it be needed.
5. Amanda (Mandy) Chase updated the board on Scholarships:

ND Career Builders- no awarded scholarships at this time. Shelly Blome has mentioned there is one interested individual for upcoming spring and will keep in contact with the NAPT Executive Board or Amanda (Mandy) Chase.

NAPT Annual scholarships- information has been sent out to schools; Amanda (Mandy) Chase will send a deadline reminder email in January.

Discussion was held about scholarship funds. **Diane Halvorson made the motion that due to having no basket extraordinaire in 2020, we look at the expenditures for 2021, we would give the ability to the scholarship committee to give out the $1,300 this year” Second by Amanda (Mandy) Chase. Roll call vote: all in favor. Motion approved.**

1. Amanda (Mandy) Chase gave an update that there are no nominations as of yet. Communication with Jesse Johnson at NDPhA ongoing regarding awards. Jesse Johnson created tabs on the NDPhA/NAPT website for “nominations” and also side note, for open NAPT positions! Thank-you Jesse for your time in doing this, it is greatly appreciated!

Amanda (Mandy) Chase reached out to all award sponsors and they have all confirmed.

1. 2022 Open NAPT Executive Board positions. Amanda (Mandy) Chase stated the open positions are Parliamentarian, Vice President-President elect, Secretary, and two Member-At-Large.

Lindsay Cizek-Cribb expressed that it is the responsibility of all executive board members to recruit for open positions.

1. Adelle Casavant gave an update on Facebook. She suggested we have a username attached to the URL or web address for easier access to our NAPT Facebook page and tagging. The attendees discussed this and decided a username should be “pharmacytechnicianNAPT”

Adelle also reported that postings are getting views! Numbers are up and seeming to do well.

1. TCT Update provided by Diane Halvorson. The journal piece has been reviewed, sent back for edits, edits made and sent back to reviewers in hopes of publishing. This project is nearing completion!
2. Diane Halvorson presented feedback from a CAP meeting that she attended via invite, along with Amanda (Mandy) Chase, representing NAPT. Briefly stating CAP=Collaboration and Advancement in Pharmacy. Diane expressed that once this program/center is ready, that NAPT reach out to become involved.
3. A request was made between meetings and discussed via email. The ND Board of Pharmacy has no pins remaining to send out to newly registered technicians. **Diane Halvorson made a motion via email to purchase 200 pins at the quoted price of $2.14 per pin and ask that the order be placed immediately to replenish stock at the ND State Board of Pharmacy office asap. Second by Amanda (Mandy) Chase. No discussion. Roll call vote: all in favor. Motion approved**. Pins have since been sent out and received by ND BOP.
4. Adelle Casavant provided a draft of the January mailer; the board reviewed and suggested some changes. Adelle will take the suggestions and revise the mailer and bring back another draft via email to the board.
5. Amanda (Mandy) Chase reported the next NDPhA quarterly meeting is December 8, 2021 and she will attend virtually.
6. Lindsay Cizek-Cribb stating the Future NoDak articles are December (to be posted soon) and the next in the first week of February.
7. Lindsay Cizek-Cribb mentioned the next Executive Board Meeting date (in-person) will be February 13, 2021 and a mini-meeting via phone in January.
8. Extensive conversation held regarding topics to bring to the North Dakota Board of Pharmacy Advisory Meeting such as Pharmacy Technician Advancement, wage surveys, does/will the ND BOP recognize the Advanced Certification as a higher credential within our state, and more. Starting conversation of how to move forward and provide the best for our technicians and patients with expanding roles and the growth of CAP; looking forward to hearing how the Advisory Meeting goes in January!

**Adelle Casavant made the motion to adjourn the meeting. Second by Lillie Lambert. All in favor. Motion approved.**

Meeting adjourned at 1:15pm

Meeting minutes taken by Amanda Olauson, NAPT Secretary

\*NAPT meeting minutes can be found on the NDPhA website under the NAPT tab\*