

Executive Board Meeting Minutes

September 20th, 2020 at 11:00am

1-888-354-0094 code: 2271062111#

Members present: Lindsay Cizek-Cribb-President, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Jami Weybright-Parliamentarian, Shaina Stall-Member at Large, Melissa Krava-NDSCS Liaison Member

Members Absent: Arlene Monson-Chairperson, Diane Halvorson-Secretary and BOP Liaison, Danika Johnson-Northland Community and Technical College Liaison, Mike Schwab-NDPhA Liaison Member

1. The meeting was called to order at 11:01 by Lindsay Cizek-Cribb. Roll call by Lindsay Cizek-Cribb and quorum was declared.
2. Agenda was reviewed and an addition was requested by Mandy Chase to add Secretary computer to line item 6d1 alongside Treasurer computer for replacement discussion as we will be discussing the replacement of both computers. **Lindsay Cizek-Cribb made a motion to approve the agenda with the addition of Treasurer computer to the line item alongside Treasurer computer. Cassie Doyle seconded the motion. Motion carried.**
3. Shaina Stall read the NAPT Mission Statement.
4. Finalization of the installation of the 20-21 NAPT Executive Board outstanding Members at Large, Julie Fenno did not occur. Julie Fenno will not be accepting the Member at Large position at this time. Julie would like to be considered in the future for a position with NAPT. Lindsay Cizek-Cribb will contact the NDPhA office to update the site to remove Julie’s information.
5. Secretary Report: Mandy Chase took the minutes for Diane Halvorson in her absence of today’s meetings.
6. Mandy Chase stated that Diane Halvorson had sent out Executive Board Meeting Minutes for July 12, 2020 and asked if everyone had time to review those minutes. There were no changes requested to the minutes as they stand. **A motion was made by Cassie Doyle to approve the minutes. The motion was seconded by Jami Weybright. Motion carried.**
7. Contact with AAPT has been completed by Lindsay Cizek-Cribb. Members of the AAPT Executive Board are: Bobbie Craddock and Judy Neville. Diane Halvorson forwarded NAPT’s meeting minutes to AAPT on July 26, 2020.
8. Treasurer Report **:**
9. Cassie Doyle reported on the current Profit and Loss Statement. **Lindsay Cizek-Cribb made a motion to approve the Profit and Loss Statement as presented. The motion was seconded by Shaina Stall. Motion carried.**
10. Cassie Doyle reported on the current Balance Sheet statement. **Lindsay Cizek-Cribb made a motion to approve the Balance Sheet statement as presented. The motion was seconded by Jami Weybright. Motion carried.**
11. Cassie Doyle reviewed the current 2019-2020 budget. No questions were noted.
12. Cassie Doyle presented the budget for 2020-2021. Discussion was held regarding the purchase of replacement computers for the secretary and treasurer. Options discussed were that this would need to be presented at the upcoming General Membership meeting if we were to want to purchase at this time or place it into the upcoming new budget. Discussion regarding yearly maintenance and service that should be done to the computers as far as upkeep. Mandy Chase will research this and report back to the Executive Board. Lindsay Cizek-Cribb will reach out to the NDPhA to see what they have and what they do for their computers.

Budget discussion continued with Cassie Doyle explaining that we will have a “lopsided” budget due to the cancellation of the NAPT conference and expenses within NAPT at this time are low due to Covid-19.

1. Cassie Doyle reported that the balance of the NAPT Scholarship Fund was $1,916.00.
2. Banking access has been completed as reported by Cassie Doyle.
3. NAPT Guideline Manual Update

a. Discussion of changes to Committee of Finance in NAPT Guideline Manual on page 14 section E to align guidelines and bylaws. **A motion was made by Shaina Stall to change the Bylaws to match the Guidelines. The motion was seconded by Cassie Doyle.** Lindsay Cizek-Cribb will contact Diane Halvorson to update the Bylaws with the change.

1. TCT Project update was given by Mandy Chase. Mandy Chase reported that pilot sites are finishing up with TCT Project. Diane and Mandy made on-site visits to most of the sites to thank them for the participation with treats and awards. Data collection will finish up and exit surveys will be sent to the sites. Compiling of data will be completed by the TCT Pilot Project IRB committee.
2. NAPT awards update was presented by Lindsay Cizek-Cribb. Lindsay Cizek-Cribb reported that all awards, with the exception of the Distinguished Young Pharmacy Technician, have been presented. When all awards have been presented, an article will be provided for the NoDak.
3. Scholarship update wasprovided by Lindsay Cizek-Cribb.

a. Lindsay Cizek-Cribb spoke with Shelly from ND Career Builders. There have been no applicants for the scholarship at this time. Shelly feels that they will be hearing from applicants. Melissa Krava will reach out to students regarding scholarships. Melissa Krava stated that students may be a bit overwhelmed in the beginning of the year and will follow up with students regarding the opportunity of the scholarships.

b. NAPT Annual Scholarship was discussed and the balance remaining as stated in the Treasurer’s report. The Executive Board will follow up on updates regarding the opening of the application which will be sometime in January 2021.

11. Lindsay Cizek-Cribb attended the AAPT Virtual Conference. Lindsay Cizek-Cribb reported that there were 13 prerecorded CE’s and 1 live CE. Various CE’s were offered during the AAPT conference relating to PDMP, Advancing Technicians, Compounding, and Covid-19. It was also reported that there was not an AAPT business meeting conducted during the AAPT Virtual Conference. Lindsay Cizek-Cribb also discussed what she viewed as pros and cons of the AAPT Conference.

12. Fall Conference update was provided by Lindsay Cizek-Cribb.

1. 2020 CE information regarding the participation of ND Registered Pharmacy Technicians was relayed to the NAPT Executive Board members. It was noted that we are currently up to 99 technicians utilizing the CE provided to them by NAPT. Questions have been presented to the NAPT Executive Board regarding the need to extend the CE to ND Technicians in Training. Discussion held and it was noted that it would be beneficial to grant access to ND Technicians in Training. **Cassie Doyle made a motion to extend the NAPT CE offering to ND Technicians in Training. Lindsay Cizek-Cribb seconded the motion. Further discussion regarding details of how to provide information to ND Technicians in Training took place. Lindsay Cizek-Cribb and Mandy Chase to coordinate those details. Motion carried.**
2. 2021 Planning for NAPT Fall Conference was discussed briefly. The date for NAPT Fall Conference is set for September 10-11, 2021 in Fargo, ND. There will be an open invitation to our General Membership to volunteer to be a part of the Fall Conference Committee.
3. NDPhA Convention was cancelled due to COVID-19 as reported by Lindsay Cizek-Cribb per the NDPhA website.

14. Important and upcoming dates were communicated to the NAPT Executive Board by Lindsay Cizek-Cribb. October 20th, 2020 is National Pharmacy Technician Day and National Pharmacy Week October 18-24th, 2020. Mandy Chase will post the graphics provided by PTCB to the NAPT Facebook page. Arlene Monson speaks to National Pharmacy Technician Day 2020 in the upcoming issue of the NoDak.

15. Communications update was provided by Mandy Chase. Insight into the last 28 days was provided. It was noted that there have been no inbox messages.

16. Recruitment to the Profession of Pharmacy Technician Profession Committee is on hold for now.

17. Discussion was held regarding Cassie Doyle and her visits to Northland Community and Technical College and NDSCS. It was suggested by Lindsay Cizek-Cribb to discuss the idea of virtual visits with the possibility of our new members taking this task on. After much collaboration, Cassie Doyle and Shaina Stall will work together to accomplish this with Shaina Stall taking the lead for the 20-21 academic year. Melissa Krava offered her assistance as well.

1. ND Board of Pharmacy update was provided to Lindsay Cizek-Cribb by Diane Halvorson in preparation of the Executive Board Meeting. We are coming up on a legislative year and there was discussion on topics that the ND Board of Pharmacy may consider pursuing. The topic brought up in discussion was regarding pharmacy technicians administering vaccines. Extensive discussion was held during the NAPT Executive Board meeting regarding technicians administering vaccines. Advancement of pharmacy technicians in North Dakota was a key factor as to why the NAPT Executive Board feels this topic should be pursued. Other states are pursuing this with their Pharmacy technicians and we should keep the profession moving forward. It was decided to bring this topic to the General Membership for discussion.
2. NDSCS update was provided by Melissa Krava. Currently, there have been no changes in the curriculum. Adaptations have been made to learning due to COVID-19. Some of the internships have been cancelled making it difficult for students to complete their requirements. Current enrollment is 5-1st year students and 13-2nd year students. There were 5 summer completions of the program and 27 PATSIM. Number of students in Pharmacy Tech program was noted to be higher than previous years but overall enrollment is down.
3. There was no update provided by Danika Johnson from Northland Community and Technical College
4. NDPHA quarterly meeting update given by Mandy Chase. Mandy Chase stated that she had not received information for the upcoming meetings and has emailed Mike Schwab regarding the upcoming meeting. Melissa Krava stated that the NDPhA September meeting had been moved and an email update with this information had been sent out. Melissa Krava will forward email to Mandy Chase. Mandy Chase will continue to attend the NDPhA meetings as representative for NAPT.
5. NoDak article was submitted by Arlene Monson for the upcoming issue.
6. Future NAPT Meeting dates were announced as reminders by Lindsay Cizek-Cribb.
7. Status calls are the 2nd Sunday of every month at 7pm (unless monthly board meeting is to be held that month). Next status call will be in October. Mandy Chase will lead the status call meeting in October 2020.
8. December 13, 2020
9. March 14, 2021
10. April 2021 meeting will be scheduled around the ND Pharmacist Convention

Minutes prepared by Mandy Chase, Vice President in absence of Diane Halvorson, Secretary.