

Executive Board Meeting Minutes

March 15, 2020

Carrington ND

Meeting was on site as well as via conference call

**Members Present:** Tracy Lindsey-Chairperson, Mandy Chase Member at Large, Autumn Guilbert-Parliamentarian, Diane Halvorson-Liaison Member

**Members Joining via Conference Call:** Lindsay Cizek-Cribb-Vice President, Cassie Doyle-Treasurer, Arlene Monson-President note, Arlene joined the meeting at approximately 1024)

**Members Absent:** Ashley Hogness-Secretary, Kathy Zahn-Member at Large, Danika Johnson, Mike Schwab, Melissa Krave-Liaison Members

Meeting called to order at 10:04am

Prior to conducting business, Tracy Lindsey stated that with current community concerns regarding Covid-19, NDPhA is still planning the convention to be held in Minot the end of April is still scheduled, details to follow closer to the event. Tracy Lindsey further stated that this has been a challenging year for getting things done by this board. Her hope is that this board continues to move forward and follow through with our jobs moving forward. As she prepares to exit the board, she wishes her best.

Cassie Doyle and Lindsay Cizik-Cribb stated that due to the recent Covid-19 outbreak, until further notice they will not be attending on site meetings as previously outlined in email correspondence.

1. Mission statement was read by Tracy Lindsey.
2. Tracy Lindsey declared a quorum and stated:
	1. Due to Ashley Hogness’s approved absence, Tracy Lindsey has appointed Diane Halvorson as temporary Secretary
	2. Agenda additions: Job description for Treasurer and discussion of AAPT meeting 2020 and removal of fall conference 2019 survey results.

**Lindsay Cizek-Cribb made a motion to approve the agenda with the above additions. Motion seconded by Autumn Guilbert. Motion carried.**

1. Secretary’s Reports:
	1. Executive Board Meeting: December 8, 2019 reviewed, Autumn Guilbert pointed out that Mandy is listed in the minutes as Mandy and Amanda, suggestion to ensure she is referred to in the same name. Mandy requested to use the name Mandy.

**Mandy Chase made a motion to approve the agenda with the addition of updating the names Amanda and Mandy to Mandy only. Motion seconded by Cassie Doyle. Motion carried.**

* 1. Review of updates made to NAPT Guideline Book: Tracy Lindsey stated walk through of updates not available at this meeting. Will review at next meeting.
1. Treasurer Reports:
	1. Review of current Profit and Loss 2020 report. Cassie Doyle stated: Bank statement balance = 13,365.45 which matches the Profit and loss statement, outstanding checks x 2 = 932.04 leaving a check book balance of 12, 433.41.

**Autumn Guilbert made a motion to approve the current Profit and Loss 2020. Motion seconded by Lindsay Cizik-Cribb. Motion carried.**

* 1. Review of current Balance Sheet 2020 report.

**Autumn Guilbert made a motion to approve the current Balance Sheet 2020. Motion seconded by Mandy Chase. Motion carried.**

* 1. Review of NAPT Budget/Actual Spreadsheet. Cassie outlined the current income/expenses. For review only no motion required.
	2. Review of Profit and Loss 2019 year-end report.

**Lindsay Cizik-Cribb made a motion to approve the Profit and Loss 2019 year-end report. Motion seconded by Autumn Guilbert. Motion carried.**

* 1. Review of Balance Sheet 2019 yearend report.

**Lindsay Cizik-Cribb motioned to approve the Balance Sheet 2019 year-end report. Motion seconded by Arlene Monson. Motion carried.**

* 1. Cassie Doyle stated that we should add to the agendas moving forward a place holder for the treasurer to report the current balance of the NAPT Scholarship Fund. Cassie Doyle reports current balance = 5,616.00 as of February 18, 2020.
1. TCT project Update: Mandy reported project going well, currently last site visits completed as follows: Late January the TCT site committee visited Grand Forks, New Rockford and Fargo and in early February visited Three Affiliated Tribes and Irsfeld Pharmacy (Dickenson). Diane stated the project is currently in the collection of data phase. We continue to offer support to the sites to ensure the data collected is usable data. Diane also stated that a panel discussion will take place during the 2020 ND Pharmacy Convention. This panel will have representation of 2 current sites practicing TCT (Alex Spilman representing Sanford Fargo and Tanya Schmidt of Thrifty White) as well as TCT pilot project Diane Halvorson. The focus of the panel is to promote the utilization of TCT in North Dakota.
2. Scholarship:
	1. Tracy Lindsey reported the 2020 scholarship committee met, committee includes: NAPT Chairperson, President, Vice-President and NDPhA Executive Director, Committee voted to award one $700 scholarship. The amount of the award was determined based on past totals provided and direction offered during the NAPT General Business Meeting in September 2019. Discussion held to determine best way to present this scholarship. In the past we have presented at the annual NDPhA meeting. However, because the convention would be held in Minot, discussion to look at making arrangements to present the scholarship to the recipient on campus, group agrees that this is not a process that will be a standard process moving forward, but consider this to be something we do this year. Board to review process m. Tracy Lindsey to coordinate: notification to the recipient, processing of payment and arrange the presentation of the award. Diane Halvorson questioned if we have canned notification letters to applicants, including award of scholarship and regret of not receiving a scholarship to applicants. After review of the NAPT manual, we do not have such tool. Group asked Tracy to please work on creating such tool.
	2. Funds to Career Builders: Lindsay Cizik-Cribb has been researching the topic, reporting she has been in contact with Shelly Bloom (Director of Financial Aid at NDSCS) and Brenda (Career Builders-NDUS). NDSCS and NDUS are excited of the generous donation by the members of NAPT. Current information: NAPT can donate to either site and will qualify for the match program. Financial aid begins April every calendar year at NDSCS. Lindsay Cizik-Cribb volunteered to develop a process for tracking funds donated. Once created this process will evolve to be a responsibility of the Treasurer position. Cassie Doyle suggested to look at creating an auto email for tracking changes.

**Mandy Chase motioned to move forward with payment of 3,000 to ND Career Builders as directed by the NAPT General Membership. Motion seconded by Autumn Guilbert. Motion carried.** Lindsay Cizik-Cribb to oversee processing of donation and funds to be dispersed to NDSCS.

1. Monthly Sunday Night Calls: Tracy Lindsey stated calls were initiated to use as a time to chat and keep on track with current topics. Tracy Lindsey further stated that anytime we meet, we should declare a quorum and provide minutes for topics discussed. Tracy Lindsey asked the group if we feel these meetings are affective and should we continue:
	1. Diane Halvorson asked to consider the cost of a conference call
	2. Autumn Guilbert finds it hard to follow on the phone
	3. Cassie Doyle feels the idea of the phone calls success is based on the participation of the call and if all could commit it would have a positive outcome to keep the excitement of productivity of the board current.
	4. Lindsay Cizik-Cribb stated the calls were meant to provide status updates. Additionally, suggests that the new board has a discussion what the best way to communicate is moving forward.
	5. Tracy Lindsay states that for the remainder of her term as Chairperson, she is suspending the Sunday night phone calls, new board can determine moving forward with how to communicate and whether to consider having email or text reminders to meetings.
	6. Mandy Chase voiced that need for self-accountability, if you are not able to complete your task to meet the noted timeline, please reach out to others for help.
2. At this time Tracy Lindsey declared a break at 11:23, we will continue the meeting at 11:35.
3. Revision of job description for NAPT Treasurer:
	1. Tracy Lindsey stated that in review of the current treasurer job description does not flow well, it has been updated over the years to the point of not flowing well nor identifying steps needed to ensure best practice of our finances.
	2. Cassie Doyle stated she has other suggestions but not prepared to discuss today. Cassie Doyle volunteered to coordinate email conversation with board members to discuss changes and provide a final draft at the next NAPT Executive Board meeting.
	3. Diane Halvorson suggested that perhaps it might be a good idea to also review any other documents such as the monies in/expense reimbursement form and reimbursement for processing tool.
	4. Cassie Doyle recommended creating a walkthrough tool of the process of changing/updating information at the bank. Group felt this would be beneficial so Cassie Doyle will work to create this document as well.
4. NAPT Fall Conference 2020 scheduled on September 18 & 19, 2020 at the Holiday Inn, Fargo ND. Lindsay Cizik-Cribb is the Fall Conference Coordinator, reporting that a preliminary committee has been established with a tentative meeting to be held later in March. Due to the recent Covid-19, Lindsay Cizik-Cribb stated she would be unable to attend the meeting in person but suggested the committee meet and she could participate via conference call. Tracy Lindsey suggested that due to the cost of a conference call, perhaps if Lindsay Cizik-Cribb is unable to conduct the meeting in person perhaps the group begins conversation via email.
	1. Diane Halvorson stated that it appears the question of conference calls and cost thereof has been a discussion during this meeting and suggests that the board contacts NDPhA to find out the following:
		1. Cost breakdown of the conference call line.
		2. Is there a limit to the amount of calls we can conduct, at what point will NDPhA begin billing us for use of the conference call line?
	2. Group felt it would be helpful moving forward to have this information. Lindsay Cizik-Cribb offered to obtain answers to the above questions and present at the next Executive board meeting.
5. NAPT Executive Board positions for 2020-2021 term:
	1. Current open positions include:
		1. Positions open by ballot: Vice President and Secretary. Currently Mandy Chase is running for Vice President and no one running for Secretary. Ballots are included in the March 2020 nodak.
		2. Appointed positions: Two members at Large and a parliamentarian. Tracy Lindsey stated that it is the responsibility of the current president to appoint these positions. Arlene Monson stated she has nothing to report at the time. She is currently reaching out to others in the profession to gather names of potential individuals. Group shared some names with Arlene Monson and it was requested of the board to reach out to Arlene Monson via email with names and contact information of potential interested parties so Arlene Monson can contact these individuals. Lindsay Cizik-Cribb stated that two individuals liked the post on Facebook regarding open positions and recommended we reach out to them, Lindsay Cizik-Cribb will provide those names to Arlene Monson for further follow up.
6. Facebook status. Lindsay Cizik-Cribb reported it has been a busy year, need to review the timing of postings. Group discussion regarding the value of Facebook. It is felt there is great value and we should continue to grow. Mandy Chase inquired the plans for posting. Lindsay Cizik-Cribb stated a calendar has been created and approved by the NAPT Executive Board. Additionally, the Facebook committee continues to strive to apply these posting in a timely manner. Further discussion questioned who is the Facebook committee, Lindsay Cizik-Cribb responded “it was decided at a previous meeting that the Vice President is the chair of the committee and Members at Large will serve on that committee”. Lindsay Cizik-Cribb is working to establish a process of transitioning the administrator of the page and removing previous administrators. Continued growth of the processes will be reported at the next NAPT Executive Board meeting. Suggestion to add Nodak publications to the Facebook calendar.
7. Recruitment of Profession of Pharmacy Technician Profession Committee:
	1. Arlene Monson reported that the letter she originated has completely changed, but she feels the changes are acceptable. Review of the letter followed by discussion.

**Mandy Chase made a motion to approve the final letter with the spelling correction noted. Motion seconded by Cassie Doyle. Motion carried.**

* 1. Discussion held regarding should this information be provided by email or hard copy mail. Tracy Lindsey asked if we have a list created of who will we be providing this information to. Arlene Monson stated she has a list comprised of 15 ND schools. If sent by hard copy would we provide a DVD of each video in the mailing. Cassie Doyle stated that based on the December 2019 meeting, she had volunteered to research if she could create copies of the video, she further states that based on the fact that she does not have the original, she would not be able to complete this task. Tracy Lindsay stated that the author of the videos has offered to provide copies of both videos at no charge. Discussion regarding what the cost would be for mailing the DVDs, flyers and letter to the 15 schools chosen for first mailing. Lindsay Cizik-Cribb offered to go to the post office to review what packaging to send the DVDs is needed and what that cost would be incurred. Lindsay Cizik-Cribb will report back to the group her findings of cost.

**Cassie Doyle made a motion to send letters, flyer and DVD to the 15 schools selected if the cost is under $100. Motion seconded by Lindsay Cizik-Cribb. Motion carried.**

* 1. If the costs are under $100, Diane Halvorson volunteered to work with video author to obtain the videos, print the flyers and letters and send to Arlene for mail processing. Expectation is that the mailings will go out by the end of March 2020.
1. NDSCS-no update available
2. Northland Community and Technical College-no update
3. Based on item report of no report by the Pharmacy Technician Colleges, Diane Halvorson suggested we reach out to the program directors of both programs to ensure they are aware of the meetings and importance of submitting reports (whether in person or by submission of report to Chairperson to provide to the group). Additionally, once the information previously mentioned about the cost of conference calling, perhaps we could invite the directors to join via conference call to provide their reports. To review once conference call information has been provided.
4. North Dakota Board of Pharmacy Advisory Meeting held January 6, 2020. Tracy Lindsey asked Lindsay Cizik-Cribb to provide the report. Lindsay Cizik-Cribb reported the following:
	1. Tracy Lindsay and Lindsay Cizik-Cribb attended the meeting. Arlene Monson unable to make it due to work issues. Also, Diane Halvorson was present as a ND BOP member.
	2. Also, in attendance was Melissa Krava representing NDSCS Pharmacy Technician program
	3. Positive conversation held including topics of pharmacy technician administration of medications such as vaccines such as the flu vaccine.
	4. ND BOP inquired what NAPT Is doing with recruitment. Lindsay Cizik-Cribb responded to the board that NAPT is currently working on a process to reach out the high schools of ND to provide information included the two videos created by NAPT as a way to promote the profession of pharmacy technicians.
	5. Melissa Krava reported that she is currently working on revamping the PATISM program materials.
	6. Discussion held regarding advanced roles of Pharmacy Technicians, Lindsay Cizik-Cribb and Diane Halvorson shared information regarding the TCT project. Suggestion by ND BOP members to consider presenting information at the April 2020 ND Pharmacist Convention.
5. North Dakota Board of Pharmacy update: Diane Halvorson reported no current issues to report on behalf of the ND BOP, did provide information on the differences between rules and laws and the processing thereof.
6. NDPhA quarterly meeting updates: no meeting updates. Next meeting to be held from 11-3 on Wednesday, March 18th, 2020 in Bismarck. Tracy Lindsey stated that to this point, Kathy Zahn has been representing NAPT at these meetings. Discussion held regarding since Kathy Zahn has not been able to attend the NAPT Executive Board meetings, concern if she is current on NAPT business. Tracy Lindsey will notify Kathy Zahn that she will not represent NAPT at the scheduled meeting of March 18, 2020. Tracy Lindsey will coordinate that NAPT has representation at the March 18, 2020 meeting whether in person or by phone. Topics to bring up at this meeting includes: plan for nodak, hard copy verses available electronically. If provided electronically, will there be communication with members to notify when newly posted?
7. Nodak article due dates: not available at this time. Tracy Lindsey stated we would be able to identify those dates when attending the NDPhA quarterly meeting.
8. January mailer: Lindsay Cizik-Cribb discussed the delay in the January mailing. Outcome is to create a walk-through tool on how to process the January mailer to assist with understanding the process of completing this task.
9. Future meeting dates: Next NAPT Executive Board meeting scheduled for April 24, 2020. Group decided the meeting should be held from 8-10 am. Arlene Monson states that a room has been reserved for this meeting. Cassie Doyle and Lindsay Cizik-Cribb stated they may not be able to attend meeting in person, requested a conference call line. Next NAPT General Membership meeting scheduled for April 25, 2020 at noon. Cassie Doyle will not be physically in attendance, requested to have a board member cover her information. Suggestion made to have Cassie Doyle deliver her report via phone with a board member being on site to assist. Mandy Chase volunteered to be Cassie Doyle’s on-site assistant. Cassie Doyle will work with Mandy Chase to prepare for the meeting.
10. End of year report: Tracy Lindsey stated she is currently working on her year end report to be presented at the 2020 ND Pharmacy Convention.
11. AAPT annual meeting: Discussion held regarding the value of sending a representative to the annual meeting. This is an old discussion that continues, group feels we need to consider expense verses value. Lindsay Cizik-Cribb will continue discussion at the next NAPT Executive Board meeting. Perhaps we need to bring to the NAPT General Membership.
12. Award processing: Tracy Lindsey stated award nominations are considered confidential information and voting in person has been identified as the best process, to this date face to face voting has been our process. Tracy Lindsey did share that we currently have nominations for all categories which is very positive as we have had in years past difficulty in receiving nominations. Arlene Monson is responsible for processing of awards, due to her unable to attend the face to face meeting, Tracy Lindsey has appointed Diane Halvorson to process awards.
13. With no further business, the conference call portion of the meeting adjourns at 1:55pm.
14. Awards processed.
15. Meeting adjourned at 14:30 pm by Chairperson Tracy Lindsey.

Meeting minutes prepared by Diane Halvorson, NAPT Board of Pharmacy liaison, acting secretary