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Executive Board Meeting Minutes

December 8, 2019

11am- 3pm

Meeting via Teleconference

**Members Present:** Tracy Lindsey—Chairperson, Lindsay Cizek-Cribb—Vice President, Cassie Doyle —Treasurer, Diane Halvorson—Liaison Member, Mandy Chase—Member at Large

**Members joining via conference call:** Arlene Monson—President, Ashley Hogness-- Secretary

**Members Absent:** Melissa Krava—Liaison Member, Danika Braaten—Liaison Member, Mike Schwab—Liaison Member, Autumn Guilbert—Parliamentarian, Kathy Zahn—Member at Large

Meeting was called to order at 11:00am by Chairperson Tracy Lindsey.

1. Introductions were completed.
2. Mission statement was read by Tracy Lindsey.
3. Tracy Lindsey declared that a quorum has been established. Agenda was accepted as is with no immediate additions. Arlene made a motion to approve. The motion was seconded by Mandy. Motion carried.
4. Secretary’s Minutes
   1. Executive Board Meeting; September 13, 2019.
   2. Review of the minutes was completed.
   3. **Lindsay Cizek-Cribb made a motion to approve the Executive Board Meeting minutes from September 13, 2019. The motion was seconded by Cassie Doyle. Motion carried.**
5. Treasurer Reports
   1. Review of the Profit and Loss Statement and Balance Sheet were completed. Cassie Doyle stated that few transactions have occurred this year. The actual checkbook balance at this time is $15,865.39.
   2. Cassie Doyle noted that there was a discrepancy with a check that the bank cashed. The check was written for $423.45 but the bank cashed it for $423.75, leaving the checkbook off by $0.30.
   3. Mandy Chase made a motion to adjust the bank account by $0.30 (the difference of the check). The motion was seconded by Ashley Hogness. Motion carried.
   4. Cassie Doyle sent the board members the profit and loss sheet. Everyone looked it over. Cassie stated that all bills are paid from Fall Conference. There is still one check for $2,500.00 that is still waiting to clear the bank.
   5. **Lindsay Cizek-Cribb made a motion to approve the Profit and Loss Statement. The motion was seconded by Mandy Chase. Motion carried.**
   6. **Mandy Chase made a motion to approve the Balance Sheet. The motion was seconded by Lindsay Cizek-Cribb. Motion Carried.**
   7. Review of the 2019-2020 budget was reviewed and changes were noted. No further action at this time.
6. TCT Project Update
   1. Diane Halvorson provided and update on the TCT project. Diane stated that there are now 7 clinics that are live with TCT Program. Diane shared that Dakota Clinic pharmacy is enjoying the TCT program. They went live the day it was approved and they have caught 2 errors with the program. Dianne shared that there has been a very positive impact from the TCT project. Other states are calling it product verification. North Dakota will continue to call it Tech Check Tech.
   2. Dianne is working on material to present at the NDPHA convention.
7. Scholarship
   1. Cassie Doyle shared that she had visited two local college sites.
   2. Send money to ND Career Builders $3,000 was approved at the general membership meeting.

Lindsay Cizek-Cribb and Tracy Lindsey will work on this and update everyone.

* 1. Cassie Doyle mentioned entertaining the idea of reciprocity for scholarship applicants. Lindsay Cizek-Cribb stated that the rules in the NAPT guidelines state that the applicant must be a North Dakota Resident. There was discussion among the board to change the guideline to include registered technicians in training.
  2. **Lindsay Cizek-Cribb made a motion to change the NAPT scholarship guidelines from North Dakota resident to North Dakota resident and/or a registered North Dakota Technician in training, effective immediately. The motion was seconded by Arlene Monson. Motion Carried.**
  3. Ashley Hogness will update the NAPT guideline to reflect this change.

1. Goal Setting
   1. Getting Minutes approved in a timely manner. Tracy Lindsey stated that minutes need to get approved and to the NAPT website in a timely manner and that content over correct wording is something we need to focus on.
   2. Monthly Sunday night phone calls. Tracy Lindsey stated that the first phone call on October 13, 2019 was a success. The next phone call will be January 12, 2020.
2. Fall Conference wrap up
   1. Diane Halvorson stated that the article was submitted to the fall conference committee, and she is waiting to hear back. She will have this information at the March meeting.
   2. The 2020 Fall Conference will be September 18 and 19.
3. Update on NAPT Positions
   1. There was discussion about whether or not to add a communications person to the NAPT Board. It was decided that there isn’t enough work to add a position. Cassie Doyle mentioned that we could just add the communication responsibilities to existing board members position.
   2. **Cassie Doyle made a motion to discontinue the conversation about the communications person. The motion was seconded by Arlene. Motion carried.**
   3. The fall conference calendar will be provided by Lindsay Cizek-Cribb. It was noted that we talked about everything in the calendar.
4. Communications: Facebook Committee Update
   1. A member of the Facebook committee will post about the update mentioned earlier about the change in the scholarship guidelines. In January there will be a post reminding people to register and NAPT reminder for awards.
   2. Arlene Monson mentioned that the Facebook committee should have assigned positions. Diane Halvorson mentioned that it should be the Vice President of the NAPT and anyone else who wants to join.
   3. **Lindsay Cizek-Cribb made a motion to update the NAPT Facebook guidelines to say that the Vice President of the NAPT oversees the Facebook Committee. The motion was seconded by Cassie Doyle. Motion carried.**
   4. Ashley Hogness will update the NAPT guidelines to reflect this change.
5. Recruitment to Profession of Pharmacy Technician Profession Committee
   1. Arlene Monson reported that she has developed a recruitment letter which she will forward to Tracy Lindsey for review.
6. Visits to Northland Community and Technical College/NDSCS
   1. Cassie Doyle shared that she had visited both sites. She was pleasantly surprised by the number of students and the nice labs.
7. ND Board of Pharmacy update
   1. Diane Halvorson reported that the Tech to Pharmacist ratio will be changing. There are no pending rules that directly affect Technicians.
8. NDSCS Update
   1. No updates at this time.
9. Northland Community and Technical College update
   1. No update at this time.
10. NDPHA quarterly meeting update
    1. Cassie Doyle reported that she attended the meeting. She reported about the Fall conference, scholarship money going towards ND Career builders. Diane Halvorson mentioned that the information about the scholarship money going to ND Career builders be put in the January edition of NODAK.
    2. Future meeting dates are 3-18-20, 6-10-20, 9-9-20 (Fargo), 12-9-20. Cassie Doyle will attend the next meeting.
11. Update on acquisition of a stand-up sign/banner
    1. No updates.
    2. Cassie Doyle will reach out to Kathy Zaun to see about the banner and if it will be in the 2019 budget.
12. North Dakota Board of Pharmacy Advisory Meeting January 6, 2020
    1. Arlene Monson and Tracy Lindsey will attend the meeting.
    2. Topics to be brought to the meeting are as follows
       1. Updates on the Technicians role in Immunizations from the fall conference.
       2. Updates on scholarship money, money from the basket extraordinaire, and the North Dakota Career Builders.
       3. Updated criteria on scholarship and update on recruitment
       4. Updates on the Tech Check Tech project
13. NODAK article
    1. Things to be added to NODAK
       1. Chairperson article
       2. Officer position openings
       3. Nominations for NAPT awards
       4. NAPT award due dates
14. January Mailer
    1. Diane Halvorson will reflect the updates in the January mailer with a target date of Jan 6th. She will send it out to the NAPT board members for approval.
15. Future NAPT meeting dates:
    1. March 1, 2020 10am to 2pm Bismarck NDPhA office
    2. April meeting to be determined (held during convention) April 23rd-25th. Minot, ND

Meeting adjourned at 2:26pm by Chairperson Tracy Lindsey.

Meeting minutes prepared by Ashley Hogness, NAPT secretary.