

Executive Board Meeting

July 9, 2017

10am – 2pm

NDPhA Office, Bismarck, ND

**Members Present:** Diane Halvorson—Chairperson, Tracy Lindsey—President, Twana Dick—Vice-President, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer, Arlene Monson—Member At Large, Kathy Zahn—Member At Large

**Members Absent:** Autumn Gilbert—Parliamentarian, Mike Schwab—Liaison Member, Barb Lacher—Liaison Member, Danika Braaten—Liaison Member

Meeting was called to order at 10:06amby Chairperson Diane.

1. Mission statement was read by Alex. Introductions were completed.
2. Diane declared that quorum had been established. Agenda was accepted as is with no immediate additions.
3. Tracy completed installations of new executive board members. This completes the 2017 Executive Board Member installations.
   1. Secretary; Lindsay Cizek-Cribb
   2. Member-at-Large; Kathy Zahn
4. NAPT Guidelines (also known as Blue Book):
   1. Discussion was held regarding the need for executive board members to have a physical paper copy of the Blue Book or if we would be comfortable moving forward with an electronic copy.
   2. **Twana made a motion to add a footer for last changes made on the bluebook. Motion was seconded by Tracy. Motion carried.**
   3. **Alex made a motion to have an electronic Blue Book instead of paper copies and to rename the Blue Book to NAPT Guideline Manual. Motion was seconded by Twana. Motion carried.**
   4. Lindsay will update Blue Book to NAPT Guideline Manual. Any future revisions to the NAPT Guideline Manual will be documented in a footer specific to the page the change was made on. Documentation will include the revision and the date of the revision. Once documentation is complete the Secretary will email the updated version to executive board members. Should an executive board member choose to have a paper copy, they will be responsible for updating accordingly.
5. Secretary’s Minutes:
   1. Minutes from Executive Board Meeting April 21, 2017
      1. Review of minutes was completed. Twana noted that a correction is needed to the number of CEs offered at the AAPT convention in Omaha, NE. CEs were listed as 1 and should be 13.
      2. **Lindsay made a motion to approve the Executive Board Meeting minutes from April 21, 2017 with the correction to the CEs offered. The motion was seconded by Tracy. Motion carried.**
   2. Minutes from General Membership Meeting April 22, 2017
      1. Minutes were reviewed but not approved at this time.
6. Treasurer Reports:
   1. Review of the treasurer reports was completed. Alex stated that at this time there are no outstanding checks.
   2. Additional funds were allocated for the NAPT 2018 Fall Conference due to increasing costs.
   3. It was noted that the bill for the recruitment video may not come until 2018, but costs were included in the 2017 budget.
   4. **Arlene made a motion to approve the Profit & Loss report. The motion was seconded by Twana. Motion carried.**
   5. **Lindsay made a motion to approve the Balance Sheet. The motion was seconded by Tracy. Motion carried.**
   6. **2018 Budget reviewed, tabled to the next Executive Board Meeting for additional review and final approval.**
7. Goal setting (group activity):
   1. Each present executive board member was asked to write down goals they would like to see accomplished by the board and where they feel the direction of NAPT should go. After the break out session, each member read their goals to the board. Goals across the board had common themes. These goals will be reviewed during each subsequent executive board meeting to stay aligned with the goals and show development in meeting the goals.
8. Recruitment video:
   1. Discussion was held regarding how we can further expand the use of the video that was created.
   2. Diane will be presenting at the 2017 Professional Development Conference that is organized by the North Dakota Department of Career and Technical Education. Diane extended the invitation out to all executive board members to attend the conference. Diane presents at 11:00am on August 8, 2017. Goal of the presentation is to talk about the field of pharmacy technicians, to provide the audience the video and hand out created, and for the audience to take the information back to their schools and hold discussions with their students.
9. Professional video:
   1. Tracy will be completing her portion of the video and the voice overlay. The video committee has completed a preliminary review and comment period closed.
   2. The estimate provided by Joel for the video including changes was reviewed by the executive board members. Point was made that we have a budget to stick to which will need to include the changes necessary.
   3. Goal is to premiere at the NAPT 2017 Fall Conference. Once the video is complete, it will be reviewed by the video committee. Then open for review by the NAPT Executive Board and participants of the video.
10. Awards: Young Pharmacy Technician, Technician of the Year, Friend of NAPT and Diamond award:
    1. The president is in charge of organizing the awards. Tracy noted that previous lack of nominations is a concern and opened up discussion regarding how, when, and where the nominations are completed and awards presented.
    2. Awards will continue to be presented at the annual NDPhA convention. The annual NAPT Fall Conference will include award recognition during the General Membership meeting. The recognition should include the statement given at the NDPhA convention of why the individual was nominated and awarded. Future initiatives may include providing the award at the convention and providing the individual with free registration to the NAPT Fall Conference.
    3. Tracy will obtain the award “speech” to be used for recognition for the NAPT Fall Conference and will include information in the Nodak that “anyone can nominate” individuals for the awards. Tracy will work with Laurie to create a preliminary version of the January 2018 flyer which will be reviewed at the September Executive Board meeting.
11. Scholarship:
    1. To keep consistent representation, Donna will serve as the representation at the North Dakota Pharmacy Advancement Corporation, Inc. annual meeting held at the NDPhA Convention. Donna will then report to the Chairperson any information shared at this meeting.
    2. Discussion was held regarding opportunities to raise additional money for the scholarship fund such as having a raffle, silent auction, etc.
    3. **Kathy made a motion that we try a raffle ticket auction at the NAPT Fall Conference this year. Motion was seconded by Alex. Motion carried.**
    4. Kathy, Twana, and Alex formed a committee for the raffle ticket auction. Kathy will organize 5 baskets for the raffle. Twana will create raffle guidelines and procedures, provide signage for the raffle to be used at the conference, provide raffle verbiage to include with registration acknowledgment, and ensure that the raffle is well organized. Diane will make sure that we have a long table to utilize for the raffle. Information about the raffle will be included in the registration acknowledgment information. It was noted that if any other executive board members are interested in providing a basket that they are encouraged to do so, but let Kathy know what you are bringing. Alex’s role for this committee is to organize and oversee the fiscal portion, ensuring registration and ticket purchases are kept separate and appropriately documented.
    5. NDPhA convention auction support will be added to the agenda for the next Executive Board meeting.
12. Stakeholder meeting updates:
    1. Diane provided takeaways from the Stakeholders Consensus Conference which was held in Irving, TX in February. No other updates at this time as no follow up meeting has been held.
13. AAPT Convention: August 3-5, 2017 in Omaha, NE:
    1. Tracy will provide representation at the House of Representatives. Twana will also be registering and attending the convention. All executive board members are encouraged to attend.
    2. Discussion was held regarding the donation of a basket and additional requests from AAPT regarding support of the convention in the form of donations for the convention giveaways and auction donations.
    3. **Tracy made a motion to donate a total of $100 towards AAPT convention giveaways and auction donations. Twana will organize a basket not to exceed the budget of $35. Tracy will organize a basket not to exceed the budget of $15 (which does not include the free Fall Conference registration to the fall 2017 conference) as well as organize the purchase of two $25 gift cards. Motion was seconded by Lindsay. Motion carried. Since Tracy will be our NAPT representative, she will be responsible for completion of this motion.**
14. NDSU Task Force Meeting regarding ACPE CE Provider Status update:
    1. No new updates. Diane will forward by email the minutes from the previous meeting regarding the ACPE CE provider status.
15. Fall Conference:
    1. 2017 updates: September 15-16, 2017 at the Ramkota Hotel and Conference Center, Bismarck, ND
       1. 2017 is the first year that the conference will include CE that is approved for pharmacists. A total of 10 CEs will be provided to attendees, all of which are knowledge based. Diane will add the lunch/General Business meeting to the agenda on the flyer.
       2. Discussion was held regarding the current flyer including creation and paper distribution of the flyer to NAPT members. Kathy and Diane will complete a price analysis on the production of the flyer. The price analysis should include printing in color to differentiate the registration forms from mail vs. email versions. Once produced, Diane will complete envelope stuffing and mailing.
       3. To increase awareness of the NAPT Fall Conference, email blasts regarding registration will be introduced this year. One email will be sent to all NAPT technician members and one email will be sent out to all pharmacists registered with the ND BOP. Emails will be sent post-delivery of the mailed version. Alex will send out acknowledgments of registration that will include information about the raffle.
       4. Post conference, an email will be sent to attendees which will include a link to the CE, clear deadlines for completing the CE, and a link to an online survey. Should the attendee not have an email address, the survey can be completed post conference on paper.
       5. Discussion was held regarding a free gift for attendees. Tracy will explore using Pin Pros for a lapel pin for all attendees.
       6. Discussion was held regarding a jacket giveaway (must be present to win) at the conclusion of the conference. Executive board members should gather pricing (including any set up fees) for an embroidered jacket and provide pricing info within two weeks. Diane will send the executive board members a picture of jackets given away in the past as a reference for obtaining price quotes.
    2. 2018; location and dates
       1. 2018 conference will be held in Fargo, ND. Diane is the 2018 NAPT Fall Conference coordinator and is reviewing options for the site. Diane extended an invitation out to the executive board members to shadow her during the process in order to complete coordination in subsequent years. Meeting sites will rotate between Fargo, ND and Bismarck, ND every other year.
16. NAPT Name Tags
    1. Discussion was held regarding consideration of adding our names to the NAPT name tags.
    2. Tracy will review price difference in purchasing name tags with the executive board member’s name printed on it vs. generic position name tag.
17. Communications: Facebook
    1. Discussion was held regarding the need for and requirements of an NAPT Facebook page.
    2. Committee established to prepare preliminary guidelines. Committee members include Arlene, Lindsay, and Kathy, Chairperson to be determined (Arlene was asked by Diane to serve as Chair, she will get back to Diane shortly). Committee will report at the next NAPT Executive Board meeting.
18. NDPhA Board Meeting: June 7, 2017 report (next board meeting scheduled September 21, 2017).
    1. Diane reported that funding and membership were the main conversation points at the June 7, 2017 meeting. No further action needed from the NAPT executive board members at this time.
19. Nodak article due dates:
    1. September 30, 2017:
       1. Fall Conference summary
       2. Message from Chairperson
       3. AAPT Summary from President
       4. Did you know information (may not have room for this information in this article)
    2. November 8, 2017:
       1. Awards information
       2. “Get involved”: Someone will need to create the information but further discussion will happen in future meetings regarding content to include.
       3. Message from Chairperson
       4. Did you know information
20. Representative to extend invitation to the local pharmacy technician schools:
    1. NDSCS
    2. Northland Community and Technical College
    3. Minnesota Community and Technical College
    4. Alex will begin to reach out to local pharmacy technician schools and set up dates for presentations. Alex and Lindsay will assist with presentations.
21. Reimbursement and Monies Received Forms:
    1. Discussion was held on the whether or not the original signed Reimbursement Form needs to be obtained or if the form can be signed and sent via email with scanned receipts to the treasurer. Diane and Alex will make revisions to the NAPT Guideline Manual and will provide updates at the September executive board meeting.
    2. **Kathy made a motion that any interest accrued by our accounts does not need to be cosigned. Motion was seconded by Twana. Motion carried.**
22. Future NAPT Executive Board Meetings:
    1. September 15, 2017 from 11am-2pm. There will be no reimbursement for travel to this meeting as it is the weekend of the Fall Conference.
    2. October 1, 2017 from 10am-2pm.
    3. January 7, 2017 from 10am-2pm.
    4. March 4, 2017 from 10am-2pm.
    5. All meetings will be held in Bismarck, ND. Kathy will be securing meeting space. Once space is confirmed, it will be shared with the group.

Meeting adjourned at 2:15pm.

Meeting minutes prepared by Lindsay Cizek-Cribb, NAPT secretary.