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Executive Board Meeting Agenda

March 11, 2018

9am - 3pm

North Dakota Board of Pharmacy Office

1906 East Broadway Avenue, Bismarck ND

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

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

Meeting was called to order at 9:02am by Chairperson Diane.

1. Mission statement was read by Twana.
2. Diane declared that quorum has been established. Agenda was accepted as is with no immediate additions.
3. Goal Setting Project
	1. Pictures of previous goals were emailed by Diane to each NAPT Executive Board member prior to meeting. Goals and progress were reconfirmed by each member. New members to the NAPT Executive Board were asked to share how they felt the year progressed. Consensus was the year was successful and we stayed on track with meeting our goals.
4. Secretary’s Minutes
	1. Executive Board Meeting; January 7, 2018
		1. Review of the minutes was completed.
		2. **Kathy made a motion to approve the Executive Board Meeting minutes from January 7, 2018. The motion was seconded by Twana. Motion carried.**
5. Treasurer Reports
	1. Profit and Loss and Balance Sheet
		1. Review of the Profit and Loss Statement and Balance Sheet were completed. Alex stated that there open items related to the recent mailing of the Annual Flyer. NAPT dues will be received in June. The actual checkbook balance at this time is $6,315.12.
		2. Alex will email Lindsay an updated copy of the Balance Sheet with updated, corrected column totals.
		3. **Lindsay made a motion to approve the Profit and Loss Statement and Balance Sheet. The motion was seconded by Autumn. Motion carried.**
6. ND Board of Pharmacy Advisory Meeting
	1. Alex, Diane, Lindsay, and Tracy attended and represented the NAPT at the meeting on January 8, 2018. Diane represented under a dual ND BOP and NAPT role.
	2. Topics discussed at the meeting included: lapel pins, professional video name update, ACPE CE approval, Facebook launch, NAPT representation at colleges, and the scholarship/basket extraordinaire.
	3. Additional discussion was held at the meeting regarding: Advanced roles of the pharmacy technician in ND, future national education requirements for pharmacy technicians, future national standardization of an entry level and advance level technician requirements, PTCB exam reformation, and recruitment of pharmacy technicians.
7. Office Positions Open-Election Process
	1. Open positions for the upcoming term include Vice President and Secretary positions.
	2. As the incoming Chairperson, Tracy will appoint the Parliamentarian and Member-at-Large positions.
	3. Alex will continue to serve as the Treasurer to complete the second year of her 2 year term.
8. Reimbursement Guidelines
	1. Reimbursement guidelines were previously approved. A few formatting items will be updated, no further approval required.
9. Treasurer Guidelines
	1. Treasurer guidelines were previously approved. A few formatting items will be updated, no further approval required.
10. Awards
	1. Status of 2018 Awards
		1. Tracy reported a significant increase in submitted nominations for awards. 14 total nominations met the appropriate criteria. Nominations for Distinguished Young Pharmacy Technician, Diamond Award, and Friend of NAPT were dispersed and anonymously voted on by each NAPT Executive Board member. As the president, Tracy securely collected submitted votes from each member. Tracy will order the awards for the winners.
		2. Nominations for Pharmacy Technician of the Year are voted on by the previous 10 Pharmacy Technician of the Year award recipients. Twana will send a letter including the nominations to the previous 10 recipients and will securely collect submitted votes from each person. Twana will order the award for the winner.
		3. Tracy will reach out to previous award sponsors to obtain sponsorship for this year’s awards.
		4. Tracy will reach out to 2018 award recipient nominators to encourage attendance at the NDPhA Convention. A message will be included that if additional attendees would like to be present for the award banquet that they must pay for the meal if consumed.
	2. Process Changes
		1. Discussion was held that the newly developed award nomination form and award winner PowerPoint presentation shared at the 2017 NAPT Fall Conference contributed to the increase in submitted nominations. The PPT will be developed and displayed at the 2018 NAPT Fall Conference as well as on the NAPT website upon the recipients’ approval.
		2. For 2019 awards, the NAPT President will email each nominator to show appreciation for the nomination and confirm that the nominee meets criteria. Criteria should be confirmed near close of nomination period to ensure nominee continues to meet the criteria.
		3. 2019 Award Nomination information will be handed out at the 2018 NAPT Fall Conference to continue to encourage nominations. Attendees will be asked to take the necessary time to consider an appropriate nominee and submit the form outside of the conference.
		4. The newly developed award nomination form will replace the form currently being published in the Nodak and will also be updated on the NAPT website. The NAPT website should have an Award section with the PPT of previous award recipients as well as the award criteria.
		5. Twana will coordinate the award process changes with Lori and will include Mike and the NAPT Chairperson, President, and Vice-President on the email communication.
		6. Twana will report the NAPT Award Nomination updates at the 2018 NAPT Fall Conference. Discussion with the general membership attendees will include asking if all nominees should be named as a form of recognition and whether the award nominator could remain private if requested.
		7. Diane will update the Annual Award Procedures in the NAPT Guideline Manual. Tracy will add the review of the updated guidelines to the next NAPT Executive Board meeting.
11. Fall Conference
	1. 2018 Fall Conference will be held in Fargo, ND at the Holiday Inn on October 5th-6th
		1. The 2018 NAPT Fall Conference committee has met and defined potential topics including leadership, diabetes, QI, wellness, USP 795-797-800, pharmacy law, patient perspective, roles and responsibilities of the technician at Family Healthcare, patient refill screening, Narcan, and law enforcement/community alerts.
		2. As the treasurer, Alex will be in charge of the registration table and the attendee goody bags.
	2. CE Processing
		1. NDPhA has selected CE Impact as their ACPE CE processor. CE Impact will assist with obtaining the necessary information from each conference speaker.
		2. There are multiple fee structures for securing ACPE CE for the event. The most economical option is to group all CE events as one event. That would mean that in order to obtain CE the attendee would need to attend every CE during the Fall Conference. Next option would be to group Friday as one CE and Saturday as one CE. Next option would be to have three sessions and group Friday as one session, Saturday morning as one session, and Saturday afternoon as one session. Final option would be to have each speaker be an individual CE session. The financial impact to continuing to have each speaker be an individual CE session is prominent at a $1000 increase.
		3. **Kathy made a motion to utilize Impact CE as the ACPE CE processor and to have the conference accredited as 10 individual sessions. The motion was seconded by Arlene. Motion carried.**
		4. The 2018 NAPT Fall Conference will be accredited as 10 individual sessions. The financial impact of continuing this route at each conference will be discussed with the general membership at the 2018 NAPT Fall Conference.
	3. Flyer
		1. The theme for the 2018 NAPT Fall Conference will be The 3 P’s of Pharmacy: Patient, Prescription, and Professional. Each conference speaker’s topic will tie back to at least one of the “P’s”.
12. Scholarship:
	1. Scholarship Committee Report
		1. A total of 5 scholarship submissions that met criteria were received. The scholarship committee reviewed each submission essay and recipients were identified. A total of 4 scholarships will be provided: there was a tie for 1st, then a 3rd and 4th place recipient. The recipients will receive $700, $400, and $300 scholarships respectively for a total of $2,100 provided this year in scholarships.
		2. Diane will send a letter to each student that submitted an essay to express appreciation for the submission. Scholarship recipients will receive a check with their letter.
	2. Presentation of Scholarships
		1. Recipients will be invited and encouraged to attend the NDPhA Convention. Scholarships will be recognized at the NAPT General Membership meeting and further acknowledged by being asked to stand at the award banquet. Kathy will present the scholarship in the form of a “big check” on behalf of the NAPT Executive Board and general membership.
13. Communications/Facebook Committee Update
	1. Announcement of the Facebook page will be included in the upcoming edition of the Nodak.
	2. Discussion was held regarding actionable topics to post on the Facebook page including the NDPhA Convention, NAPT Fall Conference, links to the two NAPT videos, upcoming award nominations, etc. Starting one month prior to the convention, at least one topic should be posted a week. Lindsay will have page created by then and have Facebook Committee preview page for accuracy of content.
14. AAPT Update
	1. 2018 AAPT Convention will be held in Niagara Falls, NY at Hyatt Place Niagara Falls on September 7th-8th.
	2. Discussion was held regarding the representation of the NAPT Executive Board at the annual AAPT Convention or other national pharmacy technician conferences. As the incoming president, Twana will determine which national pharmacy technician conference/convention she would like to attend and represent the NAPT at. Twana will prepare a cost breakdown including transportation and hotel accommodations and will present this at the next NAPT Executive Board meeting.
15. Northland Community and Technical College Update
	1. No report available.
16. NDSCS Update
	1. Per email communication Barb reports that NDSCS continues to monitor the upcoming national pharmacy technician registration and education requirements.
	2. Barb has also announced her official retirement from her position at NDSCS. The board expressed their deep appreciation for Barb’s dedication to the profession.
17. NDPhA Next Board Meeting
	1. March 21, 2018 (Ramada, Bismarck)
18. Nodak Deadlines and Responsibilities
	1. Deadline for next Nodak article is tomorrow, March 12, 2018. Tracy will draft the article and will include NAPT officer candidates and ballot.
19. Update for representative to extend invitation to the local pharmacy technician schools
	1. NDSCS-No presentation will be completed this year.
	2. Northland Community and Technical College-Presentation scheduled for March 26th. Diane will send Alex and Lindsay the NAPT PowerPoint presentation. Both treasurer and secretary computers should have the updated PPT saved on the desktop.
	3. Minnesota Community and Technical College-No presentation scheduled at this time.
20. Future NAPT Executive Board Meetings
	1. Discussion was held regarding the need for a NAPT Executive Board meeting at the NDPhA convention. It was determined that a short meeting will be scheduled. Time and date TBD.
21. NDPhA Convention
	1. April 19-22, 2018 in Fargo at the Holiday Inn
	2. Theme “Dispensing Knowledge for Better Health”

Meeting adjourned at 1:41pm by Chairperson Diane.

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