



# Northland Association of Pharmacy Technicians

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NAPT Executive Board Meeting Minutes

July 18, 2021

570 Chautauqua Blvd

Valley City, ND 58072

Members Present: Lindsay Cizek-Cribb (Chairperson), Amanda (Mandy) Chase (President), Adelle Casavant (Vice President/President Elect), Amanda Oluson (Secretary), Diane Halvorson (Treasurer and ND BOP Liaison), Lillie Lambert (Member-at-large), Danika Johnson (Northland Community & Technical College Liaison), Melissa Krava (NDSCS Liaison), Jami Brunette (guest Technician-in-Training)

Members Absent: Jayde Van Fleet (Prospective Member-at-large), Mike Schwab (NDPhA Liaison)

Meeting was called to order by Lindsay Cizek-Cribb at 0905 and a quorum was established.

Amanda (Mandy) Chase read the NAPT Mission Statement.

1. Agenda- The agenda was reviewed, no changes made. **Diane Halvorson made the motion to approve the agenda. Lillie Lambert second. Motion carried.**

2. Introduction/Installation of NAPT Executive Board Members-

a. Parliamentarian: Jami Brunette was introduced as a Parliamentarian candidate. Jami currently holds a Technician-In-Training registration with ND; Currently the constitution and bylaws of NAPT state Executive Board members must be Registered Technicians in ND. Jami is expected to finish the PATSIM program this fall, however the NAPT Executive Board decided it's in the best interests of the board that we move forward, looking to fulfill the position of Parliamentarian as soon as possible, if the position is not filled and Jami completes the program and becomes a ND Registered Technician then the board is more than willing to have Jami join at

that time.

b. Member-at-large: candidate was absent for a second meeting in a row. The Executive Board is moving forward and looking to fulfill this position as well. The Executive Board will work on recruitment for the two vacancies, looking to get an email sent out from NDPhA of the positions and that candidates must be ND Registered Technicians and a brief message about what each position entails.

3. Treasurer Report-Diane Halvorson reported on the following reports

a. Profit and Loss: A total of \$7,000 has been spent; \$2,450 for CE for Fall Conference, \$835 for annual mailer and postage. Diane stated this amount will increase a bit as she wrote more checks today that won't be reflected in today's reports. **Amanda (Mandy) Chase made a motion to approve the Profit and Loss report. Adelle Casavant second. Roll Call vote-all in favor. Motion carried.**

b. Balance Sheet: Diane reported the balance is \$25,811.58 which matches the checkbook as well. **Lillie Lambert made a motion to approve the Balance Sheet. Amanda (Mandy) Chase second. Roll Call vote-all in favor. Motion carried.**

c. 2021 Budget Review: Diane showed the budget reflects the profit and loss report. Sitting well within budget except for postage and mailing due to the influx of Technicians-In-Training.

d. Budget 2022: Finance Committee met and are fine tuning the budget. Executive Board Meetings are decreased by \$1,000. Also looking at Executive Board paid memberships, Is it necessary. Discussion held at a later point. Postage was increased with the influx of registrants.

e. Lindsay Cizek-Cribb took this time to discuss the Executive Board members' paid membership to a national organization and also the national convention per the Financial Committee's request. Executive Board members shared their opinions on the subjects. At this point, should board members choose to accept this perk, we don't have it in the current budget to support everyone. General consensus was to remove these two perks and bring this to the General Membership for discussion and vote.

f. Scholarship fund: no changes, still at \$916.

4. Secretary Report- Amanda Olauson shared the June 6, 2021 meeting minutes for review by the board. **Adelle Casavant made a motion to approve the June 6, 2021 meeting minutes. Diane Halvorson second. Motion carried.**

5. ND BOP Update: Diane Halvorson reported on Technician related business and rule hearings. 61-4-11 specifically speaks of the senate bill that Technicians will be able to administer all vaccines as well as IV/SQ medications based on the direction of the Pharmacist-In-Charge. Diane encouraged the group to review the proposed rule

- updates and read the minutes from the July ND BOP meeting on the ND BOP website.
6. NDSCS Update- Melissa Krava gave a brief report that 9 students graduated for 2021 and all but one have accepted employment. For this fall there are currently 12 students registered (3 in-person and 9 virtual).
  7. Northland Community and Technical College- Danika Johnson reported 7 students graduated for 2021 and 4 of those have accepted employment. For this fall there are currently 7 registered. Danika also talked briefly of some recruitment avenues she is pursuing, including sharing the NAPT Recruitment Video.
  8. Recruitment to Profession of Pharmacy Technician Committee- gave a short update stating basically at a stand-still until this fall.
  9. Brief discussion was held about visiting the Northland Community Technical College and NDSCS campuses this coming spring. Amanda Olauson has created a new power point video to show during the presentation; Adelle Casavant will take over the video project and prepare to present to the schools next spring. Adelle will have the powerpoint ready for the executive board to review at the September meeting.
  10. Fall Conference Update- Diane Halvorson
    - a. 2021 planning: Diane reported everything is set up and ready for the day(s) to come!
    - b. The board briefly discussed setting a 2022 place holder, some board members will look into possible venues and report their findings back to the board
    - c. Diane showed the Awards and Fall Conference videos she made to share on the Facebook page.
    - d. Pharmacy Technician Day Celebration-discussion held of how/what the board should do for PTD. Many ideas were brought to the table, more discussion further into the meeting.
    - e. Lindsay Cizek-Cribb asked for topics for the NAPT General Membership Meeting.
  11. Scholarships- Amanda (Mandy) Chase
    - a. ND Career Builders: Shelly at ND Career Builders reported no new updates but did state the information will be sent out to incoming students.
    - b. NAPT Annual Scholarship: Nothing new to report
  12. Facebook- Adelle reported she started a log of likes and engagements as

discussed at our last meeting. Adelle is striving to improve the Facebook page and is looking for feedback on how to grow the likes/engagements etc. to involve more technicians. Lindsay Cizek-Cribb will contact the NDPhA office to inquire about having a link to our Facebook page added to any Technician business going out to our Technician members.

13. TCT Project Update-Diane Halvorson:

Diane reported that the Toolkit is completed! It will be posted on NDPhA and the ND BOP website next week. The article is close to being done subject to review with two magazines and should they have any changes/updates required and go from there. Online platform takes 3-4 months, Printed form takes about 6mo-1yr.

14. NDPhA Quarterly Meeting Update- Mandy noted that Jesse is going to send her a list of the upcoming meetings once he is back from vacation.

15. Nodak Article-Lindsay reported that one was just submitted at the beginning of July, next one is unknown, could be Aug-oct. Mike Schwab at NDPhA is on board for electronic versions being sent out to all technicians.

16. Future Meeting dates: August 8, 2021 @ 7pm via phone conference; September 10, 2021 at Fall Conference; October 10, 2021 @ 7pm via phone conference; November 14, 2021 @ 7pm phone conference; December 5, 2021 9am in Fargo at Thrifty White; February 13, 2021 @ 9am at Thrifty White; March meeting tbd (held at NDPhA Annual Convention)

a. Adelle will have the January mailer ready for the executive board ready to review at the December meeting.

17. Miscellaneous Updates:

a. Robert's Rules of Order books-Lindsay purchased two at \$17 each

b. NAPT Executive Board Name tags- Lindsay purchased for \$116

c. Secretary Printer- Amanda Olason will have this purchased before the next meeting and reimbursement submitted prior to so the financial reports reflect accordingly.

d. Computer Maintenance- Mandy reached out to C-RAM and spoke with Chuck. He said they do not warranty the computers so we could, if we wanted, take the computers to a local service to have repairs/cleaning/maintenance done. He strongly suggested at least keeping their anti-virus on the computers and renewing them yearly. Chuck quoted a price for cleaning/maintenance of the computers to be as follows: for one hour: \$85/yr/machine for 1-1/2 hours: \$127.50/yr/machine and

he would also renew the anti-virus at that time too. Discussion was held as to how to move forward with that chunk of expense and if we deem it necessary to do it yearly or how we can get the max amount of life from our machines with spending the least amount of money possible. **Amanda Olauson made a motion to renew the current anti-virus on both computers yearly with a cost quoted at \$50/computer/year. Lillie Lambert Second. Discussion was held as to if we just move forward with one motion to include the whole maintenance package or not, Amanda Olauson did not feel comfortable amending her motion at that time and stated that the importance of the Anti-virus is obvious and we could at least get this portion of it set and follow-up on the maintenance portion. A roll call vote was held (Adelle-nay; Mandy-nay; Amanda-yay; Diane-nay; Lillie-yay) Motion failed.** Discussion continued about fitting this into the budget and what actually happens during the cleanup, how much would really need to be cleaned and how long it would take. **Mandy (Amanda) Chase made a motion to approve the anti-virus and yearly cleanup by C-RAM for \$355 for the maintenance of the computers for the 2021 year. Diane Halvorson second. Discussion held that this is just for 2021 to see what the maintenance entails and how much it will typically cost per year, to gather information and re-address at a later date. Roll call vote (all yay; no nay) motion carried.**

e. "Thank you" gifts for Technicians- Adelle brought a few examples and price ranges of her ideas as well as postage. Amanda also brought an idea to the table. The board was in agreement that this expense could grow rapidly and is not set aside in our current budget. The board decided on a "thank you" route of communication and Lillie volunteered to create some samples to get board feedback. Once the sample is created, Diane and Amanda will obtain price quotes to present to the board at the next executive meeting.

18. NAPT Guideline Manual- Amanda (Mandy) Chase, Diane Halvorson and Amanda Olauson brought a rough draft of the Guidelines to the executive board for review. The executive board went through each page, word-for-word, reviewing the guidelines. A few changes are to be made and Amanda Olauson will bring those to the next executive meeting, looking for approval of the updated guidelines at that time.

NAPT Constitution and Bylaws- The executive board read through and noted changes that should be made and other potential fixes/changes. Diane will work on a rough draft to present to the executive board and later to the general membership for approval.

Meeting adjourned at 12:23pm