

Executive Board Meeting Minutes

June 6th, 2021

570 Chautauqua BLVD, Valley City, ND 58072

Members present: Lindsay Cizek-Crib (Chairperson), Amanda (Mandy) Chase (President), Adelle Casavant (Vice President), Amanda Olauson (Secretary), Diane Halvorson (Treasurer and NDBOP Liaison), Lillie Lambert (Member-At-Large).

Members absent: Jayde Van Fleet (Member-At-Large), Melissa Krava (NDSCS Liasion), Danika Johnson (Northland Community College Liasion), Mike Schwab (NDPhA Liasion)

1. Meeting was called to order by Lindsay Cizek-Cribb at 0911. Quorum established by Lindsay Cizek-Cribb.
2. Lindsay Cizek-Crib read the Mission Statement
3. Agenda reviewed, Lindsay Cizek-Cribb asked for additions or changes. Requests to add the following: Nodak Mailer, Constitution & Bylaws, Guideline Manual, how minutes are approved, Conducting business with Robert’s Book of Rules, Technician Day, Mileage Reimbursement and Name badges/pins and wage survey/pay scale discussion. **Adelle Casavant made a motion to accept the agenda. Second by Diane Halvorson. Motion carried.**
4. Conversation was held at this time regarding the Robert’s Book of Rules. Diane mentioned the importance of following and conducting business per Robert’s Rule. **Diane Halvorson made a motion for NAPT to purchase two copies of the Robert’s Book of Rules, one copy for the Parliamentarian, second copy for the Vice-President, with a cap at $75.00. Second by Amanda (Mandy) Chase. Roll Call vote conducted: Diane Halvorson-yes, Amanda (Mandy) Chase-yes, Adelle Casavant-yes, Lillie Lambert-yes, Amanda Olauson-yes. Motion Carried.**
5. Lindsay Cizek-Cribb started introductions, went around the table and all members gave a brief personal introduction. Lindsay Cizek-Cribb then officially installed Lillie Lambert as Member-At-Large.
6. Goals: Members each stated their goals for this year/their terms. Many goals were mentioned. Briefly the goals listed were updating the Bylaws/Constitution and Guideline manual, recruitment and advocating for ND Technicians. Lindsay Cizek-Cribb expressed the importance of the dedication to the positions members hold and the importance of attendance and reliability.
7. Treasurer Report: Diane Halvorson

a. Diane Halvorson reported on the Profit & Loss. **Amanda (Mandy) Chase made a motion to approve the Profit & Loss sheet as presented. Second by Amanda Olauson. Motion carried**

b. Diane Halvorson reported on the Balance Sheet. Balance sheet and bank account match. **Amanda (Mandy) Chase made the motion to approve the Balance Sheet as presented. Second by Lillie Lambert. Motion carried.**

c.Diane Halvorson reported on the Budget 2021 (current) and 2022 (planning). Diane Halvorson stated that the finance committee will meet prior to July 2021 NAPT Executive Board Meeting to create a draft of the NAPT 2022 budget.

d. Diane Halvorson stated that starting in 2022 Pharmacy Advancement Corporation will donate $1,000 to the NAPT scholarship fund from the NDPhA Auction. Appreciation was expressed by all members. Thank you Pharmacy Advancement Corporation.

e. Diane Halvorson reported there is currently $916 in the NAPT scholarship fund

f. Diane Halvorson was declared by Lindsay Cizek-Cribb to conduct an audit and bank update. Diane reported that everything went well with the audit and the numbers currently match up. Additionally,Diane stated the bank has been updated with the new officers’ information. The Chairperson, President, Vice-President and Treasurer have access to writing checks and banking functions. Diane Halvorson stated the only outstanding business noted when reviewing the NAPT books was the NDPhA reimbursement for 2021 was not completed yet. Diane Halvorson will make the payment and in September 2021 this year’s payment will be processed.

g. Diane Halvorson reviewed the NAPT reimbursement process, all reimbursements must be submitted within 40 days of the expense and must include receipts. If no receipt is attach and/or if the reimbursement request was not submitted within the timeline, the reimbursement will not be processed.

7. Secretary Report: Lindsay Cizek-Cribb

a. Lindsay Cizek-Cribb presented the executive board meeting minutes from April 17, 2021. Members reviewed the minutes. **Amanda Olauson made a motion to approved the April 17, 2021 executive board meeting minutes. Second by Amanda (Mandy) Chase. Motion carried**

b. Lindsay Cizek-Cribb discussed the expectations of processing the minutes. Secretary is to have the minutes prepared and available to the executive board for review within a week of the meeting. When sending out the minutes for review, the Secretary will assign a due date for replies for the review. It is up to the discretion of the Secretary to review all suggested updates. Once modifications are complete, the Secretary will submit the minutes to NDPhA to have the minutes posted on the NDPhA/NAPT website.

c. Members reviewed the minutes from the April 17, 2021 general business meeting. No updates were discussed. This will be brought to the next general membership meeting for approval by the general membership.

d. Discussion was held about printers. Currently the only printer available is with the Treasurer. The Secretary printer is out of commission, non-fixable. Discussion was held of the importance and convenience of having two printers, one for the Treasurer and one for the Secretary. **Diane Halvorson made a motion for NAPT to purchase a new printer for the Secretary with a $100 cap on such purchase” Second by Amanda Olauson. Roll call vote: Amanda (Mandy) Chase-yes, Adelle Casavant-yes, Amanda Olauson-yes, Diane Halvorson-yes, Lillie Lambert-yes. Motion carried.** Amanda Olauson will purchase the printer and price out ink. Amanda (Mandy) Chase will additionally check into printer and computer maintenance.

8. ND BOP update: Diane Halvorson

a. Diane Halvorson’s term is ending. Diane has requested to renew for another term and decision is pending by the Governor of North Dakota. Diane then gave an update from the Board of Pharmacy and suggested to check into the Board’s meeting minutes for some important updates made and upcoming minutes for changes happening.

b. Diane Halvorson also shared that, in short, the Governor signed the bill stating Pharmacy Technicians may administer ALL (not just Covid) vaccinations and other injectable medications. The Board of Pharmacy is working on the rules etc. and getting this rolled out. Expect updates this fall, and again find the information on the BOP site.

9. NDSCS update (Melissa Krava)- no report available

10. Northland Community and Technical College update (Danika Johnson)- No report available.

a. Discussion was held about the importance of attendance for our liaison members (with the exception of the NDPhA liaison. Discussion held regarding potential barriers for these liaison members. Lindsay Cizek-Cribb will extend an invitation for these members to attend our July 2021 meeting to discuss any barriers and give this board the opportunity to express the importance of representation on their part.

11. Recruitment to Profession of Pharmacy Technician Profession Committee (Diane/Mandy)

a. Diane Halvorson and Amanda (Mandy) Chase gave an update briefly explaining the barriers Covid produced with recruitment. Recommendation made to reach out to their connection with schools again, in the fall of 2021, in hopes of creating some type of communication to students about the profession. Both Amanda (Mandy) Chase and Diane Halvorson will provide their personal contact information.

12. Visits to Northland Community and Technical College and NDSCS-

a. Adelle Casavant volunteered to visit each campus this year and provide a presentation about NAPT and how to be involved within the profession. Lindsay Cizek-Cribb stated the responsibility must be met and dedication is required. Adelle acknowledged and agreed still to visit each campus.

b. Lindsay Cizek-Cribb stated we have a power point providing an overview understanding of what NAPT is about. This tool is outdated and could use some updates, additions and flair. Amanda Olauson volunteered to make such updates and send the power point to Diane Halvorson and Lindsay Cizek-Cribb for review. Lindsay Cizek-Cribb asked to have such updates completed for review by the executive board at the July 2021 meeting.

13. Fall Conference Update- Diane Halvorson

a. Diane Halvorson gave an overview of the planning. Currently the speakers are lined up, hotel arrangements are made. The planning committee is closing in on meal decisions and Diane Halvorson expressed she believes the meal costs will sit comfortably under budget. The Fall Conference will be held September 10 & 11, 2021 at the Holiday INN, Fargo, ND

b. Lindsay Cizek-Cribb discussed the committee formed for the Basket Extraordinaire coordination of donations. If any members have donations, please forward to the NAPT Fall Conference Committee Members.

14. Scholarships-(Lindsay)

a. Lindsay Cizek-Cribb reported the current balance of ND Career Builders is 3,000. To this point two awards have been provided. Lindsay Cizek-Cribb explained the use of ND Career Builders and NAPT’s role. Funds submitted to ND Career Builders does not expire, funds are useable at any time. Some responsibility is needed in upkeep/involvement with ND Career Builders on behalf of NAPT. **Diane Halvorson made a motion that ND Career Builders (and duties involved) becomes the responsibility of the President ensures this task is updated in the NAPT Guideline Book. Second by Amanda Olauson. Motion carried**

b. NAPT Scholarship- Current balance is $916.00. Lindsay Cizek-Cribb acknowledged next scholarship opportunity will open in January of 2022.

15. Lindsay Cizek-Cribb announced that the NAPT Distinguished Young Pharmacy Technician of the Year was awarded to Mr. Stephen Philmon. Congratulations Stephen!

16. Facebook update Amanda (Mandy) Chase- Amanda (Mandy) Chase reported the Facebook stats are slow at this time with the gap of activity for the time of the year. Amanda (Mandy) Chase expects stats to increase and for there to be more posts/interaction/engagement closer to Fall Conference and Technician Day. Some ideas were thrown out by the members of the board for NAPT to be more accessible or seen in newsfeeds. Posts need to be shared, by everyone. Comments, shares, posts, etc. The more activity the more likely to be seen on everyone’s newsfeed and more successfully reaching our technician population. As Vice President of NAPT, Adelle Casavant will assume the responsibilities of Facebook maintenance moving forward. Request made that the Vice-President track the available statistics of Facebook utilization on a report/spreadsheet that can be reviewed routinely at NAPT Executive Board Meetings.

17. TCT update: Diane Halvorson gave an update stating the pilot site portion is complete. Now data is to be reviewed and publication of an article that will capture the project, experiences and conclusion of the pilot sites. Diane Halvorson provided a back story of the project to those who are new to the NAPT Executive Board. Highlights included: when selecting the pilot sites one of the common concerns by pharmacists was that Pharmacy Technicians are trying to replace the Pharmacist. Review of post TCT Pilot Site comments proved the contrary. The implementation of TCT provided the Pharmacy Technicians to successfully and accurately fulfill their duties and creating more time for the Pharmacist to focus on clinical duties.

18. NDPhA quarterly meeting update: Amanda (Mandy) Chase explained for new members how the NDPhA conducts their business meetings and what to expect. Amanda (Mandy) Chase emailed Mike Schwab to confirm the next meeting date in June. Lindsay Cizek-Cribb referred to the NAPT Guideline Book which states the Chairperson hold responsibility to attend or ensure representation from the NAPT Executive Board at all NDPhA Executive Board Meetings. Lindsay Cizek-Cribb acknowledged Amanda (Mandy) Chase to fill this duty during this 2021 year.

19. Nodak article due dates are yet to be determined, Lindsay Cizek-Cribb will update the board when established.

20. Future NAPT meeting dates were established. The board also decided to have monthly “mini-meetings” over the phone and brief/hybrid minutes will be taken by the Secretary as a way to keep our general membership more informed. The goal of these mini-meetings is to shorten the length of in-person meetings and to keep board members on task and accountability in their duties performed. These calls shall last one half hour at the maximum unless declared by the Chairperson to extend due to a priority topic that may require a lengthy conversation (this is on in extreme needs).

a. Meeting dates will be as follows: July 18, 2021 @9am in Valley City; September 10, 2021 @ 10am in Fargo (Fall Conference start date) at the Holiday Inn; December 5, 2021 @ 9am in Fargo at Thrifty White; March 20, 2021 @9am in Valley City; April meeting will be held at the NDPhA Convention with a date/time to be determined. Phone conference/call-in will be available for the winter months and those that are unable to travel to the meeting. Mini-Meetings will be held monthly-the second Sunday of the month at 7pm (only during months that do not hold an NAPT Executive Board Meeting); next mini-meeting will be August 8, 2021 @ 7pm via phone-in.

21. NAPT Guideline Manual is in need of some updates/make current. Amanda (Mandy) Chase, Amanda Olauson and Diane Halvorson volunteered to form a subcommittee to review and bring updates to the July 2021 NAPT Executive Board Meeting. At this time Lindsay Cizek-Cribb expressed that the Bylaws and Constitution needs updating also. Lindsay Cizek-Cribb volunteered to begin working on this.

22. Nodak mailing: Extensive discussion was held about the Nodak Journal and the issue of mailing. Right now, the Journal reaches 500 NDPhA members. Pharmacy Technicians that are members of NDPhA currently receive hard copy journals via mail. By adding 900 Pharmacy Technicians to the list for hard copy mailings the cost of processing will increase. The board collectively decided electronic is the “new age” and perhaps we should cut out the cost of mailing the Nodak altogether. **Diane Halvorson made a motion that moving forward NDPhA is to send out an electronic version of the Nodak Journal to NAPT members and additionally NAPT posts the link on the NAPT Facebook page. Second by Adelle Casavant. Motion carried.** It was mentioned by multiple board members to express the importance of accurate emails on file with the Board of Pharmacy to ensure Nodak is sent appropriately and that NDPhA update the email listing annually with information available at the North Dakota Board of Pharmacy; Lindsay Cizek-Cribb will forward this decision to Mike Schwab at NDPhA.

23. Pharmacy Technician Day is October 19, 2021 with Pharmacy Week being October 17-23, 2021. **Diane Halvorson made a motion for NAPT to provide one ticket for the basket extraordinaire at the annual Fall Conference and a card for Technician Day to be given upon registration at the Fall Conference with a cap at $150/ one ticket per attendee/registrant. Second by Adelle. Lindsay Cizek-Cribb conducted a roll call vote: Amanda (Mandy) Chase-yes, Adelle Casavant-yes, Diane Halvorson-yes, Amanda Olauson- yes Lillie Lambert-yes. Motion carried**

24. Mileage Reimbursement. Point of discussion, the NAPT board will continue mirroring the NDPhA with mileage reimbursement, which reflects State Reimbursement. For reference see page 23 of Guidelines book.

25. Name badges. There are some missing/outdated name badges. **Diane Halvorson made a motion to get new/updated name badges with a cap up to $300 for the executive NAPT board members. Second by Amanda (Mandy) Chase. Roll call vote: Amanda (Mandy) Chase-yes, Adelle Casavant-yes, Lillie Lambert-yes, Amanda Olauson-yes, Diane Halvorson-yes. Motion carried.**

26. Brief discussion regarding sending a “thank you” to all Technicians for their hard work and dedication during Covid. Members will look into some options of gifts to send out and postage prices to do so. To be discussed further at July 2021 NAPT Executive Board meeting.

26. Extensive conversation was held regarding performing a wage survey with ND Technicians. In short, the board decided it was best to bring this topic to the General Membership for their input and further direction. This will be added to the General Membership Meeting Agenda for September 11, 2011.

Meeting adjourned by Lindsay Cizek-Cribb at 1524.

Minutes prepared by: Amanda Olauson-NAPT Secretary