

Executive Board Meeting z

December 10th, 2023 @ 9am - 2pm

Zoom and Valley City, ND (hybrid)

Present: Josie Quick (Chairperson/President), Amanda (Mandy) Chase (Vice-President), Vanessa Topka (Secretary), Diane Halvorson (Treasurer/ND BOP Liaison), Tracy Lindsey (Parliamentarian), Brenda Nitschke (Member-at-Large)

1. Josie Quick Call to Order

Quorum was established.

Mission Statement was read by Brenda Nitschke.

1. Motion to approve the agenda was made by Diane Halvorson and seconded by Brenda Nitschke. No discussion. Motion Passed
2. A. Assignment of duties of Chairperson/President/Vice-President due to vacancy (Josie Quick). Discussion was held to reassign some of the duties between the Chairperson/President and Vice-President. Assigned as follows:
   1. NDPhA representation-Josie
   2. Scholarship- committee- Josie will continue to chair the committee and Tracy appointed to be the third member of this committee.
   3. Advisory BOP committee-Brenda was appointed as the third member of this committee.
   4. Articles in the NoDak-Josie,
   5. Yearend reports-Josie,
   6. NAPT Awards-Josie,
   7. Open Positions-Josie and Fall Conference-Josie.

Diane made a motion because of the timing of the vacancy the Executive Board has reviewed the assignment of duties and will fill the duties within the Executive Board. Seconded by Mandy. Motion passed.

B. Discussion was held regarding Britteny Beach resignation from the Executive Board, brief discussion held on the importance that NAPT is a commitment strong recommendation to have conversations with new potential members to ensure they understand the commitment and the benefits to serving on the NAPT Executive Board. Diane made a motion to accept Brittany’s resignation because it is an appointed position, we do not need to vote on whether it is an excused or unexcused resignation. Seconded by Brenda. Motion passed. Discussion was held regarding if having incoming members attend last NAPT Executive Board meeting to assist them with understanding the expectations of their role this topic will continue to be discussed.

1. Secretary Report was given by Vanessa Topka, reviewed Executive Board Meeting Minutes from NAPT Fall Conference Board Meeting September 22nd, 2023, motion was made by Mandy to accept the minutes, seconded by Tracey. Motion passed. Review of the NAPT Status Call, October 8th, 2023, motion made by Diane to accept the minutes, seconded by Mandy. Motion passed. Review of the NAPT Status Call, November 12th, Motion made by Mandy to accept the minutes, seconded by Tracy. Motion passed. Review of the General Membership Minting minutes from September 23rd, 2023
2. Financial Report was given by Diane Halvorson. Tracey made a motion to accept the Budget, Balance Sheet and Profit and loss, seconded by Brenda. Motion passed. Acknowledgment of the budget for 2024 was also done.
3. Liaison Report
   1. NDBoP, Diane reported that the new rules from the NDBoP will take effect 1-1-2024.
   2. NDPhA, Josie reported that the new budget was discussed and that the Nodak will be fully online. It was also reported that NDSU is no longer pursuing a Pharmacy Technician Program.
4. NAPT 2023 Fall Conference, Diane reported that we are still waiting for CE Impact final feedback, and we are also waiting for the registration payment from NDPhA.
5. NAPT 2024 Fall Conference, Josie reported that the location and date have been established. Kathy Zahn has volunteered to do the basket extraordinaire. Discussion was held regarding seed money for the baskets, tabled until the March meeting.

Scholarship Committee, Josie reported that there is still $1750 in the Career builders, and information was sent to both NDSCU and NWTC regarding scholarship, applications will be accepted January 15th-30th. Discussion of what the scholarship is for was tabled until the March meeting.

1. Award Nomination Committee, Josie reported that it will be published in the NoDak, February 26th is the deadline for award nominations. Mandy will write something up for Jesse with some suggested dates for an email blast to all the members.
2. Facebook, Mandy reported that she updated the website address to NDPhA. Mandy did posts regarding Pharmacy week and she is currently working on posts for nominations and awards.
3. Advancement of Pharmacy Technicians committee, submitted an outline of the tasks this committee would like to focus on, including but not limited to creating a series of articles to be provided to our members using the communication platform to and creation of a survey to focus on advanced/expanded roles. The committee requested funding to support the survey, A motion was made by Tracy to approve the funding request from the expanded/advanced Pharmacy Technician committee up to $750. Seconded by Vanessa. Motion passed.
4. Zoom email account, Josie reported that NDPhA will coordinate the setup of an NAPT email account to support the zoom account that was previously approved by the NAPT General Membership for NAPT use. Request made to ask NDPhA to coordinate billing annually. Josie will coordinate with Jesse.
5. NAPT Executive Board openings/appointments update, Josie discussed the current openings, current openings will be Secretary, Member at Large (2), and Parliamentarian. Add to the March agenda to discuss term limits. Josie and Mandy will work on a nomination deadline and will let Jesse know when to send communication out.
6. CLIA waive, Diane reported that she participated in a CAP meeting and the discussion at her table was on Clliawave testing for North Dakota, discussion was if we could do Clilawave testing at Fall Conference and do we need a pilot program or a survey, more discussion will be held in March.
7. Discussion held regarding the new TPTS platform created by ASHP. The Pharmacy Technician Society, At this point we do not have enough information to determine how and if NAPT would embrace and promote this new national platform. Conversation tabled until more information an be gathered regarding this new national association.
8. Merchandise Creation, discussion tabled and will begin reframing this topic at the March meeting.
9. NoDak Due Dates, Josie reported that the next NoDak will be coming out in December 2023 and March 2024.
10. ND BOP Advisory meeting in January, Josie Quick/Diane Halvorson

Discussion was held to add Brenda to the committee. Discussion was held on items to be reported to the NDBoP, wrap up of Fall Conference breakout session on expanded/Advanced roles of Technicians, statistics of our last survey, Fall Conference Immunization training and promoting the profession and retainment.

1. ND Pharmacist’s Committee, Diane reported that the registration costs have risen for the NDPhA Convention, there was also discussion to shorten the NAPT Executive Board meeting so that all the members could attend more of the Convention, one suggestion was to meet the week before. Further discussion to take place at the march 2024 meeting.
2. Next Meeting:
   1. January 7th, 2024 Status Call (ND BoP Meeting Jan 10th)
   2. February 11th, 2024 Status Call
   3. March 10th, 2024 Executive Board Meeting
   4. April 19th, 2024 Executive Board Meeting (ND Annual Pharmacist Convention)
   5. April 20th, 2024 General Membership Meeting (ND Annual Pharmacist Convention)
3. Adjourn at 2:32 pm