

Executive Board Meeting Agenda

July 12, 2020

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**Members present**: Arlene Monson-Chairperson (present to listen), Lindsay Cizek-Cribb-President, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Diane Halvorson-Secretary and BOP Liaison, Member Shaina Stall-Member at Large, Melissa Krava-NDSCS Liaison Member

Members Absent: Julie Fenno-Member at Large, Jami Weybright-Parliamentarian, Danika Johnson-Northland Community and Technical College Liaison, Mike Schwab-NDPhA Liaison Member

1. Meeting called to order at 11:03am by Lindsay Cizek-Cribb. Introductions completed and new Member at Large Shaina Stall welcomed.
2. Cassie Doyle read the NAPT Mission Statement.
3. Roll call conducted by Lindsay Cizek-Cribb, and quorum declared.
4. Agenda reviewed and no additions noted at this time**. Mandy Chase made a motion to approve the agenda. The motion was seconded by Shaina Stall. Motion carried.**
5. Introduction of NAPT board members.
6. Secretary report:
	1. NAPT Executive Board meeting minutes from June 7, 2020 reviewed. **Cassie Doyle made a motion to approve the June 7, 2020 Executive Board meeting minutes. The motion was seconded by Shaina Stall. Motion carried.**
	2. Update regarding who the contact person is for AAPT to send NAPT minutes. Lindsay Cizek-Cribb stated that while Arlene was going to address this, since Arlene is not able to comment during this call due to work restrictions, Lindsay Cizek-Cribb stated she did send an email to the AAPT President email and is waiting for a response. Lindsay Cizek-Cribb will work with Arlene Monson to ensure no duplication of communication with AAPT occurs but once they have information, they will forward to the secretary so we can forward the recent secretary minutes.
7. Treasurer reports:
	1. Cassie Doyle reported on the current Profit and Loss statement. **Lindsay Cizek-Cribb made a motion to approve the profit and loss statement as presented. The motion was seconded by Mandy Chase. Motion carried.**
	2. Cassie Doyle reported on the current balance sheet statement. **Diane Halvorson made a motion to approve the balance sheet statement as presented. The motion was seconded by Shaina Stall. Motion carried.**
	3. Cassie Doyle reviewed the current 2019-2020 budget, reporting that due to the pandemic and the cancellation of fall conference our budget items will not match our actual income/expense. We will still be within or under budget at the end of this fiscal year. No questions noted, no action needed at this time.
	4. Cassie Doyle reviewed the current scholarship fund status: Balance was $1,916.00. No questions noted, no action needed at this time.
	5. Banking access update: Cassie Doyle asked Mandy Chase to discuss the current barriers regarding the transition of banking. Mandy Chase stated that she feels she has met the needs. Cassie Doyle said she would touch base with the bank to ensure closure to this issue.
	6. Cassie Doyle reported that the finance committee did meet and has some great ideas for the 2021 budget. 2021 budget will be presented for review to the NAPT Executive Board at our next scheduled meeting.
	7. Diane Halvorson asked if we could discuss the composite of the finance committee. Lindsay Cizek-Cribb shared with the group that during the transition of titles of NAPT Executive Board from Past President, President and Vice President to Chairperson, President and Vice President, we missed updating the bylaws and guideline book to who serves on the finance committee. Currently the bylaws state the committee is comprised of Chairperson, President, Treasurer and Secretary. For this year, it was decided to have the Chairperson, President, Vice President and Treasurer serve on this committee. Lindsay Cizek-Cribb stated we will put on the list of to do’s updating of bylaws and guideline book.
8. Installation of 2020-2021 NAPT Executive Board Members that are outstanding:
	1. Installation of Shaina Stall as one of the 2020-2021 NAPT Executive Board Member at Large. Lindsay Cizek-Cribb performed the installation. Shaina Stall is now installed, the NAPT Executive Board welcomes Shaina as a new member to this board.
	2. Julie Fenno was unable to participate in today’s meeting. Lindsay Cizek-Cribb will contact Julie Fenno to discuss her participation of the NAPT Executive Board and make arrangements regarding when she will be installed.
9. NAPT guideline book:
	1. Diane Halvorson reviewed the updates made to the book. All updates were previously approved, basic updating of spacing was the final part of the previous updates.
	2. Diane Halvorson presented updates for the board to review specific to the NAPT highlight section. Lindsay Cizek-Cribb read through each of the bullets to be added, suggested changes were applied. **Shaina Stall made a motion to approve the updates to the NAPT highlight section as presented by Diane Halvorson including the changes noted during this discussion. The motion was seconded by Cassie Doyle. Motion carried.**
	3. Lindsay Cizek-Cribb asked Diane Halvorson to update the guideline book and provide the updated book to the NAPT Executive Board Members.
10. TCT update: Mandy Chase reported that the project is continuing even through the pandemic. We have some sites continuing to participate. The TCT site committee plans to conduct site visits in July/August at which time we will be handing out their award. Shaina Stall is currently working at a pilot site and stated they are continuing to participate and things are going well. Diane Halvorson reported that the TCT committee plan to end the site participation in September. Items that need to be completed by that time are assisting in transition of sites to P&P specific to each site and exit interview/survey. The next step is to compile the data and work on the results. Continued details to follow most likely in 2021.
11. Awards: Lindsay Cizek-Cribb reported that awards are here and asked Diane Halvorson for updates. Diane Halvorson reported she is working with Tracy Lindsey and all awards will be handed out by August. Currently working with all nominators to make arrangements of presentation of awards and obtaining pictures for publicizing of awards. Additionally, once all awards are disbursed, notification will be forwarded to the NAPT Executive Board.
12. Scholarship:
	1. ND Career Builders: no current update
	2. NAPT Annual Scholarship: 2020 award has been completed. Information posted on Facebook; recipient opted to not have a picture taken so no picture available.
13. Goal setting: Lindsay Cizek-Cribb presented to the group suggestions on how to utilize our time in preparation of and during our meetings. No questions or comments but suggestions to be considered moving forward.
14. AAPT Convention: Lindsay Cizek-Cribb provided updates on the AAPT convention she is attending on behalf of NAPT. Currently there will be 13 recorded and one live session. Topics included COVID, medication safety, sterile compounding, hospital processes, advanced practice of pharmacy technicians just to name a few. Lindsay Cizek-Cribb will report any business discussion that transpires during this meeting.
15. Fall conference:
16. Lindsay Cizek-Cribb reported that the NAPT Fall Conference 2021 will be held at the Holiday Inn in Fargo ND on September 10-11, 2021.
17. Lindsay Cizek-Cribb reported updates from CEImpact include:
	* 1. CEImpact has offered a one-year membership and pricing would be: $1250 for 100, $1450 for 500 and $1850 for over 500.
		2. Discussion held regarding the options of using this platform to offer CE for our members. Lindsay Cizek-Cribb offered time for each member to share their thoughts. Lindsay Cizek-Cribb reported that as of December 2019 we had 887 registered pharmacy technicians in North Dakota.
		3. After great discussion, **Diane Halvorson made a motion to utilize CEImpact to offer one-year memberships for our members to not exceed the cost of $1450. Offering a 2-month open enrollment to our members. Communication of this offer would be provided through all of our communication platforms including but not limited to mail, email and Facebook. Motion seconded by Shaina Stall. Motion carried.**
		4. Lindsay Cizek-Cribb offered to create a letter, Diane Halvorson stated she had a preliminary idea and could forward that to Lindsay Cizek-Cribb. Lindsay Cizek-Cribb will contact CEImpact for specific details that should be included on the informational flyer.
		5. Tentative timeline: mailer out by beginning of August. Sign up from August 15 to October 15th. With potential cut off to be October 15th.
18. NDPhA Convention rescheduled to August 28-29, 2020. NAPT will not be conducting any business during this convention as previously decided.
19. Pharmacy Technician Day is October 20, 2020. National Pharmacy Week is October 20-24, 2020. Discussion held regarding tech day, suggestion to include information in the mailer. Diane Halvorson will add that to the mailer that will be sent out for board approval.
20. Facebook update: Mandy Chase reported that she has posted as per the communication calendar. Will be posting updates of award recipients as awards are presented. Mandy Chase stated that we currently have 132 followers and the posting regarding fall conference had 334 likes.
21. Recruitment to Pharmacy Profession: Lindsay Cizek-Cribb reported that there has been no questions or persons reaching out the NDPhA office regarding this mailing. Will continue to discuss as a new school year begins.
22. Visits to Northland Community and Technical College/NDSCS: on hold for future meetings
23. NDSCS Update: Melissa Krava reported they have 18 students registered, 12 will be in classroom and 6 have not completed their registration. Plan is to implement in classroom but would transition to on line if needed based on current status of the pandemic. History of graduates: 2020=5, 2019-3, 2018=7.
24. Northland Community and Technical College update: Lindsay Cizek-Cribb stated Danika Johnson was unable to attend but sent a report stating: Completed reaccreditation with ASHP in January of 2020. Graduated 6 students in 2020, they are currently out on clinical rotations. Working on the fall roster, waiting to hear the decision if will do face-to-face teaching, highbred courses or completely on line. More than likely the highbred option will be selected. Currently the college is at a decrease of 20% with a few students enrolled in the pharmacy technician program.
25. NDPhA quarterly meeting: Mandy Chase reported her attendance to the last meeting. Mandy Chase shared brief highlights of this group including: new board member transition, ND Career Builder, goal setting, Fall Conference, potential use of CEImpact. Mandy Chase does not have any take away points from this meeting to bring back to our board. Lindsay Cizek-Cribb asked Mandy Chase to please share any further information she receives from NDPhA and Mike Schwab to this board.
26. Lindsay Cizek-Cribb stated we do not have dates for the next nodak article due date. Should be August or September. Details to follow.
27. Future meetings:
	1. Conference all second Sunday of every month that does not have a board meeting
	2. September 20, 2020
	3. December 13, 2020
	4. March 14, 2021
	5. April will be scheduled around the ND Pharmacist Convention.
	6. Mandy Chase reported that Diane Halvorson will be attending a North Dakota Board of Pharmacy meeting this week and will discuss options of how to conduct a virtual meeting. If nothing else, our virtual meeting will be held on the conference call.
	7. Diane Halvorson asked if we could discuss a date for the 2020 virtual General Membership Meeting. Due to the pandemic, we will combine the April and September General Membership Meetings into one. Date set for this meeting is September 19, 2020. Details to follow.

Minutes prepared by: Diane Halvorson, NAPT Secretary

Meeting minutes subject to change until approved by the NAPT Executive Committee