

Executive Board Meeting Agenda

June 7th, 2020

1-888-354-0094 code: 2271062111#

**Members present**: Arlene Monson-Chairperson, Lindsay Cizek-Cribb-President, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Diane Halvorson-Secretary and BOP Liaison Member, Jami Weybright-Parliamentarian

Members Absent: Shaina-Stall-Member at Large, Julie Fenno-Member at Large, Melissa Krava-NDSCS Liaison Member, Danika Johnson-Northland Community and Technical College Liaison, Mike Schwab-NDPhA Liaison Member

1. Meeting called to order at 11am by Arlene Monson.
2. Roll call conducted by Arlene Monson, and quorum declared.
3. Agenda reviewed, addition of face book discussion. **Diane Halvorson made a motion to approve the agenda with the addition. The motion was seconded by Cassie Doyle. Motion carried.**
4. Lindsay Cizek-Cribb read the NAPT mission statement
5. Introduction of NAPT board members
6. Meeting Minutes: NAPT Executive Board meeting minutes from May 3, 2020 reviewed. Mandy Chase made a motion to approve the May 3, 2020 Executive Board meeting minutes. **The motion was seconded by Lindsay Cizek-Cribb. Motion carried.**
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 Jamie Weybright. Motion carried.**
	2. Cassie Doyle reported on the current balance sheet statement. **Lindsay Cizek-Cribb made a motion to approve the balance sheet statement as presented. The motion was seconded by Mandy Chase. Motion carried.**
	3. Cassie Doyle reviewed the current 2019-2020 budget. No questions noted, no action needed at this time.
	4. Cassie Doyle reviewed the current scholarship fund status: Balance was $5,616.00 minus current activity of $3,000.00 to career builders and $700.00 towards a named scholarship, leaving the new balance of $1,916.00. No questions noted, no action needed at this time.
8. Installation of 2020-2021 NAPT Executive Board Members that are outstanding, this includes the 2 Member at Large and Parliamentarian,
	1. Installation of Jami Weybright as the 2020-2021 NAPT Executive Board Parliamentarian. Arlene Monson asked Lindsay Cizek-Cribb to perform the installation. Jami Weybright now installed, the NAPT Executive Board welcomes Jamie as a new member to this board.
	2. Julie Fenno and Shaina Stall where unable to participate in today’s meeting. They will be installed at the next NAPT Executive Board Meeting.
	3. Arlene Monson will provide a copy of the NAPT guideline book.
9. Goal setting: Arlene Monson asked Lindsay Cizek-Cribb to lead this conversation:
	1. Discussion held regarding expectation of what the timeline should look like for meeting preparations and release of agenda. Conclusion, an email shall be sent by the chairperson at a minimum of 2 weeks prior to the meeting as a reminder, each board member should respond in a timely manner to ensure we have a quorum. The meeting agenda shall be sent at a minimum of 1 week prior to the meeting to allow time for each member to review and offer additions/suggestions in a timely manner.
	2. Discussion held regarding the timeliness of responding to emails. Consensus; do our best to respond to all electronic correspondence within 24 to 48 hours.
	3. Discussion held regarding the use of monthly informational meetings. These meetings would not be official but offer a way to keep on task of items of interest during gaps of our scheduled board meetings. Lindsay Cizek-Cribb suggested that perhaps the President and Vice President could take turns leading these informational meetings as a way to gain experience in leading meetings. Will discuss the scheduling of such meetings at the end of this meeting.
10. TCT project: Diane Halvorson reported the TCT project committee voted to ask the pilot sites to continue to collect data. Diane Halvorson and Mandy Chase serve on the TCT pilot site committee and have reported that about half of the sites have confirmed to continue to collect data. Mandy Chase added that sites are continuing do not feel it an impact on work flow. Diane Halvorson added that a few sites that plan to resume the project are not able to do so at this time due to work flow adjustment due to COVID 19. Lindsay Cizek-Cribb asked what the time line is for the continued data collection. Diane Halvorson stated that we are hoping to end towards the later part of 2020. Also reporting that our plan to close the project includes assisting the sites in ensuring they have current P&P with the North Dakota Board of Pharmacy in place so they can continue to utilize TCT in their workplace post project and to be able to do a final site visit in person of each site.
11. Scholarship:
	1. North Dakota Career Builders: Lindsay Cizek-Cribb reported no current applicants for this award. Lindsay Cizek-Cribb is currently working on a process of tracking these funds but at this point will be reaching out to NDSCS monthly for updates.
	2. NAPT annual scholarship: Lindsay Cizek-Cribb stated the funds have been sent out but not sure if the recipient has received yet. Lindsay Cizek-Cribb will reach out to Tracy Lindsay to regarding status of processing the award. Once this award has been presented, will forward information to Mandy Chase to post information on face book.
12. Lindsay Cizek-Cribb asked if anyone knows the current status of the awards. Cassie Doyle stated she has not received any requests for payment of the Friend of NAPT award. Diane Halvorson stated she did reach out to Tracy Lindsey, who replied she would contact Engraphix on Monday to see current status of receiving awards. Lindsay Cizek-Cribb will reach out to Tracy Lindsey to find out the current status of awards. Cassie Doyle asked Lindsay Cizek-Cribb to please remind Tracy Lindsey to submit the reimbursement in a timely manner to complete this task. Lindsay Cizek-Cribb will also forward information to Mandy Chase to ensure the awards are announced on Face book in a timely fashion in conjunction of awards being provided to the recipients.
13. Fall conference:
14. 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. Facility charge will be $550, this is $50 less than previous years. Further details to be reported in the future.
15. Lindsay Cizek-Cribb reported that the NAPT Fall Conference 2020 has been cancelled, the hotel did decide to wave the cancellation fee since we confirmed the 2021 conference dates.
16. Lindsay Cizek-Cribb reported the follow up of options to offer CE: CEImpact does not offer a one week or one month offer of a selective group of CEs as this group had previously discussed. CEImpact is offering a 1-year registration to the pharmacy technicians of ND at an estimated cost of $1,850.00. This membership would provide the member with new CE courses monthly and CE meets the requirements for PTCB and ExCept. Lindsay Cizek-Cribb stated that she submitted numbers of 887 ND registered technicians and 195 technicians in training to CEImpact.
	1. Suggestions from the group included:
		1. Jami Weybright suggested reaching out the NAPT membership to see if members would be interested in this option.
		2. Cassie Doyle stated she is in support of reach out to the NAPT membership but encourages the board to consider how we would reach out to members, if that would be successful and what would the cost be?
		3. Diane Halvorson stated that while contacting the membership is a good idea, not sure if the feedback would be timely and give the board enough information to take action. Perhaps the better way would be to ask CEImpact if they could provide pricing for tiers, for example; if 100 members participated, 200, 300 etc. Additionally, discussing how the role out of this would be, perhaps a window of opportunity for our members to take advantage of this offer. Point made that we would NOT provide a listing of our members, rather perhaps offer a code so as they apply CEImpact would be able to identify them.
		4. Diane Halvorson also suggested are their other groups out there such as AAPT that we could offer a partnership with besides CEImpact.
	2. Lindsay Cizek-Cribb feels she has enough feedback to take the conversation with CEImpact to the next level. Lindsay Cizek-Cribb will follow up with this board after she has further conversation with CEImpact within the 7 to 10 days.
17. AAPT virtual conference: Lindsay Cizek-Cribb announced that she has registered for the AAPT 2020 virtual conference. Cost of registration $90.95. Lindsay Cizek-Cribb has not received any other information about the conference but will forward to the NAPT Executive Board as details emerge.
18. Recruitment of Profession of Pharmacy Technician Profession Committee: Lindsay Cizek-Cribb stated this is a place holder moving forward for future meetings. Arlene Monson reported the letters were sent out (expressed thanks to Diane Halvorson so the mailing of the letters). Diane Halvorson stated that perhaps we should reach out to Mike at NDPhA to see if anyone contacted him with questions. Arlene Monson will contact Mike and report back to this board.
19. Visits to Northland Community and Technical College/NDSCS: on hold for future meetings
20. NDSCS Update and Northland Community and Technical College Update: Lindsay Cizek-Cribb stated we should include representatives from the colleges in our meeting notification email so they are aware they are invited to the meetings. If they are not able to attend, our request to them would be to submit a written report.

AAPT update regarding future of AAPT/NAPT chapter status: Arlene Monson reported that she forwarded all dialog received from AAPT as well as the view from Mike Schwab at NDPhA regarding the impact of any changes made on the AAPT level. Conclusion at this meeting is that NAPT needs to focus our time and energy on the productivity of NAPT and its members. Arlene Monson to continue to communicate with AAPT and report to this board of any changes or requests made of NAPT. Diane Halvorson asked who the NAPT minutes should be sent to for AAPT, Arlene Monson will reach out to AAPT for clarification of who to send the minutes to as well as make sure they have received our minutes for the last year and get back to the board.

1. Next Nodak due date is June 11th. Articles to be submitted include:
	* 1. Chairperson article
		2. Fall conference 2020 update
		3. Board member information (due to the timing of due date it was suggested to include this information in the next edition).
			1. Question asked regarding the review of articles for accuracy and punctuation/spelling.
			2. Moving forward, all articles go to the chairperson for review and submission and the Chairperson article will be reviewed by the President and Vice President.
2. ND Pharmacist Convention has been rescheduled for August 28-29, 2020 in Minot ND. Details to follow.
3. Conversation regarding general membership meetings was discussed. If we are not able to conduct a meeting at the ND Pharmacist Convention in August, discussed different platforms we can use to hold this meeting. Mandy Chase volunteered to reach out to NDPhA and ND Board of Pharmacy to discuss options they if we could use their membership to host a meeting.
4. NDPhA Board meeting scheduled for June 10th from 1pm-4pm as a virtual meeting. Arlene Monson reported she is unable to attend. After conversation of who is able to attend, Mandy Chase will work to adjust her schedule to attend this meeting.
5. CORE pins provided to newly registered ND Pharmacy Technicians. Arlene Monson reported that Kathy Zahn from the ND Board of Pharmacy contacted her to say they have approximately 12 pins left. Does NAPT plan to continue providing this pin? Lindsay Cizek-Cribb stated the history is as follows:
	1. Pins purchased in 2017
	2. In January 2018 minutes reflect that we had 100 pins and the ND Board of Pharmacy would start providing them to the newly registered pharmacy technicians.
	3. Current prices are $2.70 per pin estimate.
	4. Diane Halvorson stated that there was a set-up fee for the pins and to inquire if they still have our information on file so we perhaps would not have to include a set-up fee.
	5. Lindsay Cizek-Cribb stated her support of these pins as a value for our new members.
	6. Cassie Doyle stated her support as well but shared with the board that she has seen where the pin actually damages the license provided and would recommend, we have discussion about packaging of the pin.
	7. Diane Halvorson made a motion to purchase 100 pins from Pin pros not to exceed $350.00 and to have Lindsay Cizek-Cribb organized the purchase of these pins. Motion seconded by Cassie Doyle. Discussion included that Cassie Doyle as treasurer feels our budget can absorb this purchase. Motion carried.
	8. Arlene Monson will respond to Kathy Zahn to let her know our intention to continue to provide the pin. Also, to let her know of our concern for the pin causing damage to the pharmacy technician license and see what can be done for packaging of the pin.
6. Facebook report: Lindsay Cizek-Cribb stated she has passed the baton to Mandy Chase. Lindsay Cizek-Cribb stated the need for a fluid calendar in lite of current COVID 19 circumstances and changes that have had to happen. Mandy Chase reported that she feels she has a good pulse on maintaining this page. Items to consider posting include: link to Nodak when published, ND Pharmacist rescheduling of convention information, awards, cancellation of fall conference, scholarships.
7. Timing of monthly calls: to be held the second Sunday of the month at 7pm. Only to be held on months we do not have an executive board meeting.
8. Cassie Doyle requested the finance committee begin preparation for the 2021 budget. Cassie Doyle will prepare some information to share with the finance committee to review. Finance committee schedule to meet on July 12th at 10am.
9. Future NAPT executive board meetings scheduled to be held at 11am:
	1. July 12, 2020
	2. September 20, 2020
	3. December 13, 2020
	4. March 14, 2020
	5. April will be scheduled around the ND Pharmacist Convention
10. Meeting adjourned at 1333 by Arlene Monson.

Minutes prepared by: Diane Halvorson, NAPT Secretary

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