

Executive Board Meeting Agenda

October 15, 2017

10am – 2pm

North Dakota State Board of Pharmacy Conference Room, Bismarck ND

1906 E Broadway Avenue, Bismarck ND

**Members Present:** Diane Halvorson—Chairperson, Tracy Lindsey—President, Twana Dick—Vice-President, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer, Autumn Guilbert—Parliamentarian, Arlene Monson—Member at Large, Kathy Zahn—Member at Large

**Members Absent:** Mike Schwab—Liaison Member, Barb Lacher—Liaison Member, Danika Braaten—Liaison Member

Meeting was called to order at 10:00am by Chairperson Diane.

1. Mission statement was read by Arlene.
2. Diane declared that quorum has been established. Agenda was accepted as is with no immediate additions.
3. Goal Setting Project
   1. Each attendee restated their previously written goals. All acknowledged that we are keeping on track and in line with reported goals. The board is well represented and the dynamics and culture of the board will continue to ensure that each board member is an active participant.
4. Secretary’s Minutes
   1. Executive Board Meeting; September 15, 2017
      1. Review of the minutes was completed. It was noted that a correction is needed to the financial responsibilities of NAPT for the Professional Video. The dollar amount was listed as $3,561.38 and should be $5,561.28.
      2. **Autumn made a motion to approve the Executive Board Meeting minutes from September 15, 2017 with the change made as stated. The motion was seconded by Kathy. Motion carried.**
   2. General Business Meeting; September 16, 2017
      1. Discussion was held regarding the attendee list for the General Business Meeting minutes. The attendee list will not include board member attendance but instead will be the number that reflects the total number of present general members (ND registered technicians).
      2. Minutes were reviewed but not approved at this time.
5. Treasurer Reports
   1. Review of the Profit and Loss and Balance Sheet was completed. Alex stated that there are open items related to the 2017 NAPT Fall Conference. Actual checkbook balance at this time is $9,185.15.
   2. **Tracy made a motion to approve the Profit and Loss and Balance Sheet. The motion was seconded by Lindsay. Motion Carried.**
   3. The 2018 Finalized Budget was reviewed. No changes since the last review.
6. Lapel Pin Sales
   1. Discussion was held by the Executive Board at the NAPT 2017 Fall Conference that the remainder of lapel pins would be available for sale for $5 each. The lapel pin sales were announced at the General Membership meeting. At this time we have sold 24 lapel pins for a total of $120. There are 100+ lapel pins remaining.
   2. Discussion was held regarding use of the extra pins including selling them at upcoming conferences, saving them for awards, providing them to tech school enrollees, and providing them to each newly ND registered technician. No decision was made at this time and discussion will continue at future meetings.
   3. Kathy will inquire with ND State Board of Pharmacy if including the lapel pin in their mailing to newly registered ND technicians would be a feasible option.
7. Professional Video status
   1. Video was premiered at the 2017 NAPT Fall Conference. Discussion was held regarding how to continue to promote the Recruitment and Profession videos. A link to the Professional video will be added to the NDPhA and ND BOP websites. The link will be shared with PTCB, AAPT, and area technician schools. The link will be shared with all Executive Board members to use at their discretion in promoting the profession.
8. NAPT Name Tags
   1. Discussion was held regarding adding the Executive Board member’s name to their NAPT name tag. No motion was made and therefore conversation was discontinued.
9. Reimbursement Guideline Update
   1. Updates to the Job Description for Treasurer of the NAPT were reviewed.
   2. **Kathy made a motion to approve the Job Description for Treasurer of the NAPT as documented. The motion was seconded by Tracy. Motion carried.**
   3. Updates to the NAPT Reimbursement/Income Procedure and Travel Reimbursement document were reviewed. Additional updates to the document were discussed. An updated version will be presented at the January 7, 2018 Executive Board meeting.
10. Pharmacy Week; October 15 – 21, 2017
    1. Pharmacy Technician Day is October 17, 2017
    2. Theme was selected through a collaborative effort of PTCB, AAPT, NAPT representatives as well as other invested contributors to the pharmacy technician profession. The theme this year is ‘Raising the bar to ensure patient safety’.
11. Awards
    1. Process for the awards this year will continue as usual with no criteria or award presentation changes. Deadline for 2018 award nominations will be February 26th, 2018. Award recipients will be notified 6 weeks prior to the NDPhA convention in order to make arrangements to attend.
    2. Discussion was held regarding collection of the award nominations. Award nominations will be sent to the President and Chairperson as they come in and will not be held back to be sent in batches. The President will be primary and the Chairperson will serve as a back-up.
    3. Tracy will review nominations to ensure they meet the award criteria. Nominations that meet criteria will be brought to the March 4, 2018 NAPT Executive Board meeting.
    4. Discussion was held regarding the 2018 NAPT Annual Flyer. Tracy will have the flyer material updated and ready for print by November 22, 2017. Kathy will have the flyer printed and folded and will bring these to the January 7, 2017 NAPT Executive Board meeting. The letters will be stuffed and mailed to registered technicians mid-January. An email will also be sent to all ND registered technicians that will include the award criteria.
    5. Discussion held regarding restructuring of timeline of receiving nominations. Perhaps open nominations up at Fall Conference to stimulate awareness and more nominations. Diane will review the current award nomination process and will draft suggested changes, Twana will create an award nomination questionnaire form that could be used rather than the current process of letter submission format. This will be presented at the January 7, 2018 NAPT Executive Board meeting.
12. Fall Conference
    1. 2017 Follow Up
       1. Total conference registration was 111. 100 registrants attending the conference.
       2. Actual income was higher than expected. There were some hidden costs in the conference room rental including microphones and projectors. Food costs were kept low partly due to goodie bag that was pre-made for conference attendees. Something to consider for future conferences is ACPE processing.
       3. Discussion was held regarding what worked and could be improved for future conferences.
          1. The secretary and treasurer computers will be utilized for the conference presentations. Both computers should have all presentations saved so that one can be used as a backup for the other.
          2. Prior to the conference, each speaker should be sent their speaker introduction to review for accuracy and provide their approval.
          3. Pens/pads in goodie bag were well liked by conference attendees.
          4. The treasurer will be responsible for the registration table including preparation of and handing out goodie bag and the name tags for conference attendees.
          5. Continue to include ice breaker events prior to the start of the conference such as asking everyone to introduce themselves to the person in front or behind them.
          6. Communications person will continue to send out an email announcing the conference. A reminder email is not necessary going forward. A reminder email ahead of the 2017 conference was sent because the basket extraordinaire was not included in previous emails.
             1. Discussion was held regarding the use of personal vs NAPT email accounts. Diane stated that the NAPT does have a Gmail account and would email the login and password information to the NAPT Executive Board members.
          7. Continue to promote the event outside of ND but monitor response and registration closely to ensure proper conference space can be secured. The 2017 NAPT Fall Conference planning committee planned for space that could occupy 200 people.
       4. Post survey and CE Link
          1. 57 responses were received from the Survey Monkey link and paper survey. Kathy read through each survey question and response.
          2. Discussion was held regarding the responses received from the surveys. The NAPT Executive Board members agreed that there was great feedback and the feedback will be utilized in the planning of the 2018 NAPT Fall Conference.
          3. The same question set will be utilized for the Survey Monkey and paper survey post 2018 NAPT Fall Conference to compare and contrast conferences from year to year.
          4. Discussion was held regarding the need for a job description to be created for a lead communications person (not just for fall conference but for all mass communications for NAPT) for the Fall Conference events. Being a board member would not be a requirement, but the communications person would be responsible for all outgoing mass communication and incoming fall conference survey results.
    2. 2018 Site
       1. The 2018 Fall Conference committee will be meeting in the future to discuss the 2018 site. Kathy is not on the 2018 Fall Conference committee but has agreed to serve as the communications person for the conference.
13. Scholarship:
    1. Status of Basket Extraordinaire from 2017 NAPT Fall Conference
       1. A total of 20 baskets were donated. Of those 20, there were 7 baskets that generated between 98-243 tickets. The top 7 were:
          1. Camping Package
          2. Fitness Package
          3. Sanford Package
          4. Spa Package
          5. Puppy Love Package
          6. Essential Oils Package
          7. Pampered Chef Package
       2. Discussion was held regarding the Basket Extraordinaire process for the 2018 NAPT Fall Conference including leaving the packages open so that attendees can get a good look and feel of the package and possibly having a tent card or sticker stating who the donation was from. Ticket sales were easy to promote at the event and allowed general members to meet the board members. Kathy will send the NAPT Board Members a copy of the letter she sent to potential businesses regarding a basket donation. Kathy has created a wonderful list of potential businesses for the 2018 basket donations. If any board members do want to reach out to a business, discuss with Kathy to ensure there is not duplication of efforts.
    2. Scholarship processing for January 2018: A total of $1160 was raised from the Basket Extraordinaire to be used for scholarship funding.
    3. Notification of scholarship applications submission was sent out to two colleges: Northland Community and Technical College and North Dakota State College of Science. Discussion was held and it was agreed upon to also send the notification to Minnesota State Community and Technical College
14. Communications/Facebook Committee Update
    1. The board members reviewed the NAPT Facebook Guidelines and Annual Posts and Events documents developed by the Facebook Committee. The Facebook Committee will update the documents with the suggestions made by the group and will create draft posts for each event type to be approved by the board. Goal is to have the Facebook page set up and ready to promote in the mid-January NAPT annual flyer.
15. AAPT Update
    1. No report available.
16. Northland Community and Technical College Update
    1. No report available.
17. NDSCS Update
    1. No report available.
18. ACPE CE Processing
    1. No further update provided.
19. NDPhA Next Board Meeting
    1. December 13, 2017 (Hampton Inn, Bismarck)
    2. Diane is unable to attend the meeting and extended the offer to all NAPT Board Members to attend. Tracy, Twana, or Kathy will attend. The NAPT needs to have at least one person to attend.
20. Nodak Deadlines and Responsibilities
    1. Fall Conference wrap up: Diane will write this communication for the Nodak.
    2. Basket extraordinaire: Twana and Kathy will write this communication for the Nodak.
    3. NAPT article: Discussion was held regarding that in the future this communication should come from the President. The current job descriptions will be updated and brought to the January 7, 2018 NAPT Executive Board meeting to review. At this time, Tracy will draft the communication for the NAPT awards article for the Nodak.
21. Update for representative to extend invitation to the local pharmacy technician schools
    1. NDSCS-No presentation will be completed this year.
    2. Northland Community and Technical College-Presentation tentatively planned for February or March 2018.
    3. Minnesota Community and Technical College-No presentation scheduled at this time.
22. Future NAPT Executive Board Meetings
    1. January 7, 2018
    2. March 4, 2018
    3. All meetings scheduled from 10am – 2pm and will be held at the North Dakota State Board of Pharmacy conference room.
23. NDPhA Convention
    1. April 19-22, 2018 in Fargo
    2. Theme “Dispensing Knowledge for Better Health”
    3. Will be held at the Fargo Holiday Inn
24. NAPT Executive Board Travel Reimbursement
    1. Discussion was held regarding the current reimbursement guidelines and making an update for the current term.
    2. **Twana made a motion to reimburse board members 25 cents per mile for the term of the 2017-2018 NAPT Executive Board. The motion was seconded by Tracy. Motion carried.**

Meeting adjourned at 2:37pm by Chairperson Diane.

Meeting minutes prepared by Lindsay Cizek-Cribb, NAPT Secretary.