

Executive Board Meeting

September 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, Mike Schwab—NDPhA Liaison Member, Danika Braaten—Liaison Member, Donna Kisse—AAPT Representation, Candace Aamold—AAPT Representation

**Members Absent:** Barb Lacher—Liaison Member

Meeting was called to order at 10:08am by Chairperson Diane.

1. Mission statement was read by Lindsay. Introductions were completed. During introductions, present members signed cards for National Pharmacy Technician Day recognition.
2. Diane declared that quorum has been established. Agenda was accepted as is with no immediate additions.
3. Goal Setting Project:
   1. New attendees were asked to write down goals they would like to see accomplished by the board and where they feel the direction of the NAPT should go. They shared their information with the board. Previous attendees restated their previously written goals. All acknowledged that we are keeping on track and in line with reported goals.
4. Secretary’s Minutes:
   1. Minutes from Executive Board Meeting July 9, 2017
      1. Review of minutes was completed. Lindsay noted that it is important that the minutes are an accurate reflection of the meeting and encouraged board members to provide feedback.
      2. **Alex made a motion to approve the Executive Board Meeting minutes from July 9, 2017. The motion was seconded by Kathy. Motion carried.**
5. Treasurer Reports:
   1. Review of the Profit and Loss and Balance Sheet was completed. Alex stated that there are open deposits and payments related to the Fall Conference and Professional Video. Actual checkbook balance at this time is $19, 371.93.
   2. Discussion was held regarding budgeted and actual expenses for 2017. Board acknowledged the importance of having an accurate budget and monitoring expenses closely.
   3. **Lindsay made a motion to approve the Profit and Loss and Balance Sheet. The motion was seconded by Twana. Motion Carried.**
   4. Review of the 2018 Finalized Budget was completed. Diane noted that line 330 for Visit Selected Schools has been added. $400 was established as the budget for that item. Diane noted that line 250 for National Convention was decreased from $2,000 to $1,000.
   5. **Twana made a motion to approve the budget for 2018 and present to the General Membership for final approval. The motion was seconded by Arlene. Motion carried.**
6. Professional Video Status
   1. The Professional Video is complete and was reviewed for final approval by the board. Consensus of the board was this is a great tool to use in conjunction with the Recruitment Video. Video will be premiered at the NAPT 2017 Fall Conference. Discussion will be held at the next NAPT Executive Board meeting regarding how to continue to promote the videos.
   2. Discussion was held regarding the budget and actual expenses for the Professional Video. Original budgeted expense was $8,000 (with $3,000 being covered by the North Dakota State Board of Pharmacy) and actual expenses were $8,561.38. Over budget amount was due to the addition of graphics and updates to ensure the video was fully complete as intended.
   3. **Kathy made a motion to approve the Professional Video bill of $8,561.38 with a total of $5,561.38 due by NAPT. The motion was seconded by Arlene. Motion carried.**
7. NAPT Name Tags
   1. Discussion regarding updating the name tags to include the member’s name was placed on hold at this time due to budgeting.
8. Reimbursement Guideline Update
   1. Updates to the Job Description for Treasurer of NAPT, the Northland Association of Pharmacy Technicians Reimbursement/Income Procedure and the Travel Reimbursement were previously drafted by Diane and Alex and provided today to board members for review. Diane asked board members to review prior to the next meeting so we are prepared to discuss in detail.
9. Lapel Pins
   1. During our July 9, 2017 meeting, discussion was held regarding the purchase of lapel pins. Bids were obtained and voting was conducted via email regarding the purchase of label pins as a gift to RPhTechs in attendance of the 2017 Fall Conference as recognition of National Pharmacy Technician Day. It was noted that this was not a budgeted item and may put us over budget for the 2017 NAPT Fall Conference based on the number of current registrants, but could be absorbed in other budgeted areas.
   2. **Tracy made a motion to purchase 300 label pins. The motion was seconded by Arlene. Motion carried.**
   3. Current discussion was held regarding the budget for the lapel pins and placed on hold at this time. Pins and a signed card recognizing National Pharmacy Technician day will be handed out during the NAPT 2017 Fall Conference.
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’.
    3. Graphics embracing this theme were created by PTCB. NAPT will utilize these graphics on the front of the card we are providing to the conference attendees in celebration of pharmacy technician day.
    4. There has been international interest in National Technician Day. A Pharmacy Association from the UK has reached out to ask if they can celebrate Pharmacy Technician Day with us.
11. Awards:
    1. Group reviewed a PowerPoint presentation created to highlight 2017 Award Recipients. The video will be displayed for viewing during breaks and lunch at the NAPT 2017 Fall Conference as a way to recognize award winners.
    2. Tracy will be creating information for the next edition of the Nodak regarding 2018 award nomination information. The article will promote submission of nominations and will include nomination criteria.
    3. Discussion was held regarding the current process for nominating technicians and announcement of the awards. It was noted that there is potential for improvement of the process and a more detailed review would be required to establish said improvements. Some suggestions included opening up nominations during the annual NAPT Fall Conference, creating a question and answer style nomination form and point based system, electronic submission, and promotion of nominations of the awards at the NAPT Fall Conference. Mike shared that NDPhA uses a point system for their awards and would be willing to share their processes of award nominations.
    4. An Award Committee was established to further review the award process. Members of the Award Committee include Tracy, Kathy, Twana, and Donna. Tracy will be Chairperson of the committee. Committee will report at the NAPT Executive Board meeting on January 7, 2017.
12. NAPT Fall Conference:
    1. 2017 updates
       1. A total of 11 speaking sessions are on the NAPT 2017 Fall Conference schedule. The Fall Conference committee worked diligently to stay within budget for hotel food accommodations. It was noted that there were additional charges this year from the hotel for use of their microphone and projectors. A goody bag will be given to each registrant to supplement breaks where no food will be provided. During registration, each registrant will be asked to verify the email address listed for them. Immediately post conference, an email will be sent out that will include a link to an online survey as well as information on obtaining the CE credits. A strong reminder will be given that CE must be claimed by October 6th—no exceptions.
    2. During the July 9, 2017 NAPT Executive Board meeting discussion was held to consider purchasing a jacket for door prize give away at the 2017 NAPT Fall Conference. Due to the purchase of lapel pins, the board decided to no longer entertain this idea for this year.
    3. The NAPT 2018 Fall Conference will be held in Fargo. No location has been set. 2018 Fall Conference committee includes Alex, Lindsay, Autumn, and Candace and Diane as the Fall Conference Coordinator.
13. Technician Scholarship Fund:
    1. Donna provided a brief history of the technician scholarship fund.
    2. Twana and Kathy provided an update on the status of the Basket Extraordinaire for the NAPT 2017 Fall Conference and technician scholarship fund. Raffle tickets will be sold throughout the event at 1 ticket for $1 or 6 tickets for $5. Ticket purchasers will place their ticket into the bin for the basket they hope to win.
    3. All money collected from the Basket Extraordinaire will go directly to the North Dakota Pharmacy Advancement Corporation, Inc. for the technician scholarship fund. What comes in will go out immediately and no money will be held back for subsequent years. At this time there is a reserve available in case we have a slow year.
    4. Diane noted that the representative to the ND Pharmacy Advancement Corporation scholarship committee should be added to the NAPT scholarship committee and NAPT guideline manual should be updated. Diane will draft that proposed change and provide us with that information at the next Executive Board meeting.
14. Stakeholder Meeting Update
    1. Stakeholder committee will be meeting on October 30, 2017 in Washington to discuss next steps to keep the momentum rolling. More updates will likely be available during our January Executive Board meeting.
15. AAPT Convention Follow Up:
    1. Tracy and Twana represented the NAPT Executive Board at the AAPT Convention August 3-5, 2017. Tracy stated that the common theme was about getting technicians involved and recruitment on a national level. Twana noted that it was nice to speak to technicians from other areas and find common ground.
16. AAPT Update:
    1. Donna, AAPT Vice-President and Candace, AAPT Area Director were invited to attend the NAPT Executive Board meetings as a way to continue to grow and connect as a unified position for the profession of pharmacy technicians.
    2. Donna reported the new AAPT officers were installed at the AAPT Convention in August 2017. Their first meeting has not been held yet. No official agenda has been established, but will likely include AAPT 2018 Convention planning and recognition of National Pharmacy Technician day.
    3. The AAPT will have representation at the NCPA (National Community Pharmacists Association) Annual Convention October 14-18, 2017 in Orlando, FL.
17. Northland Community and Technical College Update:
    1. Danika reported that enrollment is down this year—they currently have 6 students enrolled. Normal enrollment numbers are around 20. They have been working to recruit students by attending career fairs and utilizing the Recruitment Video. Students have had positive feedback and questions to the video.
18. NDSCS Update:
    1. No report available.
19. NDSU Task Force Update
    1. NDSU will no longer continue being an ACPE CE provider as of January 2018.
    2. Mike reported that NDPhA is currently working with a company to enter into a contract to be their ACPE CE provider.
    3. NAPT as an academy of NDPhA will be able to utilize the company that NDPhA enters into contract with.
    4. Mike will keep NAPT informed of final details regarding this issue.
20. Communications: Facebook
    1. Lindsay provided an update regarding the creation of a Facebook page for NAPT. The Facebook committee has preliminary documentation created regarding information to post and policies and procedures for the page. Discussion was held that we need to establish a short term and long term list of goals and to keep aligned with the NAPT mission statement. Further updates will be provided at the next Executive Board meeting.
21. NAPT Committees
    1. A question was asked regarding what current committees have been formed. These are the committees:
       1. Facebook Committee: Lindsay, Arlene, and Kathy
       2. Scholarship Committee: Chairperson, President, Vice-President, ND Pharmacy Advancement Corporation representative, and NDPhA liason
       3. Financial Committee: Chairperson, President, and Treasurer
       4. 2017 Fall Conference Committee: Donna, Sharon, Kathy, Diane, and Alex
       5. 2018 Fall Conference Committee: Diane—Coordinator, Alex, Lindsay, Autumn, and Candace
       6. Awards Committee: Tracy, Kathy, and Donna
22. NDPhA Board Meeting
    1. All NAPT Executive Board members are welcome to attend NDPhA Board meetings. The Chairperson (or their designee) is the voting member, but meetings are open meetings.
23. Nodak Deadlines:
    1. Next editions of the Nodak will include a summary of the NAPT 2017 Fall Conference, Basket Extraordinaire scholarship raffle, and NAPT award nomination information and criteria.
24. Update for representative to extend invitation to the local pharmacy technician schools:
    1. Alex provided an update on her outreach to the various pharmacy technician schools. At this time NDSCS has declined the offer to have a NAPT Board Member present to the class on the NAPT. Alex will be reaching out to Minnesota Community and Technical College. Alex is coordinating a date for February or March to present at Northland Community and Technical College.
    2. Discussion was held regarding the current NAPT PowerPoint presentation and that updates may be necessary. The PPT should be kept on the treasurer and secretary computers. An agenda line will be added for the next NAPT Executive Board meeting to further review and discuss the PPT.
25. Review General Business Meeting Agenda
    1. The agenda was reviewed and no further additions or revisions were made.
26. Future NAPT Executive Board Meetings:
    1. October 1, 2017
    2. January 7, 2018
    3. March 4, 2018
    4. All meetings scheduled from 10am – 2pm and will be held at the North Dakota State Board of Pharmacy conference room.

Meeting adjourned at 1:51pm by Chairperson Diane.

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