

Executive Board Meeting

July 1, 2018

10am – 2pm

NDBOP Office, Bismarck ND

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

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

Meeting was called to order at 10:13am by Chairperson Tracy Lindsey.

1. Mission statement was read by Tracy Lindsey. Introductions were completed.
2. Tracy Lindsey declared that quorum has been established. A request was made to add mileage reimbursement to the agenda. With that addition the agenda was accepted.
3. Twana Dick completed installation of a new 2018 NAPT Executive Board member. This completes the 2018 Executive Board Member installations.
	1. Member-at-large: Cassie Doyle
4. Secretary’s Minutes
	1. Executive Board Meeting; April 20, 2018
		1. Review of the minutes was completed. Discussion was held that going forward the Executive Board meeting minutes should include the first and last name of the individuals in the minutes including motions.
		2. Section 18 Future NAPT Executive Board meetings will be updated to include the correct year in the meeting dates. A link to the minutes is okay to post to the NAPT Facebook page once the updates are made.
		3. **Twana Dick made a motion to approve the Executive Board meeting minutes from April 20, 2018. The motion was seconded by Kathy Zahn. Motion carried.**
	2. General Membership Meeting; April 21, 2018
		1. Minutes were reviewed but not approved at this time.
		2. Discussion was held that going forward the General Membership meeting minutes should include the first and last name of the individuals in the minutes including motions. A list of members attending the General Membership meeting should also be saved along with the minutes on the NAPT computers. Kathy Zahn will identify the last names of the individuals in the motions from the April 21, 2018 NAPT General Membership meeting and will provide the names to Lindsay Cizek-Cribb.
	3. A link to the minutes on the NAPT website is okay to post on the NAPT Facebook page once the updates are displayed on the website.
5. Treasurer Reports
	1. Profit & Loss and Balance Sheet
		1. Alex Spilman provided a verbal update on the current NAPT finances. The paper documents were not available at this time due to an employment transition at the NDPhA office. Alex Spilman stated that current checkbook balance at this time is $19,068.23.
		2. Discussion was held regarding the employment transition at the NDPhA office. Tracy Lindsey will reach out to Mike Schwab at the NDPhA office to review the responsibilities of the upcoming new hire and will request a meeting with the new hire to review processes and involvement required to support the NAPT. It was noted that the new hire should have access to the bank statement of the NAPT (but not access to the actual monies). Alex Spilman should be included in the meeting with the new hire.
		3. **Lindsay Cizek-Cribb made a motion to approve the verbal financial report provided by Alex Spilman. The motion was seconded by Arlene Monson. Motion carried.**
	2. Budget 2019
		1. Alex Spilman stated that the 2019 NAPT budget has not been established at the time of the meeting. The NAPT Budget Committee, which is comprised of Chairperson Tracy Lindsey, President Twana Dick, and Treasurer Alex Spilman, will establish a 2019 NAPT budget which will be reviewed at the October 5, 2018 NAPT Executive Board meeting.
6. Goal Setting
	1. Due to time constraints, goal setting was tabled at this time and will be completed at the next NAPT Executive Board meeting.
7. Awards (Young Pharmacy Technician, Technician of the Year, Friend of NAPT and Diamond award)
	1. Nomination Form Updates
		1. Discussion was held regarding the award nomination form that was introduced for the first time during the last award season. The award nomination form will continue to be the form used to collect the information about the nominee. The nominator can continue to provide supplemental information but the nomination form must be included to be considered for the award. Lindsay Cizek-Cribb will review the NAPT award section of the NDPhA website and provide the necessary updates, in detail, to Mike Schwab at the NDPhA office. Updates should include the nomination form and the most recent award recipients as well as the updated Executive Board members (with a mention that the names will need to be updated in the Nodak as well).
		2. Tracy Lindsey will include the Award Nomination procedure in her agenda when meeting with the NDPhA new hire. The award nominees go to the office of the NDPhA and are then forwarded to Chairperson Tracy Lindsey, President Twana Dick, and Vice-President Arlene Monson. Tracy Lindsey will be sure the new award nomination form and process is included in the Nodak, annual flyer, and the 2018 NAPT Fall Conference materials.
		3. Discussion was also held that the final version of the award nomination form should be included in the NAPT Guideline Manual.
		4. **Kathy Zahn made a motion to add the NAPT Award Nomination form into the NAPT Guideline Manual. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.**
	2. Nomination Forms Available at Fall Conference
		1. Tracy Lindsey noted that the current NAPT Guideline Manual doesn’t restrict the timeline in which award nominations can be received, therefore, we can continue with the plan to open the award period and provide the award nomination form at the Fall Conference. The award criteria should be printed along with the award nomination form and made available for the members at the Fall Conference.
		2. The deadline for receipt of award nominations for the next award nomination period was discussed and established as February 12, 2019.
	3. NAPT Award Video
		1. Diane Halvorson created an award video which displayed the past award recipients and showcased the most recent award recipients. The video was presented to the NAPT Executive Board members and they felt it was a good tool and gave the Facebook Committee permission to post the final version to Facebook. Kathy Zahn will review the video in greater detail to ensure proper spelling of recipient names, etc. and will provide Diane Halvorson feedback.
		2. Once the final version is established, a link to the video should be added to the NDPhA website.
8. Scholarship Awards
	1. Review current guidelines
		1. Diane Halvorson presented the NAPT Scholarship Essay Review Tool to the NAPT Executive Board. The tool includes a 1-5 point system which grades applicants on areas such as content of message, grammar, and future plans as a professional pharmacy technician. The tool would be utilized by the Scholarship Committee to individually rank each applicant and then review as a whole to identify the recipients. The tool and total score will serve as a visual guide to where the ranking should be for each applicant. Diane Halvorson will email the essay tool to Lindsay Cizek-Cribb and Alex Spilman for it to be kept on the NAPT computers.
		2. **Twana Dick made a motion to utilize the NAPT Scholarship Essay Review Tool for one year to see if it is functional and review after this year for future use and addition to the NAPT Guideline Manual. The motion was seconded by Arlene Monson. Motion carried.**
		3. Discussion was held regarding the process of determining the dollar amount provided to each scholarship recipient. Because monies coming in and number of applicants will continue to vary from year to year, once the recipients are identified by the Scholarship Committee, the NAPT Executive Board will determine the award amount.
		4. Tracy Lindsey will reach out to Mike Schwab at the NDPhA office to inquire about past monies raised for the technician scholarship fund at the NDPhA Conventions. We will review this information as well as determine the current scholarship award amounts at the October 5, 2018 NAPT Executive Board meeting.
	2. Scholarship Committee
		1. The Scholarship Committee includes Chairperson Tracy Lindsey, President Twana Dick, Vice-President Arlene Monson, NDPhA liaison Mike Schwab, and North Dakota Pharmacy Advancement Corporation, Inc. representative Donna Kisse.
	3. Basket Extraordinaire Fundraiser
		1. Kathy Zahn has collected 26 names of Fargo/Moorhead businesses she plans to reach out to request sponsorship of a basket for the scholarship fundraiser. Kathy Zahn has drafted a letter that will be utilized to introduce the scholarship fundraiser to businesses. Kathy Zahn will provide the draft to Tracy Lindsey, who will then email to the NAPT Executive Board for review and approval before it is sent out. Kathy Zahn will also email the list of business to Tracy Lindsey which will be shared with the board to ensure there is no overlap of sponsorship requests. It was requested that board members reach out to Kathy Zahn if they intend to seek sponsorship from other area businesses.
		2. Supplies from the Basket Extraordinaire at the 2017 NAPT Fall Conference will be utilized for this year’s fundraiser to keep cost of supplies to a minimum.
		3. Promotion of the Basket Extraordinaire at the 2018 NAPT Fall Conference will include information in the registration confirmation information sent by Alex Spilman and the registration reminder email sent by Kathy Zahn. Kathy Zahn will send Tracy Lindsey the email template that was previously used to review if any updates are necessary. Facebook announcements and posts will also be completed to promote the event. The Facebook post should include the same information sent out in the registration confirmation letter and registration reminder email. Tracy Lindsey will email the board the email template and Basket Extraordinaire promotional info for review and approval.
	4. Scholarship Video
		1. Diane Halvorson created a scholarship video which showcased the most recent scholarship recipients. The video was presented to the NAPT Executive Board members and they felt it was a good tool and gave the Facebook Committee permission to post the final version to Facebook.
9. National Convention Attendance
	1. As President, Twana Dick will be representing the NAPT at a national convention of her choice, which is the AAPT Convention held in Niagara Falls on September 7-8, 2018. Additional board members expressed interest in attending as well. It was noted that Twana Dick should submit her expense reports as the expenses occur Twana Dick recognized that she has incurred expenses and will submit the reports.
	2. Donation for Silent Auction
		1. Discussion was held that the NAPT would like to support by providing a donation to the silent auction. It was asked if it there will be a silent auction at the AAPT Convention. Twana Dick noted that she has received an agenda for the convention but has been unable to access it. She will reach out to AAPT to confirm that a silent auction will be held and then receive approval for the dollar amount of the donation.
		2. Discussion was held regarding the budget and where to include the money for the national convention donation.
		3. **Kathy Zahn made a motion to include the national convention donation into the national convention line. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.**
	3. Representation at the House of Representatives (HOR)
		1. Twana Dick confirmed that she has accepted the invitation to the HOR meeting. Twana Dick will reach out to the AAPT Vice-President to confirm that the meeting is an open meeting and that other NAPT Executive Board members will be able to attend.
		2. Discussion was held regarding that information should be brought to the HOR meeting and what information the NAPT Executive Board would like reported back to them from the HOR meeting. It was noted that the NAPT Executive Board would like to receive more detailed notes from the meeting to have a better understanding of what was reviewed and discussed. Twana Dick will be prepared to discuss the current NAPT status including our Fall Conference, Facebook, awards, scholarship and professional videos.
		3. As president, Twana Dick will need to provide a report that could include items such as number of CE provided, number of attendees, etc. The report is submitted to the chairperson, posted in the Nodak, and presented at the NAPT Fall Conference.
10. Fall Conference
	1. 2018 NAPT Fall Conference will be held in Fargo, ND at the Holiday Inn on October 5-6, 2018.
		1. The speaker line up and agenda outline were provided to the board and reviewed. Diane Halvorson will finalize the agenda outline and provide to Lindsay Cizek-Cribb for review and proofreading. Goal of completion is July 15, 2018.
		2. Once the agenda is complete, it will be mailed out to the general membership at the end of July. Kathy Zahn will send her follow up registration reminder email the end of August or early September. Tracy Lindsey will confirm the Nodak publication dates to ensure the 2018 NAPT Fall Conference information is included.
		3. No photo release disclaimer will be included in the 2018 NAPT Fall Conference information. It was discussed that the need for a photo release will be discussed during the general membership meeting at the 2018 NAPT Fall Conference.
		4. Multiple volunteers from the NAPT Executive Board will introduce the speakers. Prior to each speaker the person introducing them should meet with the speaker to welcome them, discuss a time limit notification, and keep the speaker within the allotted time.
		5. Both NAPT computers (treasurer and secretary) should be available to use for the presentations and be back up for one another should one computer fail.
	2. Fall Conference Promotional Video
		1. Diane Halvorson created a 2018 NAPT Fall Conference promotional video which displayed the date and location of the meeting as well as the theme and speaker topics. The video was presented to the NAPT Executive Board members and they felt it was a good tool and gave the Facebook Committee permission to post the final version to Facebook.
	3. 2019 Location and Dates
		1. 2019 NAPT Fall Conference will be held in Bismarck, ND. The dates will be selected based on hotel availability (hotel must have meeting site occupancy of at least 150 people). Diane Halvorson will reach out to hotels in Bismarck, ND and will report back availability back to the board. As incoming chairperson, Twana Dick would be the individual to sign the 2019 contract.
		2. It was noted that we should be signing contracts earlier in order to have more available choices in hotels and dates. At the 2018 NAPT Fall Conference we should be signing a contract for the 2020 NAPT Fall Conference. Before booking a date, currently scheduled pharmacy events should be considered to avoid overlap of events.
11. Communications/Facebook Committee Updates
	* 1. Future postings were discussed to include the two professional videos as well as the newly developed scholarship, award, and Fall Conference promotional video. The NAPT Executive Board felt it would be best to first post the Fall Conference promotional video and then the Facebook committee can put together a timeline of when the other vides/items would be posted.
		2. The Facebook Committee will meet to update the posting schedule as well as the Facebook Guidelines for review at the October 5, 2018 NAPT Executive Board meeting. Including the information in the NAPT Guideline Manual will also be discussed at that time.
		3. Discussion was held that we may need to reach out to the award and scholarship recipients to obtain their approval to post the video on Facebook as it includes pictures of the recipients. Kathy Zahn will reach out to Mike Schwab at the office of NDPhA to inquire if a photo release form was obtained from each award recipient at the 2018 NDPhA Convention. It was discussed that before pictures or videos of the award and scholarship recipients are posted to Facebook that we will ensure we have permission from the recipients to include their picture.
	1. Discussion on NAPT description on Facebook site and NDPhA website
		1. Discussion was held ensuring we showcase accurate representation of the NAPT on the Facebook page and NDPhA website. The Facebook page name will be updated to Northland Association of Pharmacy Technicians (NAPT). Then the about section on the Facebook page will be changed to: The NAPT is the professional organization representing all North Dakota Pharmacy Technicians and Technicians-in-Training and is an academy of the North Dakota Pharmacists Association (NDPhA).
		2. The NDPhA site should have the line that stated “All registered pharmacy technicians in North Dakota are members of NAPT”.
12. NDPhA Board Meetings
	1. The last meeting was held on June 20, 2018 at the Ramada in Bismarck, ND. Kathy Zahn attended the meeting on behalf of the NAPT Executive Board and provided a recap of the meeting.
	2. The next meeting will be held in Fargo.
13. Wage Survey
	1. A draft of the wage survey was provided to the NAPT Executive Board which included a cover sheet, survey instructions and survey. Feedback was provided and Diane Halvorson will update the materials and email to the board for further review. Edits must be completed by the end of next week.
	2. The survey will be mailed out at the end of July and will be included with the 2018 NAPT Fall Conference information. Due date for return of the survey will be September 1, 2018. Survey results will be sent to NDPhA and then forwarded to Kathy Zahn. Kathy Zahn and Diane Halvorson will work on providing the reportable data which will then be shared at the 2018 NAPT Fall Conference.
	3. **Twana Dick made a motion to accept the wage survey and final review will be completed by email. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.**
14. Nodak Deadlines and Responsibilities
	1. Tracy Lindsey will reach out to Mike Schwab at the NDPhA office to obtain next Nodak publication dates and deadlines.
15. Representative to extend invitation to the local pharmacy technician schools:
	1. NDSCS
	2. Northland Community and Technical College
	3. Minnesota Community and Technical College
	4. Alex Spilman will begin to reach out to local pharmacy technician colleges to set up dates for presentations.
16. Mileage Reimbursement
	1. Discussion was held regarding the mileage reimbursement for the current NAPT Executive Board.
	2. Kathy Zahn made a motion to keep the mileage reimbursement rate at 25 cents per mile with no reimbursement for travel to the 2018 NAPT Fall Conference. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.

Meeting adjourned at 2:48pm by Chairperson Tracy Lindsey.

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