



# Northland Association of Pharmacy Technicians

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Executive Board Meeting

February 13, 2022, at 9am

706 38<sup>th</sup> St NW, Fargo, ND 58102

Members present: Lindsay Cizek-Cribb (Chairperson), Amanda (Mandy) Chase (President), Adelle Casavant (Vice President), Diane Halvorson (Treasurer; ND BOP Liaison), Amanda Olauson (Secretary), Lillie Lambert (Member-At-Large)

Members absent: Patience Buck (Member-At-Large), Melissa Krava (NDSCS Liaison), Danika Johnson (NCTC Liaison), Mike Schwab (NDPhA Liaison)

Lindsay Cizek-Cribb established a quorum and called the meeting to order at 0911.

Amanda Olauson mentioned the meeting will be recorded.

1. Lillie Lambert read the NAPT Mission Statement
2. Meeting agenda reviewed. Lindsay Cizek-Cribb added photo release policy to the agenda.

**Diane Halvorson made the motion to approve the agenda. Second by Amanda (Mandy) Chase.**

**No discussion. Roll call vote; all in favor. Motion carried.**

3. Treasurer report delivered by Diane Halvorson. Waiting on the Profit & Loss report from NDPhA, however the bank statement was provided. Total assets \$16,619. Retained \$17,574.67. Balance sheet matches checkbook. Ending 2021. **Adelle Casavant made the motion to approve the Treasurer's reports and close out the 2021 budget. Second by Amanda Olauson. No discussion.**

**Roll call vote; all in favor. Motion carried.** Diane Halvorson also reported the Scholarship Fund is still at \$3,377.00

4. Secretary report provided by Amanda Olauson. December 5, 2021 & January 9, 2021 meeting minutes were reviewed. **Diane Halvorson made the motion to approve both meeting minutes, with suggested changes stated. Second by Amanda (Mandy) Chase. No discussion. Roll call vote; all in favor. Motion carried.** Lindsay Cizek-Cribb made note that Amanda Olauson gave appropriate notice stating unavailable for March meeting. Lillie Lambert had offered to take minutes during that meeting and it was suggested Lillie reach out to Amanda for any questions, before the meeting.
5. NDSCS update- Melissa Krava submitted no updates at this time.
6. NCTC update submitted to the board by Danika Johnson stated there are 6 graduates for summer; 5/6 are currently employed as Technicians-In-Training already. Also mentioned there's currently a 3-week virtual learning and looking forward to being back in the classroom setting.
7. ND Board of Pharmacy Advisory Meeting-thorough discussion held/reported. Many topics related to Technicians during the meeting; examples being technician advancement, immunization, wage discussion, survey and what is expected to come from a survey, potential for a mentorship program etc. Very successful meeting covering a wide variety of topics/concerns. Mentorship program was an interest of the NAPT Executive Board, it was decided that Lillie Lambert will create a welcome letter for newly registered technicians in training; welcoming them to the profession and outlining who NAPT is and the executive board not to be specific of the names on the executive board, but to describe that there is an executive board. It would be more of a congratulations of completion of certification as well as describing the aid they are given (the pin); fitting that mentorship piece in here. Lillie will work on this and submit to board for review.
8. ND ROP update provided by Diane Halvorson. Touched briefly on a few technician topics: workforce safety, advancement, also the ROP discussion regarding reducing the completion of program time to 1 year with potential to renew more time if needed. The intent is to lessen

procrastination and potential for abuse. Diane Halvorson prepared and shared reports showing information extrapolated from the information provided by the ND BOP to outline the history of Pharmacy Technicians since 1995 grandfathering.

9. NDPHA Poster presentation. Note: Lillie Lambert dedicated her time to form this project, in one day! Her efforts are incredibly appreciated, thank you for steering the wheel on this. Lillie Lambert provided an update stating the project was submitted and will find out by Feb. 18, 2022 if approved or denied. Adjustments/updates will stem from that decision and Lillie Lambert will follow up with the board as the process goes. Lillie Lambert and Adelle Casavant will be presenting during the NDPhA Convention.
10. Pharmacy Technician Survey- Amanda (Mandy) Chase stated a committee has been formed and met. The committee consists of Amanda (Mandy) Chase, Adelle Casavant and Diane Halvorson. Together a rough draft of a survey that will be going out to the technician profession was prepared and shared with the NAPT executive board. The committee is set to meet with CAP (Collaboration and Advancement in Pharmacy) regarding goals for outcomes of the survey, platforms utilized etc. Committee will also reach out to Mark at the BOP for his input as well. Great discussion stemmed from the rough draft survey. As of right now it is said the survey will be performed by SurveyMonkey and sent via email to ND Registered Technicians; this is subject to change as the project rolls out.
11. NAPT Fall Conference planning update-Diane Halvorson asked if we could add a document to the NAPT Guideline book that would include fall conference information such as date, location, number of attendees, theme of conference; to be added to each year; Secretary responsible for upkeep of records.
12. 2022 Fall Conference will be held September 23-24 at the Ramada in Bismarck, ND. CE topics still pending but Diane listed numerous potential topics/speakers, nothing concrete at this time. ND BOP has asked that we have an Immunization topic this year for a refresher for those educated to meet the ND BOP rules to be able to administer vaccines and administrations.
13. Recruitment to the profession- Amanda (Mandy) Chase stated no updates at this time



14. NDPhA Annual Convention. Lindsay Cizek-Cribb stated the convention is March 10-12, 2022. General Business Meetings Saturday 3/12/22 from 1130am-1pm. Executive Board Meeting Friday 3/11/22 12pm-2pm.
15. Photo release policy-Lindsay Cizek-Cribb. NAPT will mirror what NDPhA does, continuing with what we have done in the past. Verbal consent from individuals before posting /using in any way.
16. Visits to NCTC & NDSCS- Adelle Casavant updated the board that the PowerPoint is finished, being reviewed one last time and will send out to the board soon. Scheduled presentations are NCTC Feb. 28 and NDSCS March 29.
17. Scholarships- Amanda (Mandy) Chase reported that Shelly Blome at ND Career Builders has awarded one scholarship for a total of \$1,250 given to date and one more interested candidate. NAPT board members requesting a breakdown of awards and amounts given specifically, providing some clarification. Amanda (Mandy) Chase will get in touch with Shelly Blome and report back to the board. NAPT Annual Scholarship had 4 applicants. Two applicants did not meet criteria; remaining two applicants, after extensive conversation among the committee, are both being awarded \$400.
18. 2022 NAPT Executive Board Positions. Amanda (Mandy) Chase reported all positions have been/will be filled. Nominations to vote on have been sent out to Jesse Johnson at NDPhA to include in the next Nodak article for the positions requiring voting from the general membership.
19. Facebook- Adelle Casavant provided a brief update. Since January there's been 638 post reaches and 2 new page likes. Adelle Casavant had also mentioned the Facebook page was talked about at the ND Board of Pharmacy Advisory Meeting too and some Pharmacists then started following too.
20. TCT project Diane Halvorson reported no updates at this time.
21. NDPhA Quarterly meeting-Amanda (Mandy) Chase attended and reported a wide variety of topics covered. Most extensively the Medicare Part D plan; other topics including MTM, Rule

changes for prescriptive authorization and immunization administration and more. Next meeting will be at the NDPhA convention then March 22, 2022.

22. Nodak article- Lindsay Cizek-Cribb mentioned everything is submitted that needs to be and just waiting to hear when the next will be rolling out; anticipating soon.
23. Future Meeting date-mentioned previously, at the NDPhA convention and to be determined for any further dates as we welcome the new board members at that time and collaborate with them to plan next meetings.
24. NAPT Annual awards. Amanda (Mandy) Chase provided the board with the award criteria and nominations submitted. The executive board voted on the applicable awards and Amanda (Mandy) Chase sent out the criteria and nominations for the Pharmacy Technician of the Year award to the past recipients to vote on. Amanda (Mandy) Chase will notify all nominators if their recipient won or not, at which point the nominator will work to try to arrange their recipient to be present to accept their award. After all awards have been presented, Amanda (Mandy) Chase will report back to the NAPT executive board the list of recipients for the purpose of minutes and to add to the NAPT Guideline book.
25. Diane Halvorson mentioned in previous years NAPT has had representation at the Pharmacy Advancement Corporation scholarship committee meeting held during the NDPhA convention and asked to have representation again moving forward. One of the past representatives for NAPT has been Donna Kisse.

Amanda (Mandy) Chase made the motion to adjourn the meeting. Second by Adelle Casavant. All in favor. Motion carried.

Meeting adjourned at 1:38pm

Meeting minutes taken by Amanda Olauson, NAPT Secretary

# NAPT Fall Conference 2022

## Budget/Income-Expense Report

Income	Budgeted	Actual Expenses from 2021
Registration (60 attendees @ \$50/attendee)	3,000.00	3190.00
<b>Total</b>	<b>3,000.00</b>	<b>3190.00</b>
Expenses		
Site	550.00	591.25
Speaker Honorarium/Travel	3,000.00	1850.00
Supplies	0	0
Food	5,500	3312.53
ACPE Processing	2,500.00	2450.00
<b>Total</b>	<b>11,550.00</b>	<b>8,203.78</b>
<b>TOTAL LOSS</b>	<b>(8,550.00)</b>	<b>5,013.78</b>

1. NAPT budget shows: 3,000 for income and 11,000 for expenses. This equals an expectation of 8,550 loss

\$ 3,536.22

8:43 AM

01/06/22

Accrual Basis

**NAPT**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1 checking	17,574.67
Total Checking/Savings	17,574.67
Total Current Assets	17,574.67
<b>TOTAL ASSETS</b>	<b>17,574.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	18,714.60
Net Income	-1,139.93
Total Equity	17,574.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,574.67</b>

Jan 31

16,619.00

17,574.67 →  
- 955.67

16,619.00



8:44 AM

01/06/22

Accrual Basis

**NAPT**  
**Profit & Loss**  
 January through December 2021

	Jan - Dec 21	Jan-Dec 22
<b>Income</b>		
100 NAPT Dues		0
100.01 ND Dues	14,700.00	<u>0</u>
Total 100 NAPT Dues	14,700.00	0
110 Interest	1.99	.16
120 Fall Conference		
120.01 Registration	3,190.00	
Total 120 Fall Conference	3,190.00	<u>0.16</u>
Total Income	17,891.99	
<b>Expense</b>		
200 Executive Board Meetings		
200.01 Food	226.15	
200.02 Mileage	406.56	0
Total 200 Executive Board Meetings	632.71	
220 Fall Conference		
220.01 Food	3,312.53	
220.02 Site	591.25	
220.03 Speaker Costs	1,850.00	
220.07 CE Processing	2,450.00	0
Total 220 Fall Conference	8,203.78	0
240 Miscellaneous	2,442.19	
260 NDPhA Support	5,000.00	
290 Postage/Printing		
290.01 Annual Mailer	835.36	
290.02 General	1,016.01	
290.04 Fall Conference Postage	751.53	955.83
Total 290 Postage/Printing	2,602.90	
300 General		
300.01 Awards	150.34	
Total 300 General	150.34	
340 - Raffle	0.00	
Total Expense	19,031.92	955.83
Net Income	<u><u>-1,139.93</u></u>	- 955.67





**For a Better Way of Life.®**

P.O. Box 2847 • Fargo, ND 58108-2847

## Statement of Account

Statement Date

DEC 25-JAN 26, 2022

Account Number

\*\*\*\*\*7890

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\*\* DO NOT MAIL \*\*

NORTHLAND ASSN OF PHARMACY TECHNICIANS  
1641 CAPITOL WAY  
BISMARCK ND 58501

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### Business Non-Profit Int CK \*\*\*\*\*7890

Starting Balance	17,574.67	Interest Earned 12-25-2021 through 01-26-2022	0.16
Deposits	0.00	Average Daily Balance During this period	17,169.17
Withdrawals	955.83	Interest Rate	0.01%
Service Charges	0.00	Interest Earned Y-T-D	0.16
Interest	0.16	Annual Percentage Yield Earned	0.01%
Ending Balance	16,619.00		

Post Date	Trans Date	Transaction Description	Withdrawals	Deposits	Balance
		Starting Balance			17,574.67
01/13	01/13	Check 2706	955.83		16,618.84
01/26	01/26	Credit Interest		0.16	16,619.00

Summary of Returned Item Fees (NSF Fee - Returned Item) and Overdraft Fees (NSF Fee - Paid Item)

	Total For This Period	Total Year-to-Date
Total Returned Item Fees	0.00	0.00
Total Overdraft Fees	0.00	0.00



Northland Association of Pharmacy Technicians  
Financial Budget/Expense Report  
January - December  
Northland Association of Pharmacy Technicians  
Budget vs Actual Annual Summary

Ledger	Item Description	2017				2018				2019			
		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income
Number													
100	NAPT Dues		0.00	13957.50	13000.00		0.00	13877.50	13500.00	0.00	0.00	16312.50	13500.00
100.03	Pin Sales		0.00	155.00			0.00				0.00		
110	Interest		0.00	1.18	2.00		0.00	1.31	2.00		0.00	1.40	2.00
120/220	Fall Conference	10766.82	8500.00	4860.00	3600.00	10797.81	10650.00	4050.00	4700.00	7377.18	11750.00	3210.00	4500.00
200	Executive Board Meetings	1889.94	5000.00		0.00	602.20	5000.00		0.00	870.95	4000.00		0.00
210	Executive Board Membership	50.00	500.00		0.00		500.00		0.00		500.00		0.00
240	Miscellaneous	239.64	500.00		0.00	190.28	500.00		0.00	41.07	500.00		0.00
250	National Convention	1365.83	2000.00		0.00	1421.86	1500.00		0.00	1079.77	1500.00		0.00
260	NDPhA Support		5000.00		0.00	2500.00	5000.00		0.00	5000.00	2500.00		0.00
280	Pharmacy Week		0.00		0.00		0.00		0.00		0.00		0.00
290	Postage/Printing	587.67	1500.00		0.00	1153.68	700.00		0.00	1688.62	1500.00		0.00
300	General	153.01	175.00		0.00	133.14	175.00		0.00	212.90	175.00		0.00
310	Student sponsorship to Cnvn		300.00		0.00		300.00		0.00		300.00		0.00
320	Video Project	5561.38	5000.00		0.00		0.00		0.00		0.00		0.00
330	Visit Selected Schools		0.00		0.00	40.00	400.00		0.00		400.00		0.00
340	Annual Raffle		0.00		0.00		0.00	0.00	0.00	0.00	0.00		0.00
		20614.29	28475.00	18973.68	16602.00	16838.97	24725.00	17928.81	18202.00	16270.49	23125.00	19523.90	18002.00

Ledger	Item Description	2020				2021				2022			
		Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income	Actual Expense	Budgeted Expense	Actual Income	Budgeted Income
Number													
100	NAPT Dues		0.00	14350.00	16000.00		0.00	14700.00	14000.00				14,700.00
110	Interest		0.00	1.77	2.00		0.00	1.99	2.00			0.16	2.00
120/220	Fall Conference	1250.00	11000.00		4500.00	8203.78	11000.00	3190.00	3000.00				3,000.00
200	Executive Board Meetings	199.68	3000.00		0.00	632.71	3000.00		0.00		2000.00		
210	Executive Board Membership		500.00		0.00		400.00		0.00		0.00		
240	Miscellaneous	3332.25	500.00		0.00	2442.19	500.00		0.00		500.00		
250	National Convention	90.95	1200.00		0.00		100.00		0.00		0.00		
260	NDPhA Support		2500.00		0.00	5000.00	2500.00		0.00		2500.00		
290	Postage/Printing	3371.98	1450.00		0.00	2602.90	1450.00		0.00	955.83	1500.00		
300	Awards	757.53	175.00		0.00	150.34	175.00		0.00		150.00		
330	Visit Selected Schools		200.00		0.00		200.00		0.00		200.00		
		9002.39	20525.00	14351.77	20502.00	19031.92	19325.00	17891.99	17002.00	955.83	17850.00	0.16	17,702.00

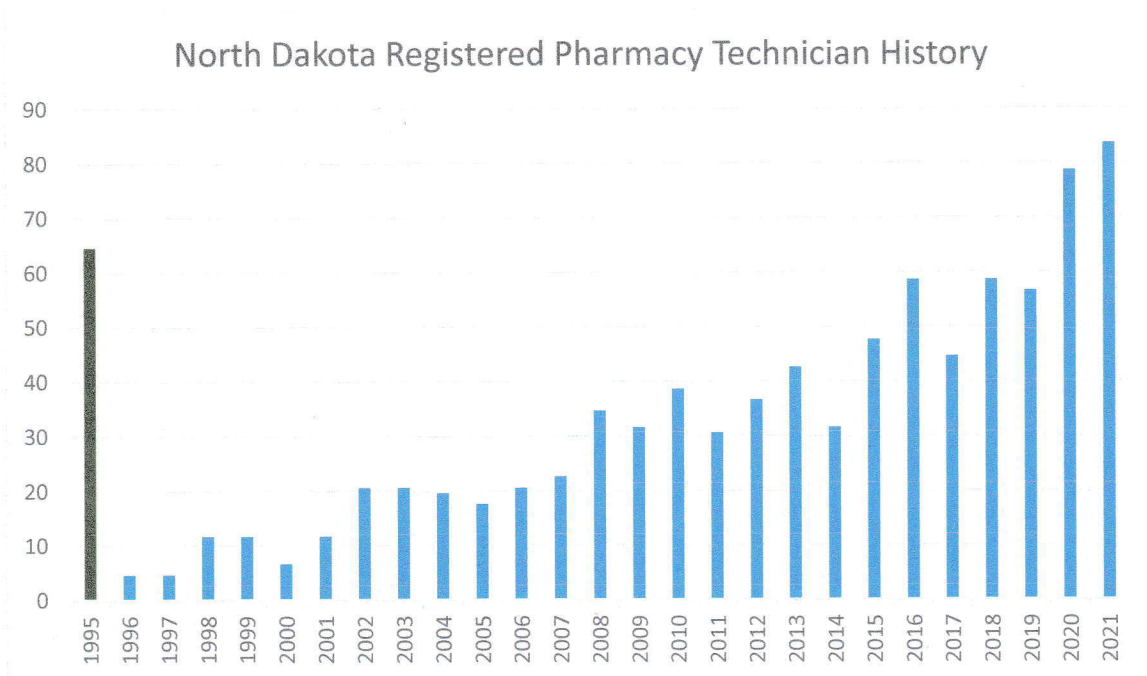


Date	Check Number	100 NAPT Dues	110 Interest	120 Fall Conference	220 Ex board meetings	210 Ex Board Membership	240 Misc	250 National Convention	260 NDPHA Support	290 Postage/Printing	300 Awards	330 Visits to Schools	Current Balance	cleared bank
1/26/2021													18714.60	yes
2/4/2021	2671		0.16							835.36			17879.40	yes
2/11/2021	2672						1014.00						16865.40	yes
2/26/2021			0.15										16865.55	yes
3/8/2021	2673-voided												16865.55	yes
3/8/2021	2674												16843.12	yes
3/14/2021	2675						22.43	442.00					16401.12	yes
3/26/2021			0.13										16401.25	yes
4/26/2021			0.14										16401.39	yes
5/10/2021	2676										150.34		16251.05	yes
5/26/2021			0.13										16251.18	yes
6/6/2021	2677				52.00								16199.18	yes
6/6/2021	2678								2500.00				13699.18	yes
6/6/2021	2679				68.88								13630.30	yes
6/6/2021	2680				68.88								13561.42	yes
6/21/2021		14700.00											28261.42	yes
6/26/2021			0.16										28261.58	yes
6/28/2021	2681			2450.00									25811.58	yes
7/18/2021	2682						17.18						25794.40	yes
7/18/2021	2683									751.53			25042.87	yes
7/18/2021	2684						116.10						24926.77	yes
7/18/2021	2685				68.88								24857.89	yes
7/18/2021	2686				68.88								24789.01	yes
7/18/2021	2687				68.88								24720.13	yes
7/18/2021	2688				62.16								24657.97	yes
7/22/2021			0.22										24658.19	yes
8/2/2021				150.00									24808.19	yes
8/6/2021				400.00									25208.19	yes
8/12/2021				300.00									25508.19	yes
8/18/2021				350.00									25858.19	yes
8/25/2021				800.00									26658.19	yes
8/26/2021			0.22										26658.41	yes
9/1/2021	2689						95.54						26562.87	yes
9/8/2021				400.00									26962.87	yes
9/6/2021	2690			150.00									26812.87	yes
9/6/2021	2691			100.00									26712.87	yes
9/6/2021	2692			100.00									26612.87	yes
9/6/2021	2693			300.00									26312.87	yes
9/6/2021	2694			300.00									26012.87	yes
9/6/2021	2695			300.00									25712.87	yes
9/6/2021	2696			300.00									25412.87	yes
9/6/2021	2697			150.00									25262.87	yes
9/6/2021	2698			75.00									25187.87	yes
9/6/2021	2699			75.00									25112.87	yes
9/6/2021	2700								2500.00				22612.87	yes
9/13/2021				650.00									23262.87	yes
9/15/2021							1971.00						21291.87	yes
9/15/2021	2701						-1971.00						23262.87	yes
9/22/2021				140.00									23402.87	yes
9/22/2021	2702				174.15								19324.94	yes
9/22/2021	2703						457.96						18866.98	yes
10/10/2021	2704						276.98						18590.00	yes
9/25/2021			0.23										18590.23	yes
10/23/2021	2705									1016.01			17574.22	yes

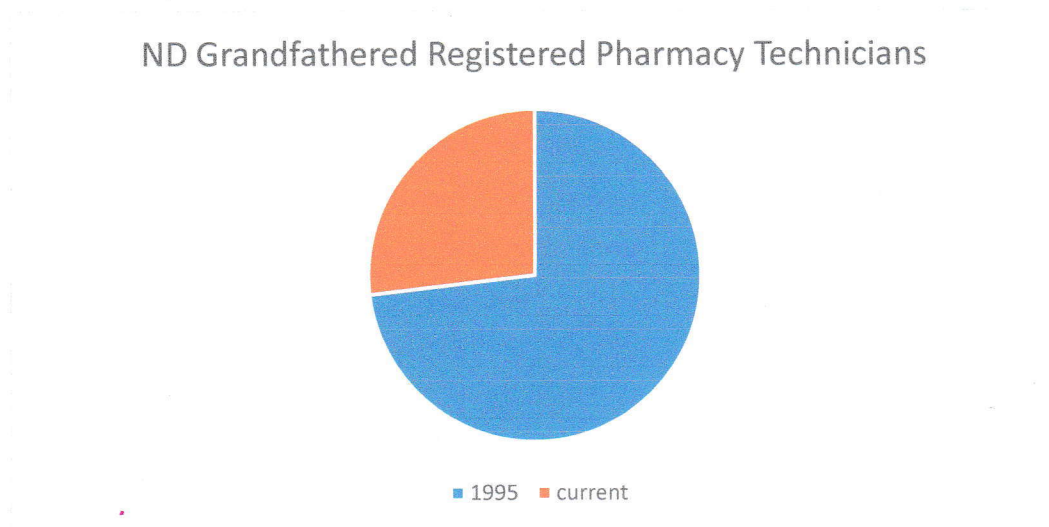
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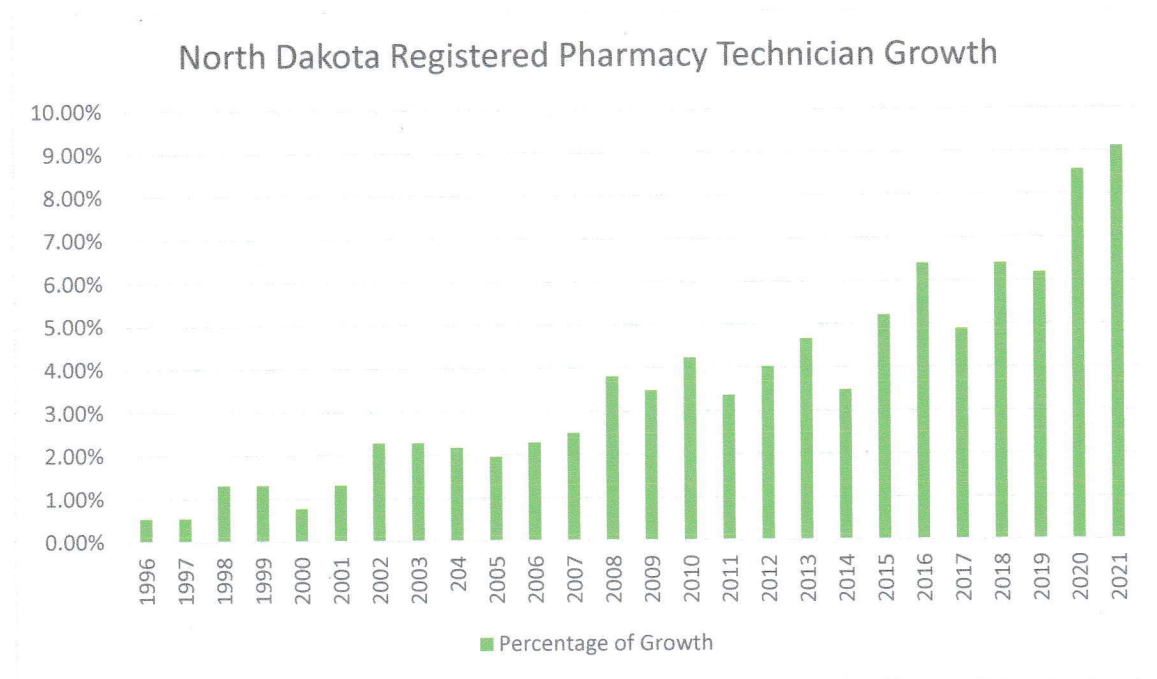
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- The above diagram shows the initial registration of all current ND Registered Pharmacy Technicians
- 1995 was the initial “grand-fathering” of all current, at the time practicing Pharmacy Technicians that are still currently practicing (this is displayed in the green bar)



- The orange highlights the number of Technicians that were part of the 1995 grandfathering and still practicing



- Shows the continued growth within the profession