



Northland Association of Pharmacy Technicians

General Membership Meeting Minutes

March 12th, 2022 11:30-1:00pm

Radisson Hotel, 605 East Broadway Ave, Bismarck, ND 58501

Present: 20 members

1. Chairperson Lindsay Cizek-Cribb called the meeting to order at 11:36 am
2. Quorum was established
3. Chairperson Lindsay Cizek-Cribb read the mission statement.
4. Meeting agenda was reviewed. There were no changes and a motion to approve the General Membership agenda was made by Cassie Doyle. Second by Kathy Zahn. All in favor. Motion carried.
5. Treasurer Diane Halvorson presented the Treasurer's report. The Profit and Loss sheet, Balance Sheet, and Checkbook balance sheet were reviewed. Treasurer Diane Halvorson also reported the current Scholarship fund is \$2,577, recent activity includes two scholarships awarded for \$400 each. Kathy Zahn motioned to approve the Profit and Loss sheet, Balance Sheet, and Checkbook balance sheet. Second by Kerri Ring. All in favor. Motion carried.
6. Chairperson Lindsey Cizek-Cribb presented the Secretary report. Members were allowed a few moments to review the General Membership meeting minutes from September 11th, 2021. It was also stated to the members present that the General Membership and Executive Board meeting minutes are available on the NDPhA website. Cassie Doyle made a motion to approve the General Membership Meeting minutes from Sept 11th, 2021. Josie Quick seconded. All in favor. Motion carried.
7. Member at Large Lillie Lambert discussed the poster, created by the NAPT Executive Board Poster Presentation committee, which was presented during the NDPhA Annual Convention. Member at Large Lillie Lambert spoke with the General Membership about the general concepts behind the poster, the work that went into it, and some of the feedback that was received. Treasurer Diane Halvorson expanded on the poster parameters and areas for future growth. Treasurer Diane Halvorson also stated that the North Dakota Board of Pharmacy members, who had reviewed the poster at the NDPhA convention, encouraged NAPT to consider bringing the poster to the NABP Convention.
8. It was shared at this time that the Tech Check Tech program article had been published.

9. Fall Conference Committee Chairperson/Treasurer Diane Halvorson announced that the 2022 NAPT Annual Fall Conference would be held at the Ramada by Wyndham in Bismarck, ND on September 23rd and 24th, 2022. The Fall Conference Committee Chairperson/Treasurer Diane Halvorson and Fall Conference Committee member/President Amanda (Mandy) Chase had visited the location on Thursday, March 10th and went over all logistics of the site in preparation for the conference. Discussion was held regarding various speakers and topics. Fall Conference Committee Chairperson/Treasurer Diane Halvorson announced that Dr. Hardy, Tyler Lannoye, and the ONE program technician follow up were all topics that were confirmed, along with the panel topics and speakers. Heather Churchill and Kathy Zahn will be co-chairing the Basket Extraordinaire.

10. Survey Committee member/Treasurer Diane Halvorson reviewed the Pharmacy Technician Survey with the General Membership. Survey Committee member/Treasurer Diane Halvorson stated that the NAPT Survey Committee, consisting of Treasurer Diane Halvorson, Vice President Adelle Casavant, and President Amanda (Mandy) Chase, is working on the survey with the assistance of CAP. Treasurer Diane Halvorson stated that the NAPT Executive Board thought it was important to determine where Pharmacy Technicians in North Dakota were in relation to their pay, advance practice skills, and job satisfaction. The expected release date is late April and will be sent via email to the Pharmacy Technicians in the state.

11. President Amanda (Mandy) Chase gave an update on the NAPT Scholarship, ND Career Builder Scholarship, NAPT Awards and Nominations for open board positions.

- a. President Amanda (Mandy) Chase stated that four scholarship applications had been received and two \$400 scholarships were awarded.
- b. The North Dakota Career Builders scholarship has had 3 awardees to date.
- c. President Amanda (Mandy) Chase announced that there had been a large amount of applicants for the Annual Pharmacy Technician Awards and encouraged everyone to keep sending in nominees as our Pharmacy Technicians should be acknowledged for the work they are doing.
- d. President Amanda (Mandy) Chase encouraged the General Membership to reach out to the Executive Board if they are interested in becoming a board member.

12. Vice President Adelle Casavant gave a Facebook update. Adelle highlighted growth in followers of the Facebook page. Vice President Adelle Casavant also stated the username of the Facebook page as www.facebook.com/pharmacytechnicianNAPT and spoke to the NAPT General Membership how to easily find the Facebook page. There was a brief discussion about the Facebook posts and questions were answered by Vice President Adelle Casavant and the NAPT Executive Board.

13. Chairperson Lindsey Cizek-Cribb recognized current and past Executive Board Members and thanked them for their time and dedication to NAPT.

14. Chairperson Lindsey Cizek-Cribb installed the 2022-2023 Executive Board. Board members installed at this time: Amanda (Mandy) Chase-Chairperson, Adelle Casavant- President, Josie Quick- Vice President, Vanessa Topka- Secretary, Tracy Lindsey- Parliamentarian, Brenda Nitschke-Member at Large, and Jami Weybright- Member at Large.

15. Chairperson Amanda (Mandy) Chase welcomed the new Board and thanked Lindsey Cizek-Cribb for a great year and also for being a great mentor.

16. Chairperson Amanda (Mandy) Chase opened the floor to members to share their thoughts, questions, and requests of the board. Treasurer Diane Halvorson acknowledges that while she is the recipient of the award by NABP, this award is for all of the pharmacy technicians in North Dakota and across the nation that work hard and provide great service to the profession. It is an honor for NABP to be presenting the Carmen Catizone Honorary President to a pharmacy technician.

17. Heather Churchill made a motion to adjourn the meeting. Second by Kerri Ring. All in favor. Meeting adjourned at 12:43pm.

Minutes prepared by: Lillie Lambert, Member-at-Large in the absence of the secretary. Minutes updated by Amanda (Mandy) Chase, Chairperson.

10:51 AM

03/03/22

Accrual Basis

NAPT
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1 checking	16,451.88
Total Checking/Savings	16,451.88
Total Current Assets	16,451.88
TOTAL ASSETS	16,451.88
LIABILITIES & EQUITY	
Equity	
Retained Earnings	17,574.67
Net Income	-1,122.79
Total Equity	16,451.88
TOTAL LIABILITIES & EQUITY	16,451.88

10:53 AM

03/03/22

Accrual Basis

NAPT
Profit & Loss Budget vs. Actual
 January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget
Income			
100 NAPT Dues	0.00	14,700.00	-14,700.00
110 Interest	0.30	2.00	-1.70
120 Fall Conference	0.00	3,000.00	-3,000.00
Total Income	0.30	17,702.00	-17,701.70
Expense			
200 Executive Board Meetings			
200.01 Food	29.50		
200.02 Mileage	137.76		
200 Executive Board Meetings - Other	0.00	2,000.00	-2,000.00
Total 200 Executive Board Meetings	167.26	2,000.00	-1,832.74
220 Fall Conference	0.00	11,000.00	-11,000.00
240 Miscellaneous	0.00	500.00	-500.00
260 NDPHA Support	0.00	2,500.00	-2,500.00
290 Postage/Printing			
290.01 Annual Mailer	955.83		
290 Postage/Printing - Other	0.00	1,500.00	-1,500.00
Total 290 Postage/Printing	955.83	1,500.00	-544.17
300 General			
300.01 Awards	0.00	150.00	-150.00
Total 300 General	0.00	150.00	-150.00
330 School Visits	0.00	200.00	-200.00
Total Expense	1,123.09	17,850.00	-16,726.91
Net Income	-1,122.79	-148.00	-974.79

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	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
Number		Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense
100	NAPT Dues		0.00	13957.50	13000.00			0.00	13877.50	13500.00				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							
210	Executive Board Membership	50.00	500.00		0.00		500.00			0.00		500.00							
240	Miscellaneous	239.64	500.00		0.00	190.28	500.00			0.00	41.07	500.00							
250	National Convention	1365.83	2000.00		0.00	1421.86	1500.00			0.00	1079.77	1500.00							
260	NDPhA Support		5000.00		0.00	2500.00	5000.00			0.00	5000.00	2500.00							
280	Pharmacy Week		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							
300	General	153.01	175.00		0.00	133.14	175.00			0.00	212.90	175.00							
310	Student sponsorship to Chvn		300.00		0.00		300.00			0.00		300.00							
320	Video Project	5561.38	5000.00		0.00		0.00			0.00		0.00							
330	Visit Selected Schools		0.00		0.00	40.00	400.00			0.00		400.00							
340	Annual Raffle		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	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
Number		Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense	Income	Income	Expense	Expense
100	NAPT Dues		0.00	14350.00	16000.00			0.00	14700.00	14000.00									
110	Interest		0.00	1.77	2.00			0.00	1.99	2.00									
120/220	Fall Conference	1250.00	11000.00		4500.00	8203.78	11000.00	3190.00	3000.00										
200	Executive Board Meetings	199.68	3000.00		0.00	632.71	3000.00		0.00										
210	Executive Board Membership		500.00		0.00		400.00		0.00										
240	Miscellaneous	3332.25	500.00		0.00	2442.19	500.00		0.00										
250	National Convention	90.95	1200.00		0.00		100.00		0.00										
260	NDPhA Support		2500.00		0.00	5000.00	2500.00		0.00										
290	Postage/Printing	3371.98	1450.00		0.00	2602.90	1450.00		0.00										
300	Awards	757.53	175.00		0.00	150.34	175.00		0.00										
330	Visit Selected Schools		200.00		0.00		200.00		0.00										
		9002.39	20525.00	14351.77	20502.00	19031.92	19325.00	17891.99	17002.00	1280.04	17850.00	0.30	17,702.00						

[illegible]