

Executive Board Meeting

September 22nd, 2023 @ 8:30-1:30pm

NAPT Fall Conference, Prairie Room, Holiday Inn-Fargo

Present: Adelle Casavant (Chairperson), Josie Quick (President), Amanda (Mandy) Chase (Vice-President), Vanessa Topka (Secretary), Diane Halvorson (Treasurer/ND BOP Liaison), Brenda Nitschke (Member-at-Large), Tracy Lindsey (Parliamentarian)

Absent: Brittney Beach (Member-at-Large)

1. Call to Order at 8:37 by Adelle Casavant

Quorum was established.

Mission Statement was read by Vanessa Topka

2. Review and approve agenda, motion was made by Diane to approve the agenda, seconded by Brenda, no discussion, motion passed.

3. Secretary report was given by Vanessa Topka,

Approve Meeting Minutes from Executive Board Meeting from August 13thh, 2023, motion was made by Diane with corrections, seconded by Tracy. Motion carried.

4. Financial Report was given by Diane Halvorson

Profit and Loss/Balance Sheet-Motion was made by Vanessa to accept the financial report seconded by Mandy. Motion passed. 2024 budget was reviewed; discussion was held regarding adding line #360 for Zoom Meetings. Additional discussion held regarding asking the General Membership for consideration of adding Special Funding again this year.

5. Liaison Report

NDBoP report was given by Diane Halvorson. Diane reviewed the current rule updates that the board is working on. Timeline for rules updates adoption is January 2024. All rules currently being revised can be accessed on the North Dakota Board of Pharmacy website.

NDPhA , Adelle Casavant gave a summary to the Executive Board.

NDSCS Melissa Krava reported that they had 4 graduates in 2023 and all 4 are currently employed and 3 have successfully passed their national certification. There are currently 10 potential graduates for 2024 and there are currently 12 first year students. Official accreditations will happen in October 2023. NDSCS has converted from Hybrid to Hyflex.

NCTC Danika Johnson sent a report to Josie, the program went on suspension for 1year, but it is to revamp and restructure the way they deliver the program, less dedicated time on campus but still the same number of hours. NCTC is also updating and remodeling the lab to better serve the students.

6. Defining expanded roles discussion, Diane presented a tool that would be set at each table. The attendees would be asked to work at their table to identify an expanded role to mean and list expanded roles. During the general business meeting, each table will share a high level of their discussion. Diane encouraged NAPT Executive Board members to try to sit at different tables to join the conversation and encourage conversation if the table needs encouragement. Diane will collect the data after and consolidate to bring back to the NAPT Executive Board to discuss next steps.

7. NAPT Fall Conference-Diane reported that we currently have 18 signed up for the

Immunization training but only 17 will be attending. Motion was made by Josie to refund Juan Lodu an immunization fee. Seconded by Mandy. Motion carried. Jess Ziegler will be assisting Dr Skoy with the training. Tracy made a motion to have the Registration fee received for the immunization training go back to the Scholarship fund. Seconded by Josie. Motion carried. Attendees at the Fall Conference will receive a total of 10 continuing education credits. Barb Lacher will be the MC for Friday night and the first presenter Saturday morning, and the Fall Conference planning committee will be taking turns being the MC on Saturday and Mandy will be the MC for Joel Aukes Escape room. The basket extraordinaire is being organized by Pharmacy staff at Essentia and Tracy has been asked to be the keeper of the money and ticket sales.

8. Apparel Creation-Adelle and Brenda did research from 2 different companies regarding apparel for Technicians to purchase, Adelle provided a few examples that she purchased for herself. Discussion was held to ask the companies for a little more clarification on estimated cost, shipping and if nothing sells are we obligated to pay any fees. We will ask the General Membership at the September 23, 2023 meeting if there is an interest in purchasing any of the merchandise. Diane brought up the question if we feel the NAPT logos are available for anyone to make items with the logo, Diane asked the board to consider for future conversation.

9. Fall Conference 2024, Josie reported that the Fall Conference will be held in Bismark ND at the Holiday Inn September 20th and 21st, 2024. The room rate will be $114. Melissa stated that it is the 30 year anniversary for NDSCS Pharmacy Program. The NAPT Executive Board discussed and based on the results of this years participation in the Immunization Training Course, the NAPT Executive Board encouraged the NAPT Fall Conference Committee to consider planning another session that would provide detailed education on an expanded/advanced pharmacy technician role.

10. Pharmacy Technician Day is October 17th, please watch Facebook posts thanking technicians for all they do. Please submit photos of things you did from Pharmacy week. Discussion to ask Heidi Eukel if NAPT can use her video from the Fall conference to share via Facebook and email.

11. Zoom Technology/Communication, discussion was held regarding the $150 fee to use the zoom platform from NDPhA, Adelle will find out if we need our own account or if we can continue using NDPhA.

12. General Membership meeting will be on Saturday September 23rd, 2023, 12:15-1:30pm, addition to the meeting agenda will be Brenda with an overview of the NABP poster presentation.

13. Scholarship, Josie has nothing new to report from Carrer Builders amount is the same at $1750

14. Award Nominations, Josie and Diane will be working on revamping the award nomination form for the upcoming nomination year. All sponsors have confirmed for the 2024 year.

15. Facebook, Mandy has been promoting the 2023 Fall Conference and will now be starting to promote Pharmacy Week and Pharmacy Technician Day.

16. Recruitment brochure was updated by Mandy with a few recommendations from the Executive Board from the August 13th, 2023. Mandy will send the updated brochure to NDBOP and NDPhA requesting to replace the old one.

17. Updates to the Guildline Book, Diane presented the updates to the Job Description of the Vice President and the creation of the communication document. Regarding the update for the awards, Josie will contact NDPhA so they know who to send the award nominations to the President and Vice President moving forward.

18. Next Meetings:

September 22nd, 2023, Executive Board Meeting (Fall Conference) 8:30-1:30 to be held at the

Holiday Inn, Fargo

September 23rd, 2023, General Membership Meeting (Fall Conference) 12:15-1:30 to be held at the

Holiday Inn, Fargo

October 8th, 2023, Status Call-Zoom 7pm

November 12th, 2023, Status Call- Zoom 7pm

December 10th, 2023, Executive Board Meeting-Zoom 9am-1pm

January 7th, 2024, Status Call-Zoom 7pm

February 11th, 2024, Status Call-Zoom 7pm

March 10th, 2024, Executive Board Meeting, Valley City 9am-3pm

April 19th, 2024, Executive Board Meeting (ND Pharmacist Convention), Holiday Inn, Fargo

April 20th. 2024, General Membership Meeting (ND Pharmacist Convention), Holiday Inn, Fargo

19. Motion to adjourn was made by Vanessa and seconded by Brenda. Meeting adjourned 1:16