

Executive Board Meeting Agenda

September 23, 2022 @ 9:00AM – 2:00PM

NDPhA Office

1641 Capitol Way

Bismarck, ND 58501

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

Absent: Danika Johnson (NCTC Liaison)

1. Call to Order Mandy (Amanda) Chase (Chairperson)at 9:07 AM

Quorum was established

Mission Statement was read by Jami Weybright (Member-at Large)

2. Motion to approve the agenda was made by Diane Halvorson (Treasurer/ND BOP Liaison), and seconded by Tracy Lindsey (Parliamentarian) with one addition, a gift for Jesse Johnson for all that he does for our organization.

3. Jesse/Mike visit-Mike Schwab has been with NDPHA office for 15 years and Jesse has been here since December 2020, part of their duties is working with the Legislative and policy work. Diane Halvorson discussed giving a small gift to Jesse for a helping Technicians to build our profession. Josie Quick (Vice-President) made a motion to give $250 appreciation gift to Thank Jesse for his assistance in the transition for postal mail to electronic email, seconded by Brenda Nitschke (Member-at-Large). No discussion. Motion Passed.

4. Secretary Report Vanessa Topka (Secretary), review of the NAPT Executive Board Meeting from Sunday August 21st 2022, motion was made by Jami Weybright (Member-at-Large) to accept the minutes, seconded by Mandy (Amanda) Chase. Motion passed

5. Treasurer Report Diane Halvorson (Treasurer/ND BOP Liaison)

A. Profit and Loss

B. Balance Sheet

C. Fiscal Report/Checkbook Report

D. Scholarship Fund

Diane is waiting for income from the NAPT Fall conference to be processed from card holders, it should be complete in about a week. Diane reported that there is currently $5577.79 in the scholarship fund. No further discussion. Motion to approve the Treasures report Josie Quick (Vice-President), seconded by Adelle Casavant (President). No further discussion. Motion passed

6. Reports of Committees

A. NAPT Finance Committee Budget 2023 Diane Halvorson (Treasurer/ND BOP Liaison) The budget is set and will be presented to the NAPT members at the General Membership Meeting on Saturday September 27, 2022. Discussion was held to set line-item Special projects at zero until after speaking with the General Members

B. NAPT Survey Committee Diane Halvorson (Treasurer/ND BOP Liaison) Part one of the Technician. Survey will be presented on Friday Night September 23rd at the end of the speakers. Part two will be coming later and will be in an article format and will be published in the NoDak and emailed from Jesse and will also be shared on Facebook.

C. NAPT Fall Conference 2022 Diane Halvorson (Treasurer/ND BOP Liaison), reported that Mike Schwab will be replacing Mark Hardy on Friday night. Diane also reported that 67 people were registered for the Fall Conference. 2 members reached out for a refund. Tracy Lindsey (Parliamentarian) made a motion to only give refunds after reviewing the circumstance, seconded by Josie Quick (Vice-President). Motion passed.

Please help with ticket sales for the Basket Extraordinaire, everyone can participate in buying tickets for the Basket Extraordinaire.

D.NAPT Fall Conference 2023, Diane Halvorson (Treasurer/ND BOP Liaison), reported that going forward not to plan on booking speakers until February/March.

E. Scholarship Committee Adelle Casavant (President)

NAPT Annual Scholarship currently has a balance of $5577.79. Applications will open in January 2023; schools will be notified a month prior

ND Career Builders, no new awards will be issued and will follow the Rubics guidelines

F. Facebook Josie Quick (Vice-President)

Event posting for Fall Conference and Basket Extraordinaire and Vax Champ

G. NAPT 2023 Annual Awards Adelle Casavant (President), reported that all the sponsors are confirmed and are the same as last year, Adelle is working on a timeline and will be advertising on Facebook after the Fall Conference, forms can be found on the NDPHA website.

H. Nomination Committee Adelle Casavant (President) reported that we currently have 2 open positions, Vice-President, and Treasurer, we also have 2 Member-at-large positions that are appointed by the Chairperson.

I. Recruitment to the Profession of Pharmacy Committee Diane Halvorson (Treasurer/ND BOP Liaison)/Mandy (Amanda) Chase (Chairperson), currently no update

J. TCT Project Committee-where do we go from here Diane Halvorson (Treasurer/ND BOP Liaison), will hopefully revisiting pilot sites. The Executive Board had a very lengthy discussion on the TCT

7. Liaison Members

A. NDBoP Diane Halvorson (Treasurer/ND BOP Liaison) Looking at the rules for TCT process, can the filler be a Tech in Training? Look at Advance/Expanded practice for Technicains

B. NDPhA (Mandy (Amanda) Chase/Mike Schwab) Mike visited the meeting comments were made regarding the Technician Survey, Fall Conference, PTU, Poster presentation, DEA Inspections, VaxChamp, The NDPHA conference will be held at the Sleep Inn in Minot

C. NDSCS/NCTC- Melissa Krava reported that all seven graduates passed their PTCB test

8. Current Topics

A. Postal mail to email list to Jesse and Vanessa (Mandy (Amanda) Chase) Jesse will email the General Members and Vanessa Topka will manage the Technician list for postal mail.

B. Future communications with General Membership (Adelle Casavant) Postal mail will consist of 2 mailings a year, with the first mailing will be the new board. Email communication will consist of Annual award winners, Scholarship awards, New Board Members, Fall Conference, Award nominations, nominations for the board, voting and Technician Day

C Computer Maintenance (Mandy (Amanda) Chase) Please make sure the Secretary and Treasurer have the current version installed on their computers. Antivirus is due in October of 2022 cost is $49.99 for each computer. Discussion was held on the need for the printers that both the Secretary and Treasurer each have. Motion was made by Tracy Lindsey (Parliamentarian) to add a line in the budget for the computer maintenance for $120, seconded by Jami Weybright (Member-at-Large), Motion passed

D. NAPT/PTU conversations (Group Discussion) Great discussion about PTU vs NPHA, is to get more there a need? Sending a survey to the heads of Pharmacies, Josie to do more research on the Pharmtech ready program, Adelle to get more info from PTU and Diane to create a survey

E. Guideline Book updates (Diane Halvorson)

1. Rubric for NAPT Scholarship

2. NAPT Highlights

3. Expectations of attendance for NAPT Executive Board

4. Secretary term (increased to 2 years)

5. FB portion sharing of info from ND Pharmacy sources

Adelle made a motion to approve the changes to the guild line book, seconded by Jami Weybright (Member-at-Large). Motion passed

F. Project with budget overage (Group Discussion). Discussion was held regarding becoming our own CE provider, will be looking at the PTCB requirements. Will ask the General membership for money funding

G. Visit to NDSCS and NCTC (Mandy (Amanda) Chase). Melissa will due visits in the Spring

H. CE Processing (Diane Halvorson). Discussion was held regarding the cost of using CE impact, ask the NDPHA board for guidance.

I. Pharmacy Tech Letter revision (Mandy (Amanda) Chase and Tracy Lindsay) suggestion to consolidate how many times we use the term Registered Technicians, spell out the word North Dakota instead of ND, suggestion to add a QR code, should we use bullet points instead of letter form

J. Pharmacy Tech Day October 18, 2022,

1. Video will be loaded onto the Facebook Page

2. Ideas from Executive Board Members-Have Jesse send an email

K. Advanced Practice vs. Expanded Practice (Group Discussion) The Executive board had a very in-depth conversation regarding Advanced and Expanded for Technicians and it was decided that help was needed from the General Membership meeting on Saturday September 24th

L. Lapel Pin selling, we will be selling pins at the Fall Conference for $3 a piece at the Registration table

9. NoDak Upcoming Due Dates (Mandy (Amanda) Chase)The last issue was September 15th. The November/December issue will consist of the Executive Board nominations, award nominations and a wrap of the Fall conference

10. Review agenda for General Membership meeting

11. Future Meeting Dates (Mandy (Amanda) Chase)

A. September 24, 2022-Time TBD General Membership Meeting@ Ramada by Wyndham, Bismarck, ND B. Status Call October 9th, 2022 @ 730pm

C. Status Call November 13, 2022 @ 730pm

D. Executive Board Mtg December 4th, 2022 @0900 @ Ramada in Fargo

E. Status Call January 8, 2023 @ 730pm

F. Status Call February 12, 2023 @ 730pm

G. Executive Board Mtg March 5th, 2023 @0900 @ Ramada in Fargo

H. Executive Board Mtg April 21, 2023 @ NDPHA convention

I. General Membership Mtg April 22, 2023 @ NDPHA convention

12. Adjournment of Meeting: 2PM