

Executive Board Meeting Minutes

October 4, 2020 at 8pm

1-888-354-0094 code: 2271062111#

Members present: Arlene Monson-Chairperson, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Diane Halvorson-Secretary and BOP Liaison, Jami Weybright-Parliamentarian, Shaina Stall-Member at Large

Members Absent: Lindsay Cizek-Cribb-President, Melissa Krava-NDSCS Liaison Member, Danika Johnson-Northland Community and Technical College Liaison, Mike Schwab-NDPhA Liaison Member

1. The meeting was called to order at 2002 by Arlene Monson. Roll called by Arlene Monson and quorum was declared.
2. Agenda was reviewed. **Jami Weybright made a motion to approve the agenda. Diane Halvorson seconded the motion. Motion carried.**
3. Mandy Chase read the NAPT Mission Statement.
4. Arlene Monson opened for discussion of Secretary and Treasurer Computer Purchase:
	1. Diane Halvorson expressed her opinion of motion made at the general business meeting specific to the motion not including a cap. Regardless of conversations that have transpired via email. Moving forward, it should be the NAPT executive board that reviews and votes on the final purchase of the computers.
	2. Mandy Chase expressed her thoughts that we need to be transparent with our expenditures and that this is a good lesson moving forward to ensure anytime a purchase is to be made we should have either an estimate we are review and/or place a cap amount in the motion.
	3. Cassie Doyle expressed her thoughts that once a motion is made we should not try to go back and alter the motion in any capacity.
	4. Mandy Chase presented the quote she obtained from C-Ram in the amount of $2,032.96.
	5. Arlene Monson asked if we have available funds to cover this purchase. Cassie Doyle-Treasurer stated yes we have available funds.
	6. Diane Halvorson asked if the group feels one quote is sufficient. Cassie Doyle replied that she felt since this is the company that NDPhA has used for their computer needs she is comfortable with one quote, all attendees agreed.
	7. **Diane Halvorson made a motion to purchase the Secretary and Treasurer computer from C-Ram based on the estimate presented to this board. Additionally, that the NAPT Executive Board add to their next meeting agenda to discuss their plans of caring for the computers after purchase. Cassie Doyle seconded the motion. During discussion of the motion Jami Weybright asked for clarification if we need a dollar amount in the motion. Diane Halvorson stated that since we have the estimate in the motion we care fine with the motion reflecting the estimate and Mandy Chase and Cassie Doyle agreed. Hearing no further discussion, roll call vote took place: Mandy-yes, Diane-yes, Cassie-yes, Shaina-yes, Jami-yes, and Arlene-yes. Motion carried.**
	8. Mandy Chase will complete the task of purchasing the computers. Mandy Chase asked if she should have C-Ram send Cassie Doyle the bill. Diane Halvorson stated from a process stance, the person who is organizing the purchase should complete the reimbursement form and send to the treasurer so that we have a history of process of the purchase.
5. Pharmacy Technician Vaccine Administration: Arlene opened conversation regarding the history of this topic:
	1. Diane Halvorson stated currently the laws do not allow pharmacy technicians to administer vaccines. If the pharmacy community feels this is something they want changed, it would need to go in front of the legislature. Diane Halvorson provided a basic history of this topic and stated that if we decide to move forward with this topic it would be a huge project, not to say we should not do it but would need to have the complete board embracive of this project. Diane Halvorson stated if we are going to pursue this project, we need to build a platform. Once platform built we can bring to NDPhA Governmental Affairs committee to consider bringing to the legislature. When asked who supports this, all board members present agreed this is a topic to pursue.
	2. Shaina Stall stated that Pharmacy Technician Certification Board (PTCB) has a certification opportunity. Diane Halvorson stated that yes they do offer a test to declare advanced practice for Pharmacy Technician administrating vaccines. Diane Halvorson further stated that in order to take that test, you need to complete education. This would be one area we would need to investigate and provide our recommendation in the platform we build.
	3. Cassie Doyle stated we should also conduct research to determine which states are currently allowing pharmacy technician vaccine administration.
	4. What is the next step? Diane Halvorson suggested that a survey take place of the pharmacy community to ensure that:
		1. Pharmacy Technicians support
		2. Pharmacist Support
		3. If the pharmacy community feels this would have a positive impact on the services we provide to the citizens of North Dakota.
	5. Discussion of the survey included should it be paper, survey monkey, and electronic email.
	6. Cassie Doyle stated that before we get into the details of how to unfold the project, we should probably decide how we will facilitate the project. While Cassie Doyle has great support for this project, due to current commitments, Cassie Doyle would be able to be a strong participant in the project but not take the lead.
	7. Shaina Stall and Mandy Chase both stated they would want to have an active role in this project. Mandy Chase said she would not be comfortable in leading on her own but would be interested in co-leading.
	8. Arlene Monson stated that she is having eye surgery this next week and would be available to assist as needed.
	9. Cassie Doyle stated that with the historical knowledge and past projects, perhaps having Diane Halvorson lead would be best to ensure the project keeps its momentum going. Diane Halvorson stated that she would be accepting of taking the lead as long as we are all in the mindset that this is a group function and we will need all to be active.
	10. **Shaina Stall made a motion to move forward with the project of bringing to legislature the request to allow pharmacy technicians to administer vaccines. To start this project, we will poll the pharmacy community to ensure this would be supported by the pharmacy community. Motion seconded by Mandy Chase. Motion carried.**
		1. Discussion held regarding how to proceed with the survey:
		Jamie Weybright asked if we could first conduct electronically and if that does not work then invest in paper survey. Diane Halvorson stated that based on the time line and best practice, it would not look well nor would we have the time to conduct one then make arrangements for a second survey. Thus, if we attempted one survey mode and then changed to a different it would not be in our best interest.
		2. **Mandy Chase made a motion to conduct the survey by paper with a budget of $1800. Seconded by Shaina Stall. Motion carried.**
		3. Cassie Doyle stated we should contact Mike Schwab, Executive Director of NDPhA to ask for his assistance as we maneuver through this project. Diane Halvorson stated she would send a communication to Mike Schwab and that Diane Halvorson feels Mike Schwab will be embracive and assist us in any way he can for this project.
6. Arlene Monson asked what the NAPT guidelines state regarding a definition of a quorum for a meeting. Diane Halvorson stated that in a brief review she did not see a specific definition in the bylaws and felt that perhaps that was intentional, for if you look at the number of NAPT members and the number of attendees at any general business meeting we would struggle to hit any percentage of a quorum. Diane Halvorson further stated that for our NAPT executive board meetings we follow Roberts book of rules and use that practice for establishing a quorum.
7. With no further business at this time, meeting adjourned at 2103.

Minutes prepared by Diane Halvorson-NAPT Secretary