

Executive Board Meeting Minutes

May, 3 2020

11am- 3pm

Meeting via Teleconference

**Members present via conference call:** Arlene Monson—President, Ashley Hogness—Secretary, Tracy Lindsey—Chairperson, Lindsay Cizek-Cribb—Vice President, Cassie Doyle —Treasurer, Diane Halvorson—Liaison Member, Mandy Chase—Member at Large, Autumn Guilbert—Parliamentarian

**Members Absent:**  Melissa Krava—Liaison Member, Danika Braaten—Liaison Member, Mike Schwab—Liaison Member, Kathy Zahn—Member at Large

Meeting was called to order at 11:00am by President Arlene Monson.

1. Arlene Monson declared that a quorum has been established. **Cassie Doyle made a motion to approve. The motion was seconded by Autumn Guilbert. Motion carried.**
2. Secretary’s Minutes
3. Executive Board Meeting; April 26, 2020.
4. Review of the minutes was completed.
5. **Lindsay Cizek-Cribb made a motion to approve the Executive Board Meeting minutes from April 26, 2020, with updates to be made. The motion was seconded by Cassie Doyle. Motion carried.**
6. Treasurer Reports
7. Profit and Loss was reviewed by all board members. **Mandy Chase made a motion to approve the profit and loss sheet.** **The motion was seconded by Autumn Guilbert. Motion Carried**.
8. Balance Sheet was reviewed by all board members. **Lindsay Cizek-Cribb made a motion to approve the Balance sheet. The motion was seconded by Mandy. Motion Carried.**
9. Review of the 2020 Budget. Lindsay noted that in the future the board should review the budget that was for the Fall conference.
10. Treasurer job description update. The job description was sent out by Cassie and reviewed by all the board members. There were no updates currently. Cassie noted that in the future if there are changes to be made in a job description that it is discussed with the person holding that position. **Lindsay Cizek-Cribb made a motion to approve the updated Job description of the treasurer. The motion was seconded by Ashley Hogness.**
11. Treasurer responsibility executive board changes checklist. Cassie put together a checklist and sent out to the board. It was reviewed by all board members. Cassie mentioned that this document will be helpful for the transition of new board members in the future. This checklist will be added to the treasurer's computer as a reference document.
12. Awards.
13. Tracy reached out to the sponsors of the awards and to Graphics, who makes the awards. The awards are $120 each. Diane reached out to the TCT project to see if they would donate to the awards, and they are not able to at this time. There was discussion about this being a good recognition for Friend of NAPT. There was discussion about how there is extra funds in the budget due to the conference being cancelled. In the event that we get a multi recipient award winner in the future It might not be an option to purchase awards for each recipient. **Cassie Doyle made a motion to approve purchasing individual awards for Friend of NAPT not to exceed $725 with the cost of the awards and shipping. The motion was seconded by Lindsay Cizek-Cribb.**
14. ND Career Builders. Lindsay stated that there is no update at this time.
15. Ballot results: Tracy provided the ballot results she received from Mike. Mandy has accepted the position of Vice President. There was discussion about the importance of the roles of the members on the NAPT board. The NAPT board would like to retain members to build a stronger board. The open positions currently are the Secretary, 2 members at large, and Parliamentarian. Diane has volunteered to step into the secretary role.
16. Diane left the call so the board could discuss her accepting the secretary position. The board discussed that Diane is knowledgeable and would make a great secretary for NAPT. There was a vote by all board members present on the call to accept Diane as the secretary of NAPT. It was approved.  Diane was placed back on the call. Diane accepted the secretary position.
17. Arlene has been in contact with technicians who are interested in the other open positions.
18. Installation of 2020 NAPT Board.
19. Autumn read the installation of officers. The persons who are on the call at this time will be installed today. The other new officers, who are not on the call today, are to be installed at the next meeting.
20. Arlene Monson will be the new Chairperson, Diane Halvorson will be the new secretary, Lindsay Cizek-Cribb will be the new president, Mandy Chase will be the new Vice President.
21. All positions were declared installed by Autumn Guilbert.
22. Fall Conference 2020 update.
23. Lindsay has reached out to the hotel where the conference was to be held. The Holiday Inn Fargo. There will be a %5 cancellation fee, which amounts to $298.50. Cassie stated that it is in budget to spend the cancellation fee. There was discussion about rescheduling the conference for 2021 at the same hotel. Lindsay stated that the hotel is booking rapidly as many people are rescheduling events due to Covid-19. The available dates at the hotel are September 10th and 11th, 2021. **Mandy made a motion to approve the %5 cancellation fee and book the NAPT conference for September 10th and 11th, 2021. The motion was seconded by Diane Halvorson.**
24. CE processing. Lindsay met with CEI about CE availability. She stated that they could provide 10 CE courses for the general members of NAPT. These courses would be made up of different types of CE that meet the requirements of the PTCB for CE. Lindsay will choose the 10 online CE options for providing CE to the general membership by May 24th, 2020.
25. AAPT update.
26. Arlene has no updates on the AAPT updated bylaws. There was discussion about whether we are prepared to meet the new bylaws of AAPT, by having a member of the NAPT board sit on the AAPT board. Arlene is going to research this and present it to the new board for discussion.
27. There was discussion on what rights a new company would have on our NAPT board and our finances. The NAPT board members will bring any questions about this topic to Mike Schwab.

    10.    Future NAPT meeting: June 7th, 2020. 11AM via teleconference.

Meeting adjourned at 10:50pm by President Arlene Monson.

Meeting minutes prepared by Ashley Hogness, NAPT secretary.