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Executive Board Meeting Minutes

June 23, 2019

10:00-2:00pm

Executive Meeting Room NAPT, Bismarck, ND

**Members Present:** Tracy Lindsey—Chairperson, Arlene Monson – President, Lindsay Cizek-Cribb—Vice President, Ashley Hogness- Secretary, Cassie Doyle—Treasurer, Kathy Zahn—Member at Large, Mandy Chase—Member at Large, Diane Halvorson—Liaison Member

**Members Absent:** Autumn Guilbert—Parliamentarian, Melissa Krava—Liaison Member, Danika Braaten—Liaison Member, Mike Schwab—Liaison Member

Meeting was called to order at 10:09am by Chairperson Tracy Lindsey.

1. Introductions were completed.
2. Mission statement was read by Tracy Lindsey.
3. Tracy Lindsey declared that a quorum has been established. Diane stated she would like to add that we talk about adding a stand-up sign to the agenda. Kathy Zahn made a motion to approve the agenda. The motion was seconded by Lindsay Cizek-Cribb. Motion carried.
4. Installation of New officers by Cassie Doyle. Arlene Monson- President. Ashley Hogness- Secretary
5. Secretary’s Minutes
   1. Discussion about how long to keep the minutes on the NDPHA website.
   2. **Lindsay Cizek-Cribb made a motion to keep the NAPT Executive and general membership meeting minutes on the NDPhA website for 2 calendar years, with further years being available on the NAPT Secretary and Treasurer’s computers. The motion was seconded by Cassie Doyle. Motion carried.**
   3. Review of the minutes was completed.
   4. **Kathy Zahn made a motion to approve the Executive Board Meeting minutes from April 5th, 2019. The motion was seconded by Cassie Doyle. Motion carried.**
   5. Review of the minutes from the General Membership meeting on April 6, 2019 will be completed on September 13th, 2019.
6. Treasurer Reports
   1. Review of the Profit and Loss Statement and Balance Sheet was completed. Cassie Doyle stated that she is working on transitioning the bank account from the previous Treasurers name to her name. There are no pending expenses at this time.
   2. The actual checkbook balance at this time is $22,393.88.
   3. **Lindsay Cizek-Cribb made a motion to approve the Profit and Loss Statement and Balance Sheet as verbalized by Cassie Doyle pending receipt of documents. The motion was seconded by Kathy Zahn. Motion carried.**
   4. Lindsay Cizek-Cribb stated that she completed an audit of the last two years of books due to transition of Treasurer and there were no findings.
   5. Lindsay Cizek- Cribb mentioned arranging a budget meeting with Arlene Monson, Cassie Doyle, and Tracy Lindsey, to get the budget established before meeting with the Board of Pharmacy. Cassie will send an email and set up a webex to get this organized before the next NAPT board meeting September 13, 2019.
   6. Review of the 2019 budget was completed.
7. Goal Setting for 2019-2020
   1. Secretary to get the minutes out one week after meeting.
   2. Monthly phone calls between the board members. The 2nd Sunday of each month. Lindsay Cizek- Cribb to ask Mike Schwab if NDPhA has a webex we can use.
8. Discuss and set mileage for reimbursement for 2019-2020 year.
   1. Right now the mileage is set at $0.25/mile. The guideline is $0.58/mile.
   2. This year we have spent $534 to date for travel in 2019.
   3. **Lindsay Cizek-Cribb made a motion to have travel reimbursement set at $0.25/mile for the current 2019—2020 term. Mandy Chase seconded this. Motion carried.**
   4. Discussion note: The financial committee will review this temporary change and bring it to the General Membership Meeting, September 13, 2019, to change the guideline.
9. TCT Project/ PTCB Partnership Funding
   1. Dianne Halvorson reported that we received a grant in the amount of $7,200 from PTCB with the focus to be on the TCT (Tech check Tech) Project. Diane Halvorson presented the budget. There is a committee that met in June to set up 8 Pilot sites.
   2. The fall conference will have a 2 hour education on TCT certification.
   3. There was discussion on what to call the Pharmacy Technician after they complete this course. Diane Halvorson will reach out to other states to see what they are calling the Technicians who are trained.
   4. All money from PTCB will need to be used towards TCT project. Cassie Doyle will create a new ledger to track money for TCT project, and notify Mike to change profit and loss.
10. Awards
    1. Arlene Monson will bring nomination forms to be handed out at registration of fall conference, September 2019.
    2. Arlene Monson stated that we need a better process for getting the past winners of Technician of the Year to vote for the current Technician of the Year. Email doesn’t seem to be the most efficient way of communication. We discussed making sure the email addresses are updated, and mention to the recipient of the award when presenting that they are responsible to vote for the next 10 years.
    3. Cassie Doyle and Lindsay Cizek-Cribb will make cards to put in the congratulations letter to notify the award winner, and change the wording on the criteria on the awards for technicians.
11. Scholarship:
    1. Lindsay Cizek-Cribb read and reviewed the current guidelines.
    2. This year there were no applicants. Most students in school are funded. Cassie Doyle suggested we use the money to reimburse for the PTCB test. Diane Halvorson suggested we give it to schools who are teaching Pharmacy Technicians.
    3. The balance of the scholarship fund is $5593.
    4. **Mandy Chase made a motion to create a committee to poll/survey Pharmacy Technicians in training, with the goal to find out the type of education and how they are funded to find the best resources for funding. The motion was seconded by Arlene Monson. Motion carried**.
    5. The committee members are Lindsay Cizek-Cribb and Cassie Doyle. They will get a survey together and completed by the next meeting September 13, 2019.
12. AAPT Convention: August 30 and 31, 2019 in Orlando, FL.
    1. Arlene Monson will be attending the conference.
    2. Arlene Monson will represent the NAPT at the House of Representatives meeting. Topics she will discuss will be the TCT Program and the Basket Extraordinaire.
13. Fall Conference 2019 update
    1. The 2019 NAPT Fall Conference will be held in Bismarck, ND at the Ramkota on September 13-14, 2019.
    2. Diane Halvorson provided an update on the planning of the 2019 NAPT Fall Conference. All speakers have been selected and are in the process of submitting information for the CE processers. Overall, everything is right on track.
    3. Diane Halvorson is working on the Fall Conference Flyer.
    4. The 2020 NAPT Fall Conference will be in Fargo at the Holiday Inn. Late September/early October 2020.Dianne and Lindsay Cizek-Cribb will co-chair the2020 Conference Committee.
14. Communications/Facebook Committee Update
    1. Lindsay Cizek-Cribb will post a video of the award winners, June AAPT conference, and new board members of the NAPT.
15. Recruitment to Profession of Pharmacy Technician Profession Committee
    1. Arlene Monson provided an update on pilot program which was previously defined as identification of one rural and one larger city to contact and provide a letter describing our purpose and contact information, a link to the website and professional video, and a recruitment letter. At this time no contact has been made with the high schools. Arlene Monson reported that she has developed a recruitment letter which she will forward to Tracy Lindsey for review.
    2. Arlene Monson will forward the letter to all board members. She will reach out to some high schools to find the best time to present videos and flyers.
16. Visits to Northland Community and Technical College/NDSCS
    1. No visits are scheduled at this time. It was noted that Northland Community and Technical College generally like the visit to their school to be in the spring time. Cassie Doyle volunteered to represent the NAPT Executive Board and will reach out to the appropriate contacts to schedule presentation dates.
    2. Cassie Doyle will reach out in the fall. She has tried to reach out with no success.
17. ND Board of Pharmacy Update:
    1. Diane Halvorson provided information on a rule hearing from April. Diane Halvorson updated us on 3 changes that will affect Technicians starting October 1, 2019.
       1. Education prep will now accept NHA from out of state
       2. The term “Grandfathered Technician” will be removed
       3. Ratio of Pharmacists to Technicians will change from 1-3 to 1-4 for Retail, 1-5 for closed door, inpatient pharmacies will stay at 1-4
       4. Certification will not be required to be updated every year. Only one time pass of the certification test will be required by the State. Each employer has their own rules.
18. Northland Community and Technical College Update
    1. No report available.
19. NDSCS Update
    1. No report available.
20. NDPhA Board Meeting: June 2019 Report.
    1. Kathy Zahn provided information about the North Dakota to cut money on postage. USP 800 to be discussed more in detail later. TRC costs are down. Volunteers are needed for the Mission of Mercy Dental Event 2020. Talk to Mike Schwab if interested. They are in the process of hiring a new administrative assistant at NDPhA. The interviewing process is currently happening.
21. Future NAPT Executive Board Meetings
    1. The next meeting will be September 13, 2019. 12pm-1pm. Details to follow.
    2. Kathy Zahn will do a survey monkey to determine future meetings in November or December 2019.
22. Standing banner:
    1. There was discussion about purchasing a standing banner. The current hanging banner we have cannot often be used because hotels do not allow us to hang anything on the walls.
    2. Kathy Zahn will create a design and bring it to the next meeting, September 13, 2019.

Meeting adjourned at 2:22pm by Chairperson Tracy Lindsey.

Meeting minutes prepared by Ashley Hogness, NAPT secretary.

Meeting minutes were approved September 13th, 2019 at the Executive Board Meeting.