.

Executive Board Meeting Agenda

January 7, 2018

10am – 2pm

Holiday Inn Express

803 20th Street SW, Jamestown ND

**Members Present:** Diane Halvorson—Chairperson, Tracy Lindsey—President, Twana Dick—Vice-President, Lindsay Cizek-Cribb—Secretary, Alexandra Spilman—Treasurer

**Members Absent:** Autumn Guilbert—Parliamentarian, Arlene Monson—Member at Large, Kathy Zahn—Member at Large, Mike Schwab—Liaison Member, Barb Lacher—Liaison Member, Danika Braaten—Liaison Member

Meeting was called to order at 10:02am by Chairperson Diane.

1. Mission statement was read by Tracy.
2. Diane declared that quorum has been established. Agenda was accepted as is with no immediate additions.
3. Goal Setting Project
   1. Diane will email the NAPT Executive Board members a copy of their originally established goals. Further review of these goals will be completed at the March 4, 2018 Executive Board meeting. Goal is to review goals and capture the progression and development of the goals in order to have solid documentation for the incoming NAPT Executive Board.
4. Secretary’s Minutes
   1. Executive Board Meeting; October 15, 2017
      1. Review of the minutes was completed.
      2. **Tracy made a motion to approve the Executive Board Meeting minutes from October 15, 2017. The motion was seconded by Alex. Motion carried.**
5. Treasurer Reports
   1. Profit and Loss
      1. Review of the Profit and Loss statement was completed.
      2. **Lindsay made a motion to approve the Profit and Loss statement. The motion was seconded by Twana. Motion carried.**
   2. Balance Sheet
      1. Review of the Balance Sheet was completed. Alex stated that there are open items related to the financial sponsorship to NDPhA. The actual checkbook balance at this time is $9,021.97.
      2. **Twana made a motion to approve the Profit and Loss statement. The motion was seconded by Tracy. Motion carried.**
   3. Financial sponsorship to NDPhA for 2017
      1. Discussion was held regarding current and budgeted expenses and income to determine final amount to provide the NDPhA in financial sponsorship. Diane will draft an email to notify NDPhA of the financial sponsorship amount. Review of NDPhA financial support will continue to be reviewed and discussed annually.
      2. **Alex made a motion to pay $2,500 to NDPhA in financial support. The motion was seconded by Twana. Motion carried.**
   4. Financial closing of 2017
      1. Further discussion was placed on hold and final review of the financial closing of 2017 will be completed at the March 4, 2018 Executive Board meeting.
6. Lapel Pins
   1. There are currently 191 lapel pins remaining from the original purchase.
   2. Discussion was held regarding the use of extra pins and options reviewed in the previous Executive Board meeting. Final decision was made to move forward with contacting the North Dakota State Board of Pharmacy to inquire if they would consider including one pin in the welcome letter sent to each newly registered pharmacy technician. The idea will be introduced to the board at the ND BOP Advisory meeting on January 8, 2018.
   3. If approved, we will provide the board with a set amount of pins (100) and track movement to determine future quantity needs to continue providing the pin in the mailer (alert when down to 25). Lindsay will then contact Eileen to obtain a copy of the welcome letter and will draft language about the pins to be included in the welcome letter.
   4. **Alex made a motion to ask the ND Board of Pharmacy if they would consider including NAPT pin in the newly registered ND technician mailing and if it would incur any additional expense to us. Additionally at our March meeting we would expand discussion regarding the pins. The motion was seconded by Lindsay. Motion carried.**
7. Professional Video Status
   1. Discussion was held regarding the appropriate name title of the professional video. The video is currently called the Recruitment Video #2 or the Professional Video. The decision was made to call the video Expanded Roles of Pharmacy Technicians. The title will be introduced to the ND BOP at the advisory meeting on January 8, 2018.
8. NDPhA Board meeting from December 13, 2017
   1. Tracy represented the NAPT at the NDPhA Board meeting on December 13, 2017. Tracy provided the NAPT Executive Board a basic overview of the meeting and reporting nothing specifically relevant to pharmacy technicians.
9. Reimbursement Guidelines
   1. Discussion was held regarding reimbursement of mileage and meals related to meetings. An update to the guideline will state that any meal purchased outside the meeting must be approved by the chairperson prior to the meeting and that receipts must be submitted to the treasurer within 7 days.
   2. **Lindsay made a motion to approve the changes to the travel reimbursement guidelines. The motion was seconded by Twana. Motion carried.**
10. Awards
    1. Status of 2018 Awards:
       1. Discussion was held regarding the quantity of current nominations received and best practices for receiving appropriate information about the nominee. A form will be created that will include the award name and the award criteria transitioned into questions for the nominator to fill out. This form will be included in the NAPT Annual Flyer and will be forwarded to any nominator that submits a nomination without a formal letter describing how the nominee meets the criteria.
11. Fall Conference:
    1. 2018 Fall Conference will be held in Fargo, ND at the Holiday Inn on October 5th-6th.
    2. A block of 15 rooms will be held for booking and released September 7th if not booked. Room rate is $114 + tax. If booked outside of the block, room rates will be at the standard rate.
    3. Fall Conference meeting will be held in one room and the lunch will be held in another room.
    4. Theme and presentation topics will be discussed in the Fall Conference Committee meeting in February 20th, 2018 from 6:00pm-7:00pm.
    5. 94 technicians at $50 per registration was budgeted for Fall Conference Income.
    6. Discussion was held regarding ACPE CE processing and if this is a necessity or requirement to continue obtaining for the Fall Conference. Further discussion will be held after discussing this item with the ND BOP at the advisory meeting on January 8, 2018.
12. Scholarship:
    1. $1,160 was brought in by the Basket Extraordinaire at the 2017 Fall Conference to be utilized for the scholarship fund. In order to continue the annual Basket Extraordinaire the current funds must be awarded to a scholarship applicant.
    2. Diane sent NDSCS and Northland Community and Technical College information about the scholarship fund and the application to apply for the scholarship.
    3. Deadline for application submission is January 31, 2018.
    4. Donna, Tracy, Twana, Mike and Diane form the Scholarship Committee. Scholarship applications are submitted directly to NDPhA and then forwarded to the committee. The committee determines if applicants qualify for the scholarship award.
13. Communications/Facebook Committee Update
    1. Discussion was held regarding short term vs long term goals and paring down initial launch to ensure we can accommodate the roll out. Facebook Committee will meet to create a test page and present the page and timeline for roll out at the March 4, 2018 Executive Board Meeting.
    2. Diane will email the NAPT email and password to the NAPT Executive Board.
14. AAPT update
    1. No report available.
15. Northland Community and Technical College Update
    1. No report available.
16. NDSCS Update
    1. Barb provided a report via email.
    2. They have just completed their first semester of live streaming all technician specific courses rather than the traditional online format. They had 7 distance students in the fall semester and will have 8 in spring semester, along with 3 in class students. They will have 3 additional students beginning the program spring semester. There are currently 80 module students.
17. ACPE CE Processing
    1. No further update provided. Diane will contact Mike at NDPhA regarding their decision on an ACPE CE processor.
18. NDPhA Next Board Meeting
    1. March 21, 2018 (Ramada, Bismarck)
19. Nodak Deadlines and Responsibilities
    1. January 10th is the deadline for the next Nodak article. Because it is mailed in February, we will not be including information about the NAPT technician award nominations.
    2. Tracy created an article for the Nodak and included topics such as Facebook and the new ND counseling rules.
20. Update for representative to extend invitation to the local pharmacy technician schools
    1. NDSCS-No presentation will be completed this year.
    2. Northland Community and Technical College-Presentation tentatively planned for February or March 2018.
    3. Minnesota Community and Technical College-No presentation scheduled at this time.
21. Future NAPT Executive Board Meetings
    1. March 4, 2018
    2. The March 4, 2018 meeting will be scheduled from 9am – 3pm due to an extended agenda and robust topics to cover.
22. NDPhA Convention
    1. April 19-22, 2018 in Fargo at the Holiday Inn
    2. Theme “Dispensing Knowledge for Better Health”
23. January 2018 flyer
    1. Board member phone numbers will be removed from the flyer but email addresses will be kept to allow for general public to contact a board member should they choose to.
    2. Tracy will coordinate the printing and mailing of the flyer via Sir Speedy.
24. ND Board of Pharmacy Advisory Meeting
    1. January 8th at 6:30pm at Porter Creek, 1555 44th Street South, Fargo ND
    2. Alex, Diane, Lindsay, and Tracy will attend and represent the NAPT Executive Board. Diane will be representing under a dual ND BOP and NAPT role.
    3. Discussion topics will include
       1. Lapel Pins
       2. Professional Video Name Update
       3. ACPE CE Approval
       4. Facebook Launch
       5. NAPT Representation at Colleges
       6. Scholarship/Basket Extraordinaire

Meeting adjourned at 1:45pm by Chairperson Diane.

Meeting minutes prepared by Lindsay Cizek-Cribb, NAPT Secretary.