

Executive Board Meeting Agenda

August 13th, 2023 @ 10:00 am – 4:00 pm

North Dakota Board of Pharmacy Office

1838 E. Interstate Ave Suite D, Bismarck, ND 58503

Present: Adelle Casavant (Chairperson), Josie Quick (President), Amanda (Mandy) Chase (Vice-President), Vanessa Topka (Secretary), Diane Halvorson (Treasurer/ND BOP Liaison), Brenda Nitschke (Member-at-Large), Brittney Beach (Member-at-Large), Tracy Lindsey (Parliamentarian)

1. Call to Order at 1009 by Adelle Casavant

Quorum was established.

Mission Statement was read by Mandy Chase

2. Review and approve agenda, Diane made a motion to approve the agenda, seconded by Josie, no discussion, motion passed.

3. Secretary report was given by Vanessa Topka,

Review of Meeting Minutes from Executive Board Meeting from June 4th, 2023, motion was

made to accept the minutes by Diane and seconded by Mandy. Motion passed. Discussion

was held to please use the number sequence going forward.

Review of Minutes from Status Call July 9th, 2023, Mandy made a motion to accept the

minutes. Seconded by Josie. Motion passed.

4. Treasurer Report was given by Diane Halvorson

Profit and Loss/Balance Sheet-Motion was made by Josie to accept the 2023 Financial report with

the corrections, seconded by Brenda. Motion passed.

2024 Budget Committee consists of the Chairperson, President, Vice-President, and the Treasurer.

Review of the 2024 Budget, will review again at the NAPT Executive Board Meeting on September

22, 2023 for final preparations to submit for review and approval by the General Membership at the

NAPT General Membership Meeting on September 23, 2023.

5. Liaison Report

NDBoP report was given by Diane Halvorson. North Dakota Board of Pharmacy held a public hearing during their July 2023 board meeting. the public hearing reviewed the current rule revisions that the board is working on. The rule revision can be reviewed on the Board of Pharmacy website.

There will be final draft reviewed at the Board of Pharmacy September meeting, revisions

will take effect January 1st, 2024.

Diane shared a high-level of the revisions that affect pharmacy technicians. Such revisions include the following rules: Tech-Check-Tech, Cliawaived testing and smoking cessation.

NDPhA , Adelle Casavant gave a summary to the Executive Board.

6. NAPT Fall Conference-Diane reported that we currently have 11 signed up for the

Immunization/Medication Administration training and we have it capped at 14. Diane will aske CE

Impact if we can move that number to 28 if we can recruit another Pharmacist to help. Diane is

currently validating the Technicians that are registered for the training are registered in North Dakota. Topics for the conference can be found on the registration form.

Discussion was had regarding t-shirts for the conference this year, there is a time crunch on this

topic and after discussing in great length, the Executive Board decided to do t-shirts for the

conference will not work due to the time crunch. Additional conversation regarding the potential to

create samples for items including T-shirts, long sleeve shirts, sweatshirts, and jackets. Perhaps create

a way for people to order the items they want to have. It was decided to use the Mortar and/or Core

logo for these items. Adelle and Brenda volunteered to work on this project. The NAPT Executive

Board would like to review and approve the samples by the end of August.

7. Communication and Phishing scams, Discussion was held regarding emails that we receive from

each other and to please verify that you are receiving it from an NAPT Executive Board member.

Please acknowledge when you do receive emails from the NAPT Executive Board.

8. Defining expanded roles, discussion was held on what a technician can do? How do we educate? The

NAPT Executive board would like to discuss this further with the General Membership at the NAPT

2023 Fall Conference. Discussion to have samples of expanded roles at the tables during the NAPT

General Business Meeting and have the tables discuss amongst themselves on prioritizing the

examples and adding more that might not be included. Once they have had table-time, we will have

each table report a brief summary so we can collectively as a group identify expanded roles and views

of the General Membership. Diane volunteered to start a group email chain with the NAPT Executive Board.

to build a foundation for this activity.

9. Pharmacy Technician Day is October 17th, 2023. There will be a Facebook post and an email

will be sent out to all technicians. Mandy will create a sample to review at the NAPT Executive Board

Meeting on September 22, 2023.

10. General Business Meeting will be September 23rd, 2023, from 12:15 to 1:30. Rough draft was

discussed. Adelle will provide an updated copy to review and approve at the NAPT Executive Board

Meeting on September 22, 2023.

11. NAPT 2024 Fall Conference-Josie Quick reported that she is currently waiting for communication

From the Radisson, Josie has received communication from the Ramada, Holliday Inn and the

Bismarck Hotel. Dates will be confirmed after all quotes are received.

12. Scholarship Committee-Josie reported that $1750 was available from Career Builders. Diane asked

if we are able to request to cancel the Career Builders funding and Josie stated we are NOT able to

rescind the funds. It was also clarified that NAPT Executive Board does not have the ability to

request or make changes to any of the processes followed for this award.

13. Award Nomination-Josie reported that there is nothing new to report. Discussion was held

about adding a online nominating platform, but consensus was that we already basically our

process is an online process and no changes need to be made at this time. Discussion held regarding

the current process as to who receives the award nominations. Conclusion is award nominations

will be sent to the President and will be sent to the President and Vice-president with the

chairperson overseeing. Diane will update the guideline book and submit for review by

the NAPT Executive Board at the September 22, 2023, meeting.

14. Facebook-Mandy reported she has been busy with Fall Conference and the NAPT highlights,

Please make sure to hit the “Like” button or make comments. Discussion was held to start

promoting all Executive Meetings on Facebook as a way to encourage our members to be more involved as they are open meetings.

15. Utilization of Technology- Adelle reported that NDPhA uses zoom and we can also use the same

platform for a cost of $150 per year. Diane made a motion to trial the use of zoom platform for the

remainder of this year and adding ledger line #360 item description zoom platform and to bring

the NAPT General Membership for approval. Seconded by Josie. Motion passed. Discussion can

the remainder of the meetings for the year be setup through NDPhA and a line item added to start

for 2024. We will add this to the General Membership meeting in September. Diane will update

the Guideline book.

16. NAPT recruitment brochure-Mandy showed everyone the updated brochure, a few suggestions

were made and Mandy will make those updates and bring the revised document to review at the

NAPT Executive Board Meeting on September 22, 2023.

17. Ex-Officio members discussion-Adelle, NAPT is an academy part of NDPhA. After discussion the title of Ex-Officio member does not reflect the idea behind this discussion. The question posed to the Executive Board is should we as NAPT open the invitation to attend our meetings to other organizations such as NDSHP. It was also discussed if the Ex-Officio member is even relevant to NAPT anymore or if it should be removed from our guidelines.

18. NoDak due dates are September 15th and should include open positions on the NAPT Executive

Board, Chairperson article and an article for nominations. Mandy will submit an article and an article

on the poster presentation in Nashville.

19. Next Meetings:

September 22nd, 2023, Executive Board Meeting (Fall Conference) 8:30-1:30 to be held at the

Holiday Inn, Fargo

September 23rd, 2023, General Membership Meeting (Fall Conference) 12:15-1:30 to be held at the

Holiday Inn, Fargo

October 8th, 2023, Status Call-Zoom 7pm

November 12th, 2023, Status Call- Zoom 7pm

December 10th, 2023, Executive Board Meeting-Zoom 9am-1pm

January 7th, 2024, Status Call-Zoom 7pm

February 11th, 2024, Status Call-Zoom 7pm

March 10th, 2024, Executive Board Meeting, Valley City 9am-3pm

April 19th, 2024, Executive Board Meeting (ND Pharmacist Convention), Holiday Inn, Fargo

April 20th. 2024, General Membership Meeting (ND Pharmacist Convention), Holiday Inn, Fargo

20. Motion to adjourn was made by Brenda and seconded by Mandy. Meeting adjourned 3:44