

Executive Board Meeting

June 4th, 2023 @ 9:00 am – 3:00 pm

Holiday Inn Express - Jamestown, ND

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)

Absent: Tracy Lindsey (Parliamentarian) excused absence

Call to Order (Adelle Casavant) at 9am

Quorum was established.

Adelle stated Tracy Lindsey, parliamentarian of NAPT Executive board is absent today. Diane made a motion to consider Tracy’s absence as an excused absence. Mandy seconded the motion. Motion passed.

Mission Statement (Josie Quick)

Special guest by phone: Dr Amy Werremeyer Chair of Pharmacy practice from NDSU. Dr Werremeyer discussed the different avenues the school is looking at for recruitment and what the potential interest from pharmacy technicians would be to enroll into the Pharmacist program at NDSU. NDSU is looking at sending a survey to Pharmacy Technicians to gage their interest. Adelle asked if this would include Pharmacy Technicians and Technicians in Training. Dr Werremeyer stated yes, they would be interested in sending a survey to both. The NAPT Executive Board supported NDSU with this topic. Adelle asked if Dr Werremeyer would need a list, Diane stated that the best way to obtain a current list of members would be to contact the North Dakota board of Pharmacy.

Installation of new member Brittney Beach was done by Adelle Casavant

Introductions were made.

Review and Approve Agenda, Diane made a motion to approve the agenda, seconded by Josie. Motion passed.

Secretary report was given by Vanessa Topka

Approve Executive Board meeting from April 21, 2023, Mandy made a motion to accept the minutes, Seconded by Brenda. Motion Passed.

General membership minutes from April 22, 2023, reviewed. These minutes will be reviewed and approved by the NAPT General Membership at the next NAPT General Membership meeting on September 23, 2023.

Treasurer Report was given by Diane Halvorson

1. Profit and Loss
2. Balance sheet
3. Fiscal Report/Checkbook. Josie made a motion to accept the Treasurer’s report. Seconded by Brittney Beach. Motion passed.

Discussion was held to separate the NABP conference from the special projects line item. Adelle asked the board if they felt an audit should be completed on the books since the Treasurer term ended in April of 2023. Discussion was held regarding doing an Audit but because it is currently being done an audit, it was decided that since Diane is serving a second term as Treasurer and that we currently have a monthly review process of the financials of NAPT, we will forgo an audit until the end of Diane’s term as treasurer.

D. Scholarship Fund. Diane reported that there is currently a balance of $5177.

E. Finance Committee regarding 2024 budget: Diane shared the budget committee will meet and set a budget for 2024 by the next NAPT Executive Board Meeting. Once the committee has created the budget, then the NAPT Executive Board will review. Once approved by the NAPT Executive Board, the NAPT General Membership will have final review and approval of the budget. The budget will be presented to the General Membership at the NAPT General Membership Meeting scheduled for September 23, 2023. The committee members include the NAPT Chairperson, President, Vice-President, and the Treasurer, the Treasurer is the chair of the committee.

Liaison reports

A. NDBoP (Diane Halvorson)

The next meeting is scheduled for July 20,2023. Diane reported the ND BOP continue to work on updating the TCT rules, as well as looking at new roles the Pharmacy technician can expand in. Diane reported that Dr Elizabeth Skoy presented to the ND BOP areas such as smoking cessation and clia waved testing in ND. Diane encouraged the board members the importance of NAPT Executive Board to continue the conversation of technician expanded/advanced roles to ensure the voice of the technician is heard.

B. NDPhA (Mike Schwab/Adelle Casavant)

Next meeting is scheduled for June 7th. Will report at the next meeting.

NoDak Journal Due Dates-Deadline is June 5th

A. NAPT Chairperson Message, award winners and Scholarship winners

B. 2023 Annual Fall Conference – Save the Date, completed by Diane

Updates to nodak.net/NAPT Tab

Updates of the new board members need to be completed, only update needed is to add Brittney Beach member at large. Diane commented, for future reference, all updates should be made at time of installation (even if a member is not able to be installed), they are still part of the NAPT Executive Board and should be listed. Adelle sated she had reviewed the recruitment video, and the recruitment brochure, noting the recruitment brochure needs some updating. Discussion was held regarding ACPE/ASHP accreditation. Mandy volunteered to work on updating the brochure to make it a document that could be more timeless and perhaps provide a link that takes the viewer to the AShP/ACPE website rather than list area programs. Brittney volunteered to assist Mandy if needed.

Adelle asked the group about using the you tube site to create more videos promoting pharmacy technicians. The board felt not at this time and commented the videos previously released were done professionally and required a great deal of planning and financial support.

Adelle asked about adding CEimpact to the NDPhA website, Diane stated the website is coordinated by NDPhA, they have contractual agreements with most businesses that are listed on the website. Furthermore, CEimpact is a company we pay for services and would not be something we would necessarily gain by promoting on the website.

Poster Presentation Committee (Mandy (Amanda) Chase and Brenda Nitschke)

The poster presentation titled: 2022 North Dakota Pharmacy Technician Survey Results Provide Framework for Developing a new Mindset, was presented at the 2023 ND Pharmacist Annual convention and the 2023 National Association Boards of Pharmacy (NABP) Annual Convention. Presenters Mandy and Brenda showcased the Survey results. Mandy and Brenda stated the presentation had very good response from across the United States and had great feedback. Last year, during the 2022 NABP Annual Convention poster session there was only 1 Technician poster and this year there was 2.

Diane reported that additionally during the 2023 NABP Annual Convention, two resolutions were presented that focused on pharmacy technicians the resolutions and posters presented continue to pave the way for pharmacy technicians to expand their role in the profession of pharmacy

On a sidenote, Diane reported that ASHP/APHA/NABP will be holding a summit on June 20th and 21st 2023. This summit is by invitation only and both Josie and Diane have been invited to participate.

NAPT 2023 Fall Conference (Diane Halvorson)

September 22nd and 23rd at the Holiday Inn Fargo, ND. This is the 30th anniversary of NAPT Annual Fall Conferences. The theme for this year’s conference is “30 years in the making and we have only just begun.” Speakers are confirmed. Registration and agenda will be sent out by email this year. Discussion was held regarding online registration. Pros of online registration is to ensure a seamless process on an annual basis. Cons include: NAPT responsible to cover processing fees of credit cards. Also, NAPT does not receive the funds until the conference has ended, and all financial information is complete. Vanessa made a motion to transition to an online registration platform for Fall Conference co-coordinated by the NAPT Fall Conference Chairperson and NDPhA moving forward. Seconded by Mandy. Motion passed. Discussion was held to do an Immunization training separate from the Fall Conference. Motion by Josie Quick

“I move to accept the CEImpact quote to be paid from the NAPT scholarship fund as previously approved by the general membership. Additionally, to charge each attendee a participation fee of $50 per attendee. Attendee registration fees will cover venue cost and any remaining registration fees will go back into the scholarship fund at completion of event." Seconded by Mandy Chase. Voting was done by email. Motion passed

2024 NAPT Fall Conference (Josie Quick)

Host location: Bismarck ND, dates and location are yet to be determined.

Fall Conference Coordinator, Josie stated she has invited Diane to be a part of the coordination, details still to be worked out and reported at future meetings.

Vanessa asked how to maintain the tech postal email list current. Group provided pointers for Vanessa to follow.

Facebook (Amanda (Mandy) Chase)

Mandy asked for clarification regarding the process of posting. Consensus: Administrator (who is the Vice President of NAPT) is empowered to post anything that is outlined in the Facebook calendar and anything that is pharmacy related that the administrator feels is worthy of sharing with our members, the Administrator does NOT need permission for postings but does have the ability to reach out to the NAPT Executive Board for guidance should there be an item they might question the content.

Diane will send the final awards video for Mandy to post.

Josie posted about the Poster presentation.

Scholarship Committee (Josie Quick)

NAPT Annual Scholarship, nothing to report currently.

ND Career Builders, current balance is $1750. Discussion was held on current barriers for people to apply for career builders. Josie will reach out to Shelly Blum for more information. Also asking Mellissa at NDSCS who the correct contact at NDSCS would be to ask regarding barriers for people to apply for the NAPT Scholarship and/or the ND Career Builders Scholarship. Additional conversation held regarding, if the ND Career Builders funds are not being used, can we have the funds returned to the NAPT Scholarship funds? Josie will review and report at our next meeting.

Award Nominations 2024 (Josie Quick) Nothing to report currently. Discussion was held regarding if estimates for scholarships should be obtained. Group felt this is not something we need to do. Adelle did share last year that she had a request from a sponsor that wanted an estimate. Group encouraged Josie to move forward on organizing the awards, should a sponsor request and estimate please handle accordingly.

Upcoming Executive Board Positions for 2024 (Josie Quick) Nothing to report currently.

Positions that will be available in 2024 are as follows:

Elected positions include Vice-Preside and Secretary. Appointed positions include Member-at-large x 2 and Parliamentarian.

Adelle inquired potential interest in the spots. Josie stated since we just started with the year, she wants to get to know the members serving on the board, as well as members of NAPT to begin her decision on the appointments she will be making. Josie plans to complete her networking off the table of the meetings but will be connecting with individuals privately.

Member-at-large expansion presentation-Adelle Casavant presented moving to expand the Member-at-Large from 2 to 4. Discussion was held regarding representation from the western part of the state. The question was asked, do we underrepresent the west? Brittney commented that she is not concerned about representation from the west but would question if we have proper representation from retail to hospital? Mandy asked if we are or how do we know if we are underrepresenting? Diane pointed out that just in this room, we see the difference of opinion on representation of technicians and would hope that we each bring to the table the overall view of the pharmacy technician. The work that we do on this board is not so specific that it represents only retail or hospital, nor the west or the east, but we lift pharmacy technicians up and the work they do. Discussion held regarding should we conduct a survey of members to identify if we are representing our members adequately. Additionally, to determine geographics, should we review location of pharmacy technicians in the state? Further discussion to be held to determine if this topic should continue and if it should be presented to the NAPT General Membership.

Discussion of utilizing a virtual platform option for meetings (Adelle Casavant). Adelle stated that NDPhA reached out to her stating they have a zoom option available if NAPT is interested. The group felt in person meetings are very important and help foster a great partnership in the board. However, for those times that weather is a barrier, to have the option of a zoom meeting would be helpful. When asked what or if there would be a cost, that information is not available. Adelle will reach out to NDPhA to obtain further details.

Goals for the term. Discussion was held to see what everyone on the Executive Boards goals included, most felt that fulfilling their professional growth which includes serving on the board and representing pharmacy technicians as a whole and not the personal/professional agenda of a member, other goals were fulfilling commitments, recruitment to the board, having accountability, and having great ideas and being able to sustain them.

CORE logo Pins for Bonnie at the ND Board of Pharmacy. Diane reported that they were last purchased in 2020 and the cost was $270 for 100 pins. Mandy made a motion to purchase 100 pins from PinPro at a cost of up to $500 and to distribute to new registered Technicians by the ND board of Pharmacy. Second by Brittney. Motion passed.

Pharmacy Technician Day Diane Halvorson reported that it is October 16th, In the past NAPT has collaborated with PTCB and other pharmacy technician stakeholders to plan the theme. More discussion will be held at our August 13th Executive board meeting.

Calendar tool review (Diane Halvorson). According to the NAPT Communication Calendar 2023-2024 Term, June communication will be to create a video for award recipients and promote video on Facebook, and email. Upcoming for July and August will be 2023 Fall conference promotions to all General membership using email and Facebook.

Defining Expanded Roles discussion. Tabled until the August Executive Board meeting, Diane asked if we could please put this higher on the agenda as this topic needs to be discussed at length to begin setting a foundation to build from on behalf of our pharmacy technicians. Items to further discuss include duties a technician in training should be able to perform and how long can a pharmacy technician in training serve as a technician in training.

Next Meeting schedule

Status Call July 9th, 2023 @ 7PM

Executive Board Meeting August 13th, 2023 @9-3pm TBD

Executive Board Meeting September 22nd, 2023 @9-3pm at the Holiday Inn in Fargo ND

General Membership Meeting September 23rd, 2023 (Lunch)

Status Call October 8th, 2023 @7pm

Status Call November 12th, 2023 @ 7pm

Executive Board Meeting December 10th @9-3pm TBD

Status call January 7, 2023 @ 7pm

Status call February 11, 2024, at 7pm

Executive Board Meeting March 10, 2024 @9-3pm TBD

Executive Board Meeting April 10, TBD (during ND Pharmacist Annual Convention)

General Membership Meeting April 20, 2023 (during ND Pharmacist Annual Convention)

Adjourn 2:53 pm