

Executive Board Meeting Agenda

March 5, 2023 @ 9:00AM – 3:00PM

Ramada by Wyndham

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

Absent: Jami Brunette (Member-at-Large) excused absence

Meeting called to order at 0905.

1. Call to Order (Mandy (Amanda) Chase)
   1. Establish quorum/Attendance 0913
   2. Mission Statement (Mandy (Amanda) Chase)
2. Review and Approve Agenda Diane made a motion to accept the agenda, seconded by Adelle. Motion carried.
3. Secretary Report (Vanessa Topka)

A.  Approve Meeting Minutes from Executive Board Mtg December 4th, 2022, Diane made a motion to accept the minutes, seconded by Josie. Motion carried.

B.  Approve Minutes from Status Call January 8, 2023, Josie made a motion to accept the minutes, seconded by Adelle. Motion carried.

C.  Approve Minutes from Status Call February 12, 2023, Diane made a motion to accept the minutes, seconded by Josie. Motion carried.

1. Treasurer Report (Diane Halvorson)
   1. Profit and Loss
   2. Balance Sheet
   3. Fiscal Report/Checkbook Report
   4. Scholarship Fund -No report

Josie made a motion to accept the Treasurer report, seconded by Adelle. Motion carried.

1. Reports of Committees
2. NAPT Budget Committee 2024, Diane reported that the committee will start meeting after the new Executive Board is established.
3. NAPT Survey Committee, Diane reported that both articles are now published in the NoDak. Diane asked to consider putting part one and two together and publish in the NDPhA and ND BoP website. Additional discussion was held to obtain an updated email listing of all pharmacy professional and send the final publication. The group felt this was a good way to end the survey. Diane will organize the final article publication process.
4. NAPT Fall Conference 2022 Financials Diane reported that it was reviewed at the December Executive Board meeting and there were not changes.
5. NAPT Fall Conference 2023 Diane reported that one meeting was held and there were many great ideas. Fall conference will be held September 22nd and 23rd and will be held at the Holiday Inn in Fargo, ND. The technicians from Essentia Health would like to be involved in some of the planning, the committee assigned them the Basket Extraordinaire. The next meeting is scheduled for March 15th 5pm at Peppers. Discussion was held regarding the Basket Extraordinaire and how much should go into the baskets and discussed how much should be spent on t shirts for the conference.

1. 30-year theme ideas (EVERYONE’s assignment)

2. Speakers- currently working on bringing back some favorites

3. T-Shirt ideas will be discussed when the new NAPT Executive Board starts

1. Scholarship Committee Adelle reported that the committee held a phone meeting, and that 1 candidate met the scholarship requirements, the candidate is from Lisbon and is a currently a 1st year student at Wahpeton. The candidate will receive $400 and has been notified.

Adelle also reported that a couple of students have expressed interest in ND Career Builders but have not applied yet.

1. Facebook-Josie reposted that she has been sending updates for open positions, awards and for CE from the CAPS program.
2. NAPT 2023 Annual Awards -Adelle reported about the award process, correspondence was put in the Nodak, Facebook posts and a general email. Nominations are sent to Jesse at NDPhA who forwards it to the President, who verifies qualifications a, and Chairperson. The deadline to submit nominations was Feb 20th. Adelle will reach out to the sponsors. The NAPT Technician of the Year will be sent to the last 9-10 recipients (who are active pharmacy technicians) to vote on. For the other three awards, all the nominees have been confirmed, and the Executive Board will be voting. Adelle will confirm the winners. All nominators will be notified of winning or losing, it will be the nominators responsibility for getting their person to the convention. Adelle will make sure all that all the names are spelled correctly and get the info to Engraphix. Adelle will also reach out to Carolyn Bodell to coordinate what nights the awards will be presented.
3. Nomination Committee (Adelle Casavant)

1. Vice President Position-Mandy Chase is running

2. Treasurer Position-Diane Halvorson is running

3. Members at Large position 1 is confirmed and waiting on the other two.

4. Parliamentarian Position waiting for confirmation.

1. Liaison Members

1. NDBoP Diane Halvorson reported the next meeting is in 2 weeks

2. NDPhA Mandy reported that NDPhA is currently watching the legislature session and the next meeting is scheduled for March 29th in Bismark

3. NDSCS Mellissa Krava reported that she attended midyear, she has submitted final accreditation paperwork, a proposal was made to reduce the credits by 8, a new President started July 1st, there are 9 first year students, 4 candidates for graduation and currently working on dual credit goals with the High School

1. Current Topics
2. Report from NDBoP Advisory Meeting (Committee) Josie, Adelle and Mandy had a good discussion with the North Dakota Board of Pharmacy, topics discussed were different programs, survey articles, TCT, Poster presentation, advance practices, and a need for technicians in the state.
3. Scholarship Letters Brenda Nitschke will email a copy to the NAPT Executive Board. Great discussion held regarding the past journey of the NAPT Executive Board Members and the NAPT Manual. Specifically addressing having canned responses for some of the business practice. Diane shared with the group the history of having these documents and the removal of them by previous boards. Discussion tabled for future discussion to ensure we do not continue to rebuild things without asking why it had been removed.
4. Survey Articles 1 & 2 Distribution (Diane Halvorson)
5. NDPhA/NABP Poster Presentations (Poster Committee) The poster presentations are moving forward with submissions, NDPhA has no deadline and NABP deadline was Feb 22nd. NABP confirmation request was received but still waiting for acceptance confirmation the NABP process will be forwarded after that. Poster theme will be North Dakota 2022 Technician survey results. Costs associated with the Poster Presentation will be cost of printing the poster, hotel, and airfare. Tracy made a motion to earmark $3000 for travel to the NABP convention in Nashville in May 2023 for Amanda and Brenda, seconded by Adelle. Motion approved. Discussion was held regarding due to current hotel costs, to consider asking the North Dakota Board of Pharmacy for help with airfare. Adelle made a new motion to ask the North Dakota Board of Pharmacy to cosponsor the NABP poster presentation, seconded by Vanessa. No further discussion. Motion carried. Mandy will reach out to the BOP.
6. TCT Presentation at NDPhA Convention Diane Halvorson will be presenting a portion of the pilot program and Tanya from Thrifty White will discuss how Thrifty White utilizes the pilot project participation. The presentation will be in 3 parts.
7. NoDak Upcoming Due Dates Mandy (Amanda) Chase reported that the next due date will be March 22nd. Topics include the outgoing Chairperson, 2023 Fall Conference, and attending the general business meeting and Convention.
8. Future communications with General Membership Mandy (Amanda) Chase Discussion were held to update the current membership list, discussion was also held on inviting Jesse to the next meeting in Minot to ask about his process and should we assign this to a current position.
9. Visits to NDSCS and NCTC Mandy (Amanda) Chase and Brenda Nitschke will be doing a virtual meeting with NDSCS on March 28th at 8am and NCTC March 27th at 11 am in person. Topics should include personal story of involvement no matter where you are in your career and discuss other areas of Pharmacy.
10. Pharmacy Tech Letter Tracy Lindsay reported that it is done and sent to the Board of Pharmacy.
11. Outgoing Chairperson gift Adelle Casavant reported that she got pricing for a gift. Diane made a motion to transition our outgoing Chairperson gift to a standard Yeti cup for the next 10 years up to $1000 (10 cups). Seconded by Vanessa. Motion carried. Adelle will reach out to the convention coordinator to see about presenting at the Banquet.
12. Pharmacist Survey Diane Halvorson reported that the Pharmacist survey was a 9-question survey and Survey Monkey was used. The survey was sent to 1 person per store. 60 responses have come back so far. Results will be sent to the BOP when complete in March and we review at the next Executive Board Meeting in April. Vanessa made a motion to reimburse Diane $99 dollars for the cost of Survey Monkey for the Pharmacist Survey. Seconded by Brenda. No further discussion.
13. NAPT Reports Mandy (Amanda) Chase will be doing the year report for NDPhA, topics include Poster Presentation, Survey results, Fall Conference (30 Year anniversary) Basket Extraordinaire, survey articles, Pharmacist survey, awards, and scholarships.
14. Recruitment to the Pharmacy Technician Profession (Mandy (Amanda) Chase)

1. NDSU Program is in a holding pattern

1. CE Processing Mandy (Amanda) Chase reached out to other CE options. Affinity CE, CME Outfitters, and CME Solutions after further discussion it was decided that all are very expensive, and we should check with the BOP about doing the technician CE.
2. Future Growth define roles and keep having conversations with the BOP
3. Future Meeting Dates

A.  Executive Board Mtg April 21, 2023 @ NDPHA convention

B. General Membership Mtg April 22, 2023 @ NDPHA convention

1. Adjournment of Meeting 2:23