Northland Association of Pharmacy Technicians

NAPT Executive Board Meeting Minutes

Mercy Hospital – Valley City, ND

March 14, 2015

President Sharon Kupper called the meeting to order

Members present: Sharon Kupper-President, Tamara Link-Secretary, Kerri Ring-Treasurer, Amanda Olason - Member-at-Large, Autumn Guilbert – Member-at-Large, Donna Kisse – Immediate Past President, Diane Halvorson/Ex-Officio-ND Board of Pharmacy Representative

Members absent, Barb Lacher/Ex-Officio – NDSCS Representative, Brittany Butler -Vice President, Danika Braaten – Parliamentarian

Quorum was established to do official business

1. Secretaries Report – Autumn made a motion to approve the minutes from December 13, 2014 as written, seconded by Kerri. Motion Carried

2. Treasurer's Report –
   a. Sharon met with Laurie after the last meeting to define expenses. Discussion held. Budget doesn’t show total budget amount, review needed again. Possibly update document. A motion was made by Donna to accept the 2014 Treasurer’s Report and a second by Amanda, motion carried.
   b. 2015 Treasurer’s Report needs more review at our next meeting. Kerri and Sharon are going to review the budget before that time with Laurie. This item is tabled until our next meeting.

3. Old Business –
   a. Fall Conference update – Diane reported on the income and expense sheet, also shared the reviews and comments on the last conference.
   b. Welcome Letter – Amanda made a motion to use the congratulations letter from the BOP copy #1 updated version but to also include the NAPT letterhead, also a separate sheet of paper with the NAPT letterhead and our Mission Statement on it, as well as a list of all of the current NAPT Board members and their contact information. This needs to be updated yearly.
i. Further discussion by Diane – The secretary needs to update this form yearly and it should be stored on the secretary’s computer, per Donna and added to the blue binders. Motion was seconded by Kerri. Motion carried as above

c. Blue Binder Updates – Donna was prepared and demonstrated great lengths of research and suggestions for the Blue Binders. Due to the wealth of information needing to be shared and our time constraint, we will table this again. Donna and Diane are going to work on an update to email each of us.

d. NAPT officer responsibility changes – Tammy made a motion to bring to the general membership meeting that we propose A “New Model Structure” of the Executive Board. Diane will define this at the general membership meeting. Second made by Amanda. Motion carried

e. Scholarship motion & vote by email - I, Donna Kisse, make a motion to award the top 3 applicants applying for the North Dakota Pharmacy Technician Scholarship. The applicants must meet the scholarship criteria and will be awarded with the 1st place applicant awarded $250, 2nd place applicant awarded $200 and the 3rd place applicant awarded $200. Tammy seconded the motion. Motion carried. Votes were as follows - Yes; Amanda, Kerri, Brittany, Autumn, late-Donna no votes; Tammy, Danika

4. New Business:
   a. 2015 Fall Conference Update – October 23 and October 24, 2015 at the Hilton in Grand Forks.
      i. Revisit the admission fee for the event
      ii. Decide if we want it to be an open door event for the Tri State area
   b. Diane presented a new logo for PTCB, Kerri made a motion to accept this new logo and Autumn seconded this motion. The motion carried.
   c. Pharmacy Technician Award – The members reviewed the nominations for Distinguished Young Pharmacy Technician, Diamond Award and Friend of the NAPT. The decisions will be revealed at the ND Annual convention.
   d. Bylaw Changes – This will be addressed with the changes in the blue binders with Donna and Diane
   e. ND Annual Pharmacy Convention – The application is online, check out Facebook. Don’t forget to use your Convention Bucks a $25 value. The Convention will be held April 24 – 26, 2015 in Bismarck, ND at the Radisson Inn.
   f. AAPT Virtual Convention – will be available June 13th to June 21st.
   g. Next Executive Board Meeting – to be held during the poster presentation on Friday, April 24th from 1 to 4 pm. The General Business Meeting will be on Saturday from 12 pm to 1 pm.

Meeting Adjourned

Minutes by Tamara Link, Secretary