

NDAND 2018 Summer Board Meeting

6/25/2018; 10-4:00 Carrington Research Center in Carrington, ND

Call to Order: President Jennifer Haugen called the meeting to order at 10:10 am.

Roll Call: Georgianna Walker, Danielle Rancourt, Emily Karel, Michelle Strang, Kayla Cole, Jenna Kourajian Hest, Amanda Slotten Nack, and Betty Larson

Conflicts of Interest Disclosure: No conflicts of interest were brought forward.

Approval of Consent Agenda: Georgianna Walker moved to approve the consent agenda. Second by Betty Larson. Motion Carried.

Additions to the Agenda: Betty Larson moved addition of the budget process and discussion of the strategic plan to the working agenda. Second by Amanda Nack. Motion carried.

Meeting Minutes Approval

Betty Larson made a motion to approve the minutes from the spring board meeting. Second by Georgianna Walker. Motion carried.

Convention Discussion:

Debra Strand moved the NDAND Annual Conference titled “Nourishing Health” by held March 22, 2019 at the Fargo Holiday Inn to follow the “Hypertension” conference that is scheduled at the Holiday Inn on March 21, 2019. Second by Betty Larson. Motion Carried. Debra explained that Joan Enderle is responsible for the Hypertension conference and cross marketing will occur for both conferences. There would be separate registration for each conference. The NDAND Conference would include a social on the evening of March 21. One possibility is a new cheese shop in Fargo suggested by the Dairy Council representative. The Meat and Livestock Board and Abbott are exploring possibly sponsorship of speakers. Danielle Rancourt might be willing to provide a breakout session on “Do’s and Don’t’s with Social Media,” or Successful Use of Social Media by the RD” or a similar session. Danielle will explore options with Erin Caroline our Communications Chairperson. Registration Fees for the Convention will be presented at a later date.

Strategic Plan:

Jennifer Haugen reviewed the progress with the Strategic Plan.

Goal 1 Focus on enhancing member benefits through creation of new programs, monitoring of existing programs, and solicitation of member feedback. Board members provided the following recommendations related to Goal 1:

1. Board members believed that the Thursday dinner meetings were valuable for achievement of this goal.
2. Board members emphasized the need to encourage success stories continue to be sent to Erin Caroline for addition to our social media.
3. There is a need to increase communication via emails from the Executive Director to both members and non-members to advertise events.

4. It is a problem that phone numbers are not included on the web directory and board members encouraged the Executive Director collect telephone numbers and add them to the web directory.
5. There is a problem that our *Officer's Manual* and *Policies and Procedure Manual* on the website do not open on mobile devices. For example, they will not open on an iPad at meetings.
6. Jennifer Haugen has been successful in getting her administrator to pay Academy membership because of the benefits to the organization. She will write a success story for social media with suggestions on how other dietitians might convince administrators to pay membership to the Academy.

Goal 2 Create external relations with similarly oriented organizations to further the mission and vision of NDAND. Discussion related to Goal 2 included:

1. Board members believed the symposium being open to additional professionals is helping to meet this goal.
2. Development of a Speakers Bureau was encouraged.
3. There is a need to ensure that the sponsors for our convention are recognized as promised for their sponsorship.

Goal 3 Continue to focus on NDAND operational capacity to ensure maximum benefit if being given to members while fully supporting the volunteers.

1. The updated *Policies and Procedures Manual* and updated *Officers Manual* are on the website for clarification of procedures and responsibilities of officers
2. Megan Myrdal and Joan Enderle have worked on orientation resources for new officers.
3. It was emphasized that new officers must plan to meet with the previous officer for their position either in person or via webex for training. It was emphasized they should review the job description in the *Officers Manual* and the *Policies and Procedures Manual* for their position.
4. The *Officers Manual* does include a timeline for when to complete duties for most but not all of the positions. Positions that do not have a timeline might consider creating a timeline for addition to the *Officers Manual*.
5. Board members may want to bring a copy of the manuals with them to meetings.

Treasurer's Report and Budget Discussion

Georgainna Walker moved the Treasurer's report be accepted as submitted. Second by Betty Larson. Motion carried. Amanda will send the 2017-2018 budget and the form for 2018-2019 budget requests to all board members. Requests must be submitted by July 13 to Krystal McNeal via dropbox.

Amanda Nack moved that we not renew the 24 Month Business Relationship CD and transfer the funds into either the general account or the money market based on which provides the highest investment rate. Second by Georgianna Walker. Motion carried.

FNCE and Public Policy Workshop

The Public Policy Committee members reported difficulty in registration for the Public Policy Workshop (PPW). When committee members try to register for PPW the link takes them to FNCE registration.

Nominating Committee

Board members provided Barb Erlandson with potential candidates for the next NDAND election. Potential candidates included Emily Brekker, Stephanie Miller, Brianna Snarsky, Amanda Ihmels, and Christa Lembke.

Current district Presidents include:

Grand Forks: Andrian Grotte
Fargo: Sandra Tee
Minot: Michelle Fundingsland
Bismarck: Jenny Schmidt

Membership Chairperson

Board discussed the job description available in the *Officers Manual* for the Membership Chairperson position. The job description encourages the Membership Chairperson to contact the colleges for a student representative on the Board. Jenna will consider asking the college faculty members for nominations and create an application process for that position. The position description will be updated to reflect what is meant by the Academy's New Member Advisory Committee Liaison.

Districts vs Regions

Board members will continue to explore whether to remain as districts or transition to regions. It was suggested notices about events be sent to all dietitians across the state so that dietitians might choose what district events they attend. Since our state is very rural and many dietitians are not located in an urban area they need to be able to choose which district events they attend.

Drop Box

Board members indicated difficulty with the organization of drop box. Michelle Strang will try to improve the organization of drop box. It will be important that the terminology and organization of drop box matches the *Officers Manual and Policies and Procedure manual*.

Adjourn

Betty Larson moved the meeting adjourn. Second by Amanda Nack. Meeting Adjourned at 2:50.

Respectfully Submitted,

Betty J. Larson, EdD, RD, FADA
for NDAND Secretary