

**North Dakota Academy of Nutrition and Dietetics Fall Board Meeting  
September 14, 2017 – 3 p.m.  
Conference Call**

**Call to Order:** President Betty Larson called the meeting to order at 3:00 p.m.

**Roll Call:** Betty Larson, President; Jennifer Haugen, President-elect; Amanda Slotten, Treasurer; Krystle McNeal, Treasurer-Elect; Allison Benson, Secretary; Deborah Strand, Convention Committee; Kayla Cole, State Reimbursement Representative; Joan Enderle, Second Century Liaison; Emily Karel, State Policy Representative; Elizabeth Hilliard, Delegate; Michelle Fundingsland, Minot's District President; Cindy Hogenson, Liaison to Coalition Creating a Hunger Free North Dakota

**Conflict of Interest Disclosure:** No conflicts of interest were brought forward.

**Approval of the Consent Agenda:** Jennifer Haugen moved to approve the consent agenda. Elizabeth Hilliard seconded.

**Approval of the 2017-2018 Budget:** Jen made a motion that we accept the budget as presented with potential future amendments from the Membership Chairperson and the Awards Chairpersons. Elizabeth seconded the motion.

**Correction of the Policy Manual**

- a. Policy on Board Member Orientation mentions an online training. Clarification was made that this orientation is from the Academy and the policy will be corrected.
- b. Betty Larsen will set up a task force with the district presidents to work on updating policies on Geographical Boundaries of Districts and Non-Member Fees to Attend District Meetings to a regional structure.
- c. Jennifer Haugen proposed to combine policies on NDAND Website and Listserv due to repetition. Allison Benson made a motion to remove the policy on website privacy and accept the revised policy on NDAND Listserv and NDAND website. Krystal seconded. Motion carried.
- d. Jennifer Haugen moved to accept policies on budget allocation changes, and CEU support for local districts as written. Amanda Slotten seconded. Motion Carried.
- e. Elizabeth Hilliard made a motion to discuss policy on donations from NDAND. Policy was accepted by the board as written.
- f. We will wait to discuss policies on speaker contracts, conventions, and advertising for consistency when Megan Myrdal the Past President is present.
- g. Erin Caroline the Communications Chair will be responsible for maintaining the policy on the use of the NDAND logo.

**Discussion of the Spring Symposium: Deb Strand**

- a. The venue for the Spring Symposium has been booked. It will be held at the Radisson in downtown Bismarck on March 14 & 15, 2018. The maximum capacity at the venue is 240.
- b. The committee is planning a fun social to recognize RDs on Registered Dietitian Nutritionist Day on March 14th. The plan for 2018 is to invite other allied professionals to our conference that may include RNs, LPNs, Physician Assistants, Speech Pathologists, etc.
- c. Some sponsors have been recruited including the ND Beef Commission and ND Diabetes.
- d. Around eight speakers have been recruited, but we are always looking for more suggestions.
- e. NDAND will hold a one day conference on March 15th. We are considering having dietetic oriented speakers and other speakers that are geared towards allied professionals.
- f. The National Nutrition Month Theme is *Go Further with Food* and we plan to use that theme for the conference as well.
- g. The committee needs volunteers to help with conference planning. Deb will send out the list again for members to sign up where needed.

**Academy Speaker: Jennifer Haugen**

- a. NDAND has the opportunity to apply for a speaker through the academy. There are many speakers available. Two speakers: Susan Brantley and Hope Barkoukis were discussed. Susan could talk about nutrition support and teaching nutrition to other professionals. Hope could talk about culinary medicine. It was decided that we will hold off for now until the Event Planning Committee meets again to discuss speakers.

**Approve Sponsorship Levels: Betty Larson**

- a. It was suggested that the current Policy #24 be amended and that we have three Sponsorship Levels: Gold (\$2000), Silver (\$1000), and Bronze (\$500).
- b. Non-profit exhibitors at the convention will be addressed separately from the sponsorship letter we will send out to vendors. Deb recommended that we visit with sponsors and tweak our sponsorship levels as needed based on their feedback of why they chose a certain sponsorship level.
- c. Jen made a motion to accept the sponsorship letter as amended. Krystal seconded. Motion carried.

**Strategic Planning Check In: Megan Myrdal**

- a. Megan was unable to be on the call so this agenda item was not discussed.

**Communications: Erin Caroline**

- a. Board members should email nominations to Erin Caroline at [erinlcaroline@gmail.com](mailto:erinlcaroline@gmail.com) for success stories. It was suggested that Erin nominate people on the board to get started.

**Second Century: Joan Enderle**

- a. It is nice to recognize people who support the Academy and Second Century. Joan has a few ideas for ways to recognize people – a ribbon at the convention is one idea. Please email Joan at [Enderle@CSIncable.net](mailto:Enderle@CSIncable.net) if you have any other ideas to share.

**CDR Grassroots Marketing Grant: Kayla Cole**

- a. Congratulations to Amy Davis and Kayla Cole on getting the CDR Grassroots Marketing Grant!

**Announcements:**

- a. NDAND 2018 Nutrition Symposium - March 14 and 15th – Bismarck, ND, Radisson Hotel

**Meeting Adjournment:** Betty Larson adjourned the meeting at 4:04 p.m.

Respectfully submitted by:

Allison Benson, NDAND Secretary