

North Dakota Academy of Nutrition and Dietetics Board Meeting
June 9, 2017, 9:30 am – 4 p.m.
NDSU Carrington Research Extension Center
Carrington, ND

President Betty Larson called the meeting to order at 9:30 am.

Roll Call: Megan Myrdal, Past President; Betty Larson, President; Jennifer Haugen, President-elect; Meredith Wagner, Past Treasurer; Amanda Slotten, Treasurer; Krystle McNeal, Treasurer-Elect; Allison Benson, Secretary; Deborah Strand, Convention Committee; Kayla Cole, State Reimbursement Representative ; Amy Davis, Reimbursement Representative; Joan Enderle, Second Century Liaison; Michelle Strang, Public Policy Coordinator; Bri Srsnsky, Consumer Protection Coordinator; Emily Kavel, State Regulatory Specialist; Jenny Schmidt, Nominating Chair; Barbara Erlandson, Nominating Member; Jenna Kourajian, Membership Chair; Elizabeth Hilliard, Delegate (joined virtually for part of the board meeting)

Conflict of Interest Disclosure: All attendees completed a conflict of interest disclosure forms.

Betty Larson requested the treasurer's and delegates reports be removed from the consent agenda for further clarification.

Approval of Consent Agenda: Jennifer Haugen moved to approve the amended consent agenda, Megan Myrdal seconded, motion carried.

*Note: The consent agenda includes a review of minutes, updates of committee activities, motions and reports that do not require action.

Treasure's Report – Meredith Wagner

1. Treasurer's Report as of 5/24/17
 - a. NDAND Checking Account Balance \$10,492.84
 - b. NDAND Savings Account Balance \$25,807.20
 - c. Value of CD (matures 8/24/2018) \$15,000.00

Total assets: \$51,300.04
2. 2017 Budget vs. Actual to Date (1/1/17-5/24/17)
 - a. Income: Budget \$31, 285.00
Actual \$15,029.52
 - b. Expenses: Budget \$34, 286.00
Actual \$16,534.54
3. The NDAND fiscal year will be changing to be in line with the Academy of Nutrition and Dietetics fiscal year. Since we are an affiliate organization this is now a requirement. The IRS will need to approve our fiscal year change.

Delegate Report – Elizabeth Hilliard

1. Conducted two open space sessions. One in Bismarck, ND on April 26th and one in Fargo on May 3rd. Summarized and submitted the report to the AND House of Delegates on May 24th. A brief summary is below.
2. I held two open sessions to get feedback from health professionals and invite participants to think outside the box. The focus of the sessions was on the future of wellness and health. AND encouraged delegates to hold these sessions to gather more information on how wellness affects people. There were four to six people at each session. Feedback received included increasing counseling skills, identifying mental health concerns, looking at the person as a whole, and increasing action in public policy.

New Business:

- a. All positions should submit a budget request form to the Treasurer. The Treasurer recommends that the budget requests anticipate budget needs from June 1, 2017 to May 31, 2018. Budget requests will be reviewed by the Finance Committee. According to the Officer's Manual the Treasurer, Treasurer-Elect, President, President-Elect and Convention Planning Chair make up the Finance Committee. This committee will make budget recommendations to the board for approval at the 2017 Fall Meeting.
- b. The *Officer's Manual* was reviewed and edited by all board members present. President Betty Larson will work on updating the *Officer's Manual* to be placed on the NDAND website in the *Members Only* section.
- c. The State Policy Representative position is still open. If you know of anyone who is interested, please contact President Betty Larson.
- d. Carrie Kiley is our Executive Director. She works from Chicago. She is hired to complete administrative tasks for NDAND for approximately two hours per week. NDAND board members should reach out to her at ndand@eatright.org if they need things put on the website..
- e. It was determined that newly elected board members should be invited to the Spring Board Meeting to allow ample time to submit budget requests for the upcoming year (due June 1, 2018). The budget requests could then be reviewed by the Finance Committee and presented to the Board for approval at the Summer Meeting.
- f. There are plans to move the Summer Meeting for 2018 to the end of May to allow for budgets to be approved prior to the beginning of the upcoming fiscal year (June 1 to May 31).
- g. The Awards Process was reviewed and recommendations were made by the task force committee. Among the recommendations were 1) awarding four awards instead of seven and 2) simplifying the process to nominate someone to encourage more nominations to be submitted. Megan Myrdal made a motion to approve the award process, Allison Benson, seconded, motion carried.
- h. The Minot District is in favor of regional structure. Discussion of next steps. The decision was made to move this item to the Fall Meeting agenda.
- i. The future of the Student Member position will be discussed at the Fall Meeting.
- j. The Policy and Procedure Manual will be reviewed at the Fall Meeting. There are two policies in the 2014 Policy and Procedure Manual that are highlighted in red and state "awaiting board approval." Since we cannot verify that these have been approved we will add them to the agenda for the Fall Board Meeting and review them at that time.

2017 Strategic Plan: The 2017 Strategic Plan was reviewed at the Spring Meeting/Annual Convention in April. All Board members were given paper copies to review. The Strategic Planning committee selected short term goals (0-6 months) to work on. Members were assigned specific goals to accomplish:

1. Create a test panel event to highlight our member expertise and give a variety of input on a selected topic – develop how-to guide, evaluation and request for future topics. – Deb Strand (with input from Emily Karel)
2. Board to submit and recommend people for success stories for use in branding/messaging – Erin Caroline, Allison Benson
3. Create district agreements – Megan Myrdal
4. Develop list of North Dakota like-minded organizations for potential partnerships – Jennifer Haugen, Bri Srnsky
5. Look through mid-term and long-term goals to identify what future needs should be included in position descriptions (i.e. submitting updated website content). – Fall BOD Meeting
6. Volunteer orientation manual (orientation to the BOD) for specific documents and resources created. – Megan Myrdal, Joan Enderle
7. Create and implement a record keeping policy – Allison Benson

Announcements:

- a. Next Meeting (virtual): September 14, 2017, 3 p.m. to 4 p.m.
- b. Submit Mileage Reimbursement Request Forms within 30 days.
- c. Submit Budget Request Forms for June 1, 2017 to May 31, 2018 to Treasurer (Meredith Wagner/Amanda Slotten).

- d. FNCE – October 21-24, 2017, Chicago, IL
- e. AND's Public Policy Workshop – June 25-26, 2017 at the Grand Hyatt in Washington, D.C.

Jennifer Haugen made a motion to adjourn the meeting. Amanda Slotten seconded, motion carried. Meeting was adjourned at 3:00 pm.

Respectfully submitted by:

Allison Benson, NDAND Secretary