

**ND Academy of Nutrition and Dietetics**  
**January 29, 2014**  
**Meeting Minutes And Board Reports**  
**1:00-3:00 p.m. Teleconference**

1. President Deanna Askew called the meeting to order at 1:02 p.m.

Attending: Deanna Askew, Anne Bodensteiner, \*Brenna Swanson, Vanessa Lennick, Brianna Syrnsky, Kristen Liebl, Connie Hofland, Margie Janke, Stephanie Miller, Desiree Steinberger, \*Michelle Fundingsland, Bonnie Hoverson, Carrie McLeod, Kelly Bartsch, Desiree Tande, Larissa Musgrave, Kelsey Herrick, \*Kayla Cole, Kayla Thorson

2. Welcome to new board members: Kayla Thorson (Media Relations Chair - West)
3. Approval of Agenda: Anne moved to accept agenda. Vanessa seconded and motion carried.
4. Approval of minutes from November 5, 2013, ND Academy Board Meeting: Anne motioned to approve the minutes. Carrie seconded and motion carried.
5. Reports:
  - a. Treasurer Report – Vanessa Lennick reported that the current balance for NDAND is \$53,280.42 (\$28,897.97 ND Academy Checking, \$4,707.84 Alerus Money Market; \$19,674.61 Alerus CD). She will be handling income and expenses for the spring convention. Currently she has received a check from Northharvest Bean Growers for \$1,750.
  - b. Board reports – see board reports at the end of the minutes.\*Michelle F and \*Brenna joined.
6. Correspondence – Deanna shared correspondence sent from a marketing firm. No action needed.
7. Old Business
  - a. Open Board Positions – Deanna reported the convention planning chair position is still open.
  - b. Voting vs. non-voting board positions/bylaws revisions –\*Kayla joined. Deanna reviewed the recommended bylaw changes from the bylaw subcommittee comprised of Becky, Anne, Deanna, Michelle F, Carrie, and Brenna. Discussion held on nominating committee positions changing to two-two year terms elected in alternating years. The 2<sup>nd</sup> year of each term would be the chair of the committee. Brenna made a motion that the board approves the changes presented in the bylaws and accepts any further recommendations regarding the nominating committee by the bylaw subcommittee. Those changes will be sent to members 30 days prior to the annual meeting to be voted on. Desiree Steinberger seconded. Motion carried.
  - c. Executive Secretary Position –Pat Anderson has resigned her position as Executive Secretary after 9 years of excellent performance. Deanna and Anne are in the process of revising the position description, with input from Pat and will advertise this contracted position soon. They will share the

revised position description with the board for their review and input. If anyone would like to participate on the hiring committee please contact Deanna.

- d. Conflict of Interest Policy and form - Anne and Deanna modified and presented a draft conflict of interest policy, adapted from the Academy. Having a conflict of interest policy is advised by the Academy. Anne made a motion to approve the conflict of interest policy and have all board members sign at spring board meeting. Bonnie seconded. Discussion to add as a standing agenda item and sign annually. Motion carried.
- e. Convention Planning
  - i. Approval of registration prices. Brenna made a motion to accept pricing structure presented. Bonnie seconded. Motion carried.
  - ii. Reviewed conference schedule and speakers. Board meeting will take place Wednesday morning.
- f. Science Fair Scholarship – See board reports.
- g. Upcoming member/non-member survey – Survey is in review and will be sent out soon. Results will be tallied for next meeting. Nominating committee questions were added which should result in a list of names for positions coming open.
- h. NDAND Webinars – Process for evaluations and CEU certificates is still under consideration and may be added to the executive secretary position.

#### 8. New Business

- a. Nominations Committee – Discussed under “Old Business” letter “b.” A brief vote may take place following the annual meeting bylaw change vote, if approved, to align current nominating committee positions with proposed bylaw changes.
- b. Future Convention Planning (Anne) – Anne proposed holding our annual meeting at a general conference every other year and at a public policy mini-convention during the legislative year. Discussion included this allowing for more members to be involved with legislative day and opportunity for CEU’s including the required ethics credit. Deanna will check into the current commitment to Long-Term Care Association which was voted on last summer for a 2015 joint conference.
- c. Implementation of Strategic Plan
  - 1. Membership Update (Carrie McLeod) – working on membership survey. Two scholarships are available this year. Deanna and Carrie will review manual for scholarship process. Working on developing a handout which will provide evidence for employers about benefits of paying for Academy membership. These can be distributed at the annual member meeting if available. Deanna suggested using the 40 LRD bags for new members, fundraising and other options.
    - a. Fundraising – Ann is working on fundraising ideas for the Academy foundation.

2. Media (Stephanie, Margie Janke) – The media team is working on contacting several media outlets for sending out a media campaign during National Nutrition Month. Bismarck Public Health will donate to the ND Academy a broadcasting spot during March.
3. Public Policy (Amanda Ihmels/Kristen Liebl) – Kristin reported progress on developing a state action alert and will be looking for feedback from the new survey. The team is compiling a list of RD's on standby if expertise is needed for different specialty areas. Amy and Kayla are developing a reimbursement chart for ND dietitians with different insurance companies and coverage/lack of coverage of visits. Connie reported on health care reform and will keep the group updated. Kayla, Amy, Amanda and Michelle H will all be presenting on topics at the Spring convention.

9. Announcements

- a. Dietetic Update Articles deadline, February 12.
- b. Spring board meeting, April 23, held at 8:00 or 8:30 a.m. in Fargo. Agenda may include orientation for board members and presentation from Michelle H, Consumer Protection Coordinator, regarding licensure.

Meeting adjourned at 2:58 pm

Respectfully submitted,

Brenna Swanson  
ND Academy of Nutrition and Dietetics Secretary

## **Board Reports**

### **President – Deanna Askew, MPA, RD, LRD**

- NDAND Business
  - Wrote and submitted president's message for November Dietetic Update
  - Compiled evaluation results from Nov. 1 NDAND webinar
  - Secured Kayla Thorson as West Media Chair
  - Provided input on member survey (Carrie McLeod – lead)
  - With Anne B, developed Conflict of Interest policy to present to BOD
  - Reviewed and revised executive secretary position description to propose to BOD
  - Planned agenda for Jan. 29 board meeting

- Convention planning
  - Continued to finalize conference agenda and speakers
  - Worked with the Academy to conduct online event registration
  - Worked on documents to post to NDAND website regarding convention
  - Finalized conference pricing to propose to NDAND board
- By-laws revisions
  - Worked with Becky King and by-laws sub-committee on by-laws revisions regarding voting/non-voting board members, which will be proposed to BOD
- Meetings attended:
  - Convention planning: convention planning committee (11/12, 11/26, 12/10, 1/14, 1/28), meeting with Megan Myrdal, NDNC president (11/22, 1/10), event registration meeting with the Academy (12/9), meeting with NDNC regarding online registration (1/6), planning with specific convention speakers (1/10, 1/17)
  - NDAND planning and updates with Anne B, president-elect (11/15, 1/3)
  - NDAND media committee, brainstorming for National Nutrition Month (1/2)
  - NDAND Licensure meeting with BOD, led by Michelle Hoppman (1/7)
  - NDAND by-laws discussion with subcommittee (1/8), discussion with Becky King (1/21)
  - NDAND Public Policy Panel meeting (1/13)

## **NDAND 2014 Conference Planning Report**

(November 2013 – January 2014)

**Submitted by Deanna Askew and Anne Bodensteiner**

January 21, 2014

- All speakers have been confirmed, with the following board members presenting: Amanda Ihmels, Amy Davis, Kayla Cole, Michelle Hoppman and Desiree Tande.
- Online event registration will be done through the Academy – planning to go “live” very soon
- Draft agenda, hotel information and conference prices will be posted to NDAND website following the winter board meeting.
- Current speaker sponsors are Northarvest Bean Growers and Midwest Dairy Council.
- A Wednesday evening social event is being planned.

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## **Treasurer – Vanessa Lennick**

Treasurer’s Report as of 1/29/14

NDAND Checking Account Balance

\$28,897.97

The Value of the Alerus CD	\$19,674.61
The Value of the Alerus Money Market Account	<u>\$4,707.84</u>
<b>Total assets is:</b>	<b>\$53,280.42</b>

### **2014 Budget vs Actual To Date**

<b>Income:</b>	<b>Budget \$44,550.00</b>	<b>Actual \$54.48</b>
<b>Expenses</b>	<b>Budget \$60,569.00</b>	<b>Actual \$0</b>

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### **Delegate Report – Bonnie Hoverson, RD, LRD**

- Participated in NDAND calls as requested.
- Participated in licensure discussion.
- Participated in HOD emails.
- The Spring 2014 Virtual Meeting will be on Saturday, May 3 and Sunday, May 4, 2014. The mega issue for discussion is “Engaging Members in Research”.

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### **Reimbursement Representative Board Report- Amy Davis, RD, LRD**

- Presented webinar “The Drill on Healthcare Reform” on November 1<sup>st</sup>.
- Participated in November Academy Public Policy Forum call.
- Participated in January Academy Reimbursement Representative call.
- Kayla Cole, RD, LRD State Reimbursement Representative and I continue work on ND Medical Nutrition Therapy Reimbursement Comparison chart.
- Provided feedback for ND Academy membership survey.

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### **State Reimbursement Representative Board Report Winter 2013- Kayla Cole, RD, LRD**

- Participated in monthly ND Academy Public Policy Panel calls as scheduled.

- Participated in the Academy's Quarterly Reimbursement Representative conference calls as scheduled and discussed with Amy Davis, RD, LRD, Reimbursement Representative.
  - Currently working with Amy Davis, RD, LRD, Reimbursement Representative, on the Medical Nutrition Therapy Reimbursement Comparisons chart for other insurance companies.
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### **Media Relations Co-Representative East – Stephanie Miller, RD, LRD**

- Collaborated with Kayla Thorson (media rep. west), Margie Janke (media co-rep. east), & Deanna Askew (president) in preparing for National Nutrition Month in March.
  - Contacted Fargo area TV stations about featuring news stories highlighting a nutrition topic or an RD.
  - Contacted the North Dakota Newspaper Association in regards to printing a weekly nutrition article in the newspapers across ND

### **Nominating Committee Report – Desiree' Steinberger**

- Nominating Committee Board Report
  - Please start thinking about being willing to run for NDAND Board positions that are open. We will be sending emails out very soon with descriptions of positions available. The positions that will be voted on are:
    - President-elect
    - Secretary
    - Chair, Council on Professional Issues/Alliances
    - Nominating committee (two-year, which will become chair in second year)
    - Nominating committee (one-year)
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### **Greater Grand Forks District Report - Desiree Tande, PhD, RD, LRD**

GGFDA held a holiday social on 12/10/14. The GGFDA board members met prior to the social to be planning a community service project and an education seminar. We are pursuing grocery store tours as a community service effort. The Minot AND was the inspiration for this

initiative in the Greater Grand Forks community. A member of our board has reached out to their organization for some additional information about their efforts in Minot. We plan to roll this out in the spring. Our education program is in the brainstorming stage but will be driven by complimenting, not competing, with the NDAND Annual Convention. We are looking forward to more details about that convention program.

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### **Council on Professional Issues and Alliances – Michelle Fundingsland, RD, LRD**

Attended the NDAND Bylaws Revision conference call to determine tactics for by-laws revisions on voting and non-voting board members (January 8, 2014).

Joined the Creating a Hunger Free North Dakota (CHFND) coalition. NDAND is a member of the coalition and I will be serving as a representative with that group. They had a meeting in June 2013, September was Hunger Action Month, partners (NDAND too) were highlighted on their Facebook page. I will be communicating some of the information out to the Academy membership, see news article in November 2013 Dietetic Update.

Let's Move.gov – presented on Let's Move Child Care to a local childcare organization. I presented the Let's Move information to our local Minot Area Team Wellness to see if the program could be completed in our area. Also discussed what they have done in the Fargo area in regards to their Let's Move initiatives. Spoke to Kim Lipetzky (1/10/14) about their work with Let's Move. I have two updates.

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### **Awards Chair – Naomi Hass**

1. I am excited to report that we have a candidate for the Outstanding Dietetics Educator Award this year!!! It is Georgianna Walker. Congratulations Georgianna! Her name has been submitted to our regions contact for awards and she will be eligible for both regional and national recognition.

2. We have decided to go ahead and take part in the North Dakota State Science and Engineering Fair this year which (as usual!) is in Grand Forks in April. They are asking if we would prefer to participate with a cash award, or with saving bonds. We in the past have provided savings bonds (In 2012 the ND Dietetic Association provided four savings bonds - 2 valued at \$100 each and 2 valued at \$50 each). It sounds as if that is no longer the typical practice. Instead most organizations are providing cash awards. Per Peter Sykora , Awards Coordinator for the Science Fair, organizations send us one check for us to deposit into our awards account and we in turn write individual checks to the winning students. However he mentioned that if we prefer we can create a form for the winning student to complete and return to us for the cash award.

So I will wait to hear what you all think and then will work with Vanessa Lennick will discuss how to move forward.

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### **Phone Conference**

**November 5, 2013, 1:00-3:00 pm**

1. President Deanna Askew called the meeting to order at 1:02.  
Roll Call: Michelle Fundingsland, Kelsey Herrick, Larissa Musgrave, Amy Davis, Deanna Askew, Stephanie Miller, Brianna Syrnsky, Brenna Swanson, Becky King, Bonnie Hoverson, Margie Janke, Vanessa Lennick, Connie Hofland, Desiree Steinberger, Michelle Hoppman, Kelsey Herrick, Kayla Cole, Kelly Bartsch\*, Amanda Ihmels\*, Desiree Tande\*
2. Welcome to new board members: Brianna Syrnsky (State Policy Representative), Michelle Hoppman (Consumer Protection Coordinator former State Licensure Liaison) and Desiree Tande (Greater Grand Forks President).
3. Approval of Agenda: New business order change for a and b. Desiree Steinberger moved to accept agenda. Brenna Swanson seconded the motion. Motion carried. (\*Kelly Bartsch joined.)
4. Approval of minutes from July 23, 2013 ND Academy Board Meeting. (\*Amanda and \*Desiree Tande joined.) Michelle Fundingsland made a motion to approve past minutes. Amy seconded and motion carried.
5. **Reports**
  - a. **Treasurer Report** – See the budget report at end of minutes.  
Treasurer's Report as of November 4, 2013:  
ND Academy Checking Account Balance \$31,803.97  
The Value of the Alerus CD \$19,674.61  
The Value of the Alerus Money Market Account as of 3/31/13 \$4,707.25  
**Total assets:**  
**\$56,185.83**
  - b. **Board Reports** – see board reports at the end of the minutes.
6. **Correspondence**
  - a. President Deanna reported correspondence has been speaker solicitations relating to spring conference.
7. **Old Business**
  - a. **Principles of affiliation** – Deanna reported this was completed as required by the national academy and submitted.
  - b. **Affiliate insurance policy** – Deanna reported the affiliate insurance policy covers the the five districts in ND.
  - c. **Open Board Positions** – The convention planning chair is still open. Anne and Deanna are currently co-chairing this position. The west media chair is also open. Stephanie and Margie share east media chair.



- d. **Voting vs. Non-Voting Board Positions** – At the July board meeting the motion passed for the State Policy Representative, State Regulatory Specialist, State Reimbursement Representative, Membership Chair, Awards Chair, and student members to become voting members pending Academy recommendations.

Deanna updated board members on the correspondence with the Academy regarding bylaws changes and voting positions. The Academy recommends students not be voting members and that only elected positions are voting, in order to fully represent the membership. (Note: currently there are non-elected positions as voting board members; however, all bylaws changes require a full membership vote.) In October, the executive committee met regarding these recommendations.

After further discussion, including consideration of CPEU's awarded as an elected office and expanding the role of the nominating committee based on the Academy recommendations, Brenna moved to form a subcommittee to review Academy recommendations for board structure. Amanda seconded. Motion carried. Becky, Deanna, Anne, Michelle F and Brenna have volunteered to serve on this committee which is open to other volunteers. Recommendations from this subcommittee will be reported to the board at the next board meeting, with intent to bring to the members at the annual meeting in April.

- e. **Executive Secretary Position Description** – Anne, Pat and Deanna will soon draft a position description.
- f. **Conflict of Interest Policy** – Anne and Deanna will soon move forward on the conflict of interest policy.
- g. **Convention Planning** – See board report. The ND Academy has moved forward with joining NDNC and working with Sanford Health Obesity Symposium and the School Wellness Summit. The conference will be held on Wednesday, April 23 and Thursday, April 24 in Fargo at the Ramada. The tentative schedule includes the NDAND board meeting Wednesday morning and ND Academy Member meeting Thursday at noon. Wednesday afternoon will include a cooking demonstration sponsored by North Harvest Bean Growers, breakouts, and a keynote on sustainable nutrition sponsored by the Midwest Dairy Council. Thursday morning the school health summit participants will join us for our keynote speaker, Dr. David Katz, with potentially 300-400 people attending. Thursday afternoon will include sessions geared at mostly ND Academy members such as diabetes, lifestyle medicine, motivational interviewing, reimbursement, policy, and licensure. Members are welcome to stay and pay a small fee to attend the Friday Sanford obesity symposium for additional CEUs. Online registration will be handled by the ND Academy. Vanessa reviewed the board report for the joint convention budget (included below).

## 8. New Business

- a. **Science Fair Scholarship** –After board discussion Becky made a motion to include a \$100 donation to the ND State Science and Engineering Fair. Stephanie seconded. Motion carried.
- b. **Upcoming Member/Nonmember Survey** – Anne plans to survey membership about what they want from ND Academy, convention, CPEU's, expectations, communication, etc. Several board members commented this was a good idea with no disagreement.
- c. **2014 Budget Presentation and Approval.** Vanessa and Deanna presented the 2013 budget. It was noted that last year the budget expenses were similarly over the income as is this year. This is a planned use of utilizing some of the savings. Brenna made a motion to approve the budget for 2014. Amanda seconded. Motion carried.
- d. **Implementation of Strategic Plan**
  - 1. **Membership Update** – No report.
  - 2. **Media** – Stephanie talked with Joan Enderle from AHA. They currently do not have any funding and are targeting a different group for decreasing sodium for 25-40 years old. Other avenues are to connect with a group on Facebook that would have a large crowd and would be low cost. Possibly share a simple message about healthy easy meals at home.
  - 3. **Public Policy**
    - a. **Consumer protection licensure summit recap** – Amanda reported on her recent training. Licensure is to protect consumers in state, not to protect dietitian name. We need to be actively protecting licensure and developing relationships in case of a threat as several nearby states have seen. Be prepared if the need to protect licensure arises.
    - b. **Education plan for licensure** – Amanda reported this is a connection plan for state legislators and is working on webinars and education pieces over the next couple months.
    - c. **Reimbursement update** - Amy hosted the first of four webinars on healthcare reform with 33 registered and 27 participating. Participants had a positive response and would like additional information. Kayla and Amy contacting 3<sup>rd</sup> party payors on updating 3<sup>rd</sup> party payor reimbursement chart.
- e. **Webinar Education** – Anne is submitting information to be a provider for CPEU's. Once participants send in evaluations for CPEU's, a board position will need to send out the certificate and send the speaker any evaluation results.

## 9. Announcements

- a. Dietetic Update Articles deadline, November 8
- b. Winter board meeting, TBA towards the end of January as a teleconference.

Respectfully Submitted,

Brenna Swanson

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