

## **ND Academy of Nutrition and Dietetics Meeting Minutes**

### **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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## **Board Reports**

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

#### **NDAND President quarterly report**

(August 2013 - October 2013)

- NDAND Business
  - Reviewed and approved “New Member letter”
  - Submitted “Articles of Affiliation” (August 1)
  - Reviewed and revised summer board meeting minutes
  - Updated strategic plan for the website and sent to Pat on Sept. 27
  - Planned agenda for Nov. 5 board meeting
  - Submitted lobbying expenses to the Academy by Oct. 15
  - Wrote and submitted for August Dietetic Update: president’s message, “Save the Date” for the 2014 convention, and a short article on the CDR ethics requirement
- Convention planning
  - Working on 2014 Convention speakers, draft agenda, agreement details in order to host with NDNC and convention budget
- By-laws revisions
  - Working with the Academy and the NDAND Executive Committee to determine next steps for by-laws revisions on voting/non-voting board members
- NDAND 2014 Budget planning with Finance Committee
- Meetings attended:
  - Convention planning: Meeting with Anne B, President-Elect (8/13); convention committee (9/18, 9/19, 9/25); budget meeting with NDNC and NDAND (10/2), meeting with Dr. Katz (10/21)
  - NDAND Public Policy Panel meeting (8/30, 10/14)
  - Meeting with Annie Storey from the Academy regarding NDAND by-laws change, with Anne and Brenna (9/3)
  - Academy of Nutrition and Dietetics call on applying for convention grant (9/17)
  - NDAND Finance Committee meetings (9/19 and 10/29)
  - NDAND Executive Committee discussion on by-laws (10/2)

#### **NDAND 2014 Conference Planning Report**

(August 2013 - October 2013)

**Submitted by Deanna Askew and Anne Bodensteiner**

October 30, 2013

- Written agreement completed with ND Nutrition Council.
- Budget details determined.
- Secured rooms at the Ramada in Fargo.

- Secured Dr. David Katz as 2<sup>nd</sup> day keynote.
- Working on breakout session speakers.
- Sponsorships are being explored.
- Planning a Wednesday evening social event.

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## Treasurer's Report – Vanessa Lennick

### Income/Expense by Category - YTD

1/1/2013 through 10/30/2013 (Cash Basis)

Category	1/1/2013- 10/30/2013
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#### INCOME

Uncategorized	170.00
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AND Foundation Money Raised	191.00
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AND Rebates	10,720.53
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Convention	8,685.00
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Interest	5.37
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Other Inc	1,142.84
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Sponsorship	6,600.00
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**TOTAL INCOME \$27,514.74**

#### EXPENSES

ADAF	291.00
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Annual Convention	5,238.53
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Awards	420.26
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Bill Tracker	4,045.00
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Board of Directors	3,867.29
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Convention Planner	316.06
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Executive Secretary	2,638.42
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Legislative & Public Policy	2,774.09
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Annual Convention: Misc	50.00
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PR Media	5,610.00
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President Elect	1,367.10
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Reimbursement	1,209.42
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Treasurer	154.20
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Web Maintenance	215.80
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**TOTAL EXPENSES \$28,197.17**

**OVERALL TOTAL (\$-682.43)**

<b>Expenses</b>	<b>Total</b>	<b>NDAND</b>	<b>NDNC</b>
Facility	\$1500	\$750	\$750
Meals			
- Breakfast (\$14)	\$3500	\$1750	\$1750
- Lunch (\$20)	\$7600	\$5100	\$2500
- Snack (\$4)	\$2600	\$1600	\$1000
Postage	\$57	\$29	\$28.50
Printing	\$300	\$150	\$150
Speaker Expenses			
- Dr David Katz	\$5000	\$2500	\$2500
- Other speakers	\$1000	\$500	\$500
Online Registration Fee (\$2 + 1.75%)			
- \$2 @ 250	\$500	\$250	\$250
- \$25,250 x 1.75%	\$442	\$234	\$208
Supplies	\$150	\$75	\$75
Speaker Gifts	\$300	\$150	\$150
Misc	\$300	\$150	\$150
Total Convention Expenses	\$23,249	\$13,238	\$10,012

\*Wednesday morning expenses (NDAND Board Meeting) will be separate.

<b>Income</b>	<b>Total</b>	<b>NDAND</b>	<b>NDNC</b>
1.0 day (Wed PM and Thurs AM) \$125 X 100	\$12500	\$6250	\$6250

1.0 day (all Thurs) \$125 X 20	\$2500	\$1250	\$1250
1.5 days (Wed PM and all day Thurs) \$175 x 30 - \$125 – 50/50 split - \$50 to NDAND	\$5250	\$3375	\$1875
Students 100 @ \$50	\$5000	\$2500	\$2500
Total Convention Income	\$25,250	\$13,375	\$11,875

**NOTES:**

- NDAND will cover food costs for Thursday noon meal and Thursday p.m. snack.
- Sponsor income is not reflected above.

Estimated Meal counts:

Lunch Wednesday: 230

Breakfast Thursday: 250

Lunch Thursday: 150

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**NDAND Awards Chair Board Report Fall 2013 – Naomi Hass, MS, RD, LRD**

1. I had heard from our trophy company in early summer that their bill hadn't been paid yet but I e-mailed Vanessa and I believe this is resolved.
2. No other activity to review.
3. Gearing up to start advertising for our 2013 awards in November.

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

The following motions were made at the fall House of Delegates meeting. The Fact Sheet with complete information will be published in our newsletter.

a. **Motion #1**-Request Coding and Coverage Committee and the Legislative and Public Policy Committee to collaborate in developing an action plan for members and the Academy. The action plan will consist of the following:

- Current Academy resources for nutrition services delivery and payment;
- Actions that members will need to take to address the delivery and payment of their services in their practice settings;
- Future resources that the Academy will need to provide for members.
- An evaluation component to determine the impact of this plan.
- The action plan will be submitted by May 1, 2014.

b. **HOD Motion #2**-Request assistance from ACEND, CDR, NDEP and the Committee on Professional Development:

- ACEND creates new standards for graduate and undergraduate nutrition and dietetics didactic and supervised practice programs that include competencies for the evolving delivery and payment models.
- CDR assures the inclusion of competencies for practitioners related to assertiveness, marketing, leadership, business and management skills, and outcomes data management and analysis.
- NDEP considers opportunities to standardize curriculum design for educating future practitioners regarding delivery and payment models and tools for use by educators.
- Committee for Professional Development investigates the establishment of a certificate program related to delivery and payment models.
- Each organizational unit will submit a report to the House of Delegates by May 1, 2014 to provide a reaction and plan for addressing this request.

c. **HOD Motion #3**- requests the creation of a communications and marketing plan for members to use which is focused on students, employers, legislators/policy makers, consumers and other stakeholders. This plan will provide key messages specific to delivery and payment models for the RDN. A report on the status of a plan will be shared with HOD by May 1, 2014.

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

- Participated in monthly ND Academy Public Policy Panel calls as scheduled.
- Participated in August Academy Public Policy Forum call.
- Presented reimbursement and coding/coverage information to Mid Dakota Clinic dietitians.
- Networked with ND Academy members regarding reimbursement questions.
- Contacted Sanford Health Plan Medical Director requesting clarification of coverage for preventative services under Sanford Health HMO plan.
- Prepared for "The Drill on Healthcare Reform" webinar presented on November 1<sup>st</sup>.
- Contacted the Academy regarding the status of the CMS proposed rule for diet order writing privileges. No update available at this time.



- Currently working with Kayla Cole, RD, LRD State Reimbursement Representative on updating a Medical Nutrition Therapy Reimbursement Comparison chart which will be a great resource for ND Academy members.
- Seeking stories from ND Academy members regarding health care reform and reimbursement. An email was sent out to members requesting success stories.

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## **State Reimbursement Representative Board Report Fall 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.
- Attended the NDAND summer 2013 board meeting.
- Participated with bring your legislator to work by bringing Daryl Lies, from the Office of Congressman Kevin Cramer, to a community grocery store tour in Minot, ND.
- Contacted my local legislators, per Amanda Ihmels request for the board members, to network and to encourage them to contact a nutrition professional for future nutrition questions or concerns in legislation.
- Attended "Coffee with Cramer" with Congressman Kevin Cramer.

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## **Cory Doucet, RD, LRD – Minot Academy of Nutrition and Dietetics President**

Minot District will be meeting on November 18th to discuss ideas for the community and also updating our bylaws and merge with the state's officer term. We will strive to accomplish more tasks to have more outcomes and goals. Dietitians in the area continue to hold grocery shopping tours at Marketplace each month. Support groups for Celiac Disease and COPD are still held quarterly for the public to attend.

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## **Greater Grand Forks Dietetics Association – Desiree Tande, PhD, RD, LRD**

The GGFDA held a fall membership social on September 30<sup>th</sup> and attendance was up over last year (approximately 15 dietitians attended compared with 5 last year), so this is a promising start to the year.

We will be holding our next district meeting on October 28<sup>th</sup> that will include FNCE reports from attendees, membership and budget updates, and education planning for winter/spring.