

North Dakota Board of Dietetic Practice Meeting
Wednesday, May 14, 2014
3:00 – 4:30 p.m. (CDT)
Teleconference

Board Members Present: Georgianna Walker, Rita Ussatis, Kathy Larson, Vanessa Hoines, and Linda Nudell

Also present were Pat Anderson, NDBODP Executive Secretary.

I. Call to Order

Chair Walker called the meeting to order at 3:03 pm.

II. Approve Agenda

Walker asked for any updates to the agenda. The agenda was approved as distributed prior to the meeting.

III. Approval of March 11, 2014 Minutes

The minutes were approved as distributed.

IV. Procedure for Guests at Board Meetings

There were no guests so it was not necessary to discuss.

V. Correspondence

a. Sponsorship Applications

Anderson reported that sponsorship applications had been received from the NDAND and NDNC for \$3000 each and that she had made the disbursements.

VI. Financial Reports

a. Financial Audit

Board members had been provided with a copy of the financial audit for the fiscal years ending September 30, 2011 and September 30, 2010 for review. No action was required by the Board. Anderson reported that she has submitted a copy of the financial audit to the ND Office of State Auditors.

b. FY 2014 Y-T-D Profit/Loss Statement (report was distributed)

c. Expense to Budget Report/Budget Review (report was distributed)

d. Balance Statement as of May 5, 2014 (report was distributed)

e. Transaction Detail for Administrative Expenditures Oct. 1, 2013 – May 11, 2014

Anderson provided a transaction detail report October 1, 2013 – May 11, 2014 for the Board to review. There were no costs identified as inappropriate.

f. Customer Sales Report FY 2014

Anderson presented the customer sales (income from licensure fees) report for October 1, 2013 – present.

g. Financial Reserves

Anderson reported that our financial reserves are on the balance sheet under CD investments (6 CDs). There are ample funds in checking for operational funds and it will not be necessary to use our financial reserves.

VII. Unfinished Business

a. AAG Letter to Danielle Irving

Edward Erickson emailed that a letter will be mailed to Danielle Irving May 14.

b. Conference Flyer

Nudell and Anderson revised the conference flyer and a copy was provided to the NDAND and NDNC conference. Nudell and Anderson recommended that we have one flyer that would be versatile for both dietitians and nutritionists vs. a separate one for dietitians and one for nutritionists.

The board recommended that we add to the sponsorship application a question that asks an organization to select whether they want electronic or print copies of the flyer. If paper copies are requested we need to ask them how many copies.

Action: Anderson will update the sponsorship flyer and have it posted to the Web site.

VIII. New Business

a. Curriculum Requirements for LN License

Ussatis reported that she consulted with Dr. Betty Larson about the curriculum requirements for LNs and it is specified in the rules under 20.5-02-01-01. No more action was required.

b. Strategic Plan Review

The strategic plan was reviewed; no changes were made to the plan.

c. Renewal Letters

Anderson provided a draft of the renewal letters and applications. The renewal applications will be mailed the week of May 20.

d. Dietetic Update Articles

August Issue – Walker will write an article on guidance regarding ethical issues (i.e. selling nutritional products). November Issue – will determine at the September Board meeting.

e. Term Expiration – Linda Nudell and Vanessa Hoines

Nudell will complete her second term on 8/31/2014 so she no longer can serve on the Board. Hoines is willing to serve another three year term.

Action:

- 1) Anderson will contact Anne Bodensteiner, President of the ND Academy of Nutrition and Dietetics to let the Academy know of the opening and to ask them if interested to submit nominees to the Governor's office.
- 2) Anderson will contact Barb Erlandson, Darcy Stafford, Sue Grundstad, and Brooke Fredrickson to determine if they would like to be nominees and if so to submit their names to the Governor's office.

IX. Next Meeting

The next meeting will be on Tuesday, September 23, 2014 in Bismarck. The location is yet to be determined.

The meeting was adjourned at 4:32 pm.

Respectfully Submitted,

**Pat Anderson, LRD, RD
NDBODP Executive Secretary**