

**North Dakota Board of Dietetic Practice Meeting Minutes**  
**Wednesday, March 11, 2015**  
**Teleconference 12:00 pm – 12:40 pm**

Board Members Present: Georgianna Walker, Rita Ussatis, Kathy Larson, Vanessa Hoines, and Brooke Fredrickson

Also present were Pat Anderson, NDBODP Executive Secretary.

**I. Call to Order**

Chair Larson called the meeting to order at 12:03 pm.

**II. Approve Agenda**

The agenda was emailed prior to the meeting. Anderson requested to add under correspondence, receiving of a complaint. The agenda was approved with this additional agenda item.

**III. Approval of Meeting Minutes from February 4, 2015**

The minutes from the February 4, 2015 meeting were emailed prior to the meeting. Walker moved to approve the minutes; Ussatis seconded the motion; the motion passed.

**IV. Procedure for Guests**

There were no guests present so the procedure for guests was not necessary to review.

**V. Correspondence**

**a. Sponsorship Request – Grand Forks Academy of Nutrition and Dietetics**

The sponsorship request from GFAND was reviewed. Walker moved to provide sponsorship funding of \$900 as requested. Hoines seconded the motion; the motion passed.

**b. Sponsorship Request – North Dakota Academy of Nutrition and Dietetics**

The sponsorship request from NDAND was reviewed. Fredrickson moved to provide sponsorship funding of \$2550 as requested. Walker seconded the motion; the motion passed.

**c. Compliant**

Anderson reported that she received on March 4, 2015 a written complaint against a licensed registered dietitian. Anderson stated that she has forwarded the compliant to Edward Erickson, AAG, per our compliant policy. Anderson stated that Erickson has emailed her and he is checking into the compliant. No further information has come forth at this time.

**VI. Unfinished Business**

**a. Danielle Irving**

A letter dated March 5, 2015 was mailed to Ms. Irving by Edward Erickson asking her to take specific action as the Board had requested. The action has now been taken by Ms. Irving.

**b. Online Renewal Options**

Anderson reported that Marketplace online process was only available for NDSU entities. Anderson also reported that the State doesn't offer any website services to Boards and that it is up to each Board to engage their own services. Larson and Anderson recommended trying HostMyPDF Services as it allows a pdf online application process that is easy, secure and inexpensive. Once an applicant completes the application an email is sent to a designated email address (BODP email) to alert us that an application has been completed. Anderson could then process the application. The application could have designated payment options (i.e. credit card, payment by mail). Anderson would process the credit card payments through CSI, a company that Gate City Bank works through. The cost is \$83.92/year for Hostmypdf and there would be a cost to process the credit card payments for those choosing to pay this way. The fee would be 2 ½ - 3% credit card company fee and then CSI charges \$5/month plus .10/transaction plus ¼ of 1%.

Walker moved to pursue the HostMyPdf process and the credit card payment services on a trial basis for one year and then evaluate; Ussatis seconded the motion; the motion passed. **Action: Anderson will go ahead and get these services in place so it is ready for the renewal process. Only renewal applications will be done online.**

The meeting adjourned at 12:40 pm. The next meeting will be May 14 at noon.

**Respectfully Submitted,**

A handwritten signature in cursive script that reads "Pat Anderson".

**Pat Anderson, NDBODP Executive Secretary**