

North Dakota Board of Dietetic Practice Meeting Minutes
Roosevelt Park Room, ND State Capitol Building, Bismarck ND
11 a.m. (CDT)
9.29.16

Mission: To protect the public and ensure compliance with the ND Century Code Chapter 43-44.

Board Members Present: Linda Schloer, Beth Viland, Wendy Mankie, Vanessa Hoines, and Brooke Fredrickson

Also present were Pat Anderson, NDBODP Executive Secretary.

Call to Order

Chair Brooke Fredrickson called the meeting to order at 11:00 am.

I. Procedure for Guests

There were no guests present.

II. Welcome to New Board Members – Beth Viland and Wendy Mankie

Brooke welcomed Beth and Wendy to the Board. Both have been appointed for a three year term. Anderson provided an updated Board member contact list and asked for any changes.

III. Approval Meeting Minutes from June 30, 2016

Linda Schloer moved to approve the minutes as written for the June 30, 2016 meeting; Vanessa Hoines seconded the motion; the motion passed.

IV. Agenda Review

Pat Anderson requested to have added to the agenda 1) correspondence from Governor Dalrymple and 2) an LN audit.

V. Financial Reports

a. Balance Statement as of Sept. 28, 2016 (report was distributed)

b. FY 2016 Y-T-D Profit/Loss Report (report was distributed)

Vanessa Hoines moved to accept the unaudited financial reports; Beth Viland seconded the motion; the motion passed.

c. Projected Profit/Loss for FY 2016

Anderson reported that BODP has a net profit of \$5112.91 fiscal year to date. Anderson projected a net profit of around \$3500 - \$4000 once all expenses are paid.

d. Transaction Detail for Administrative Income and Expenses for Oct. 1, 2015 – Sept. 28, 2016

Pat Anderson provided the transaction detail report October 1, 2015 – September 28, 2016 for the Board to review. There were no transactions identified as inappropriate. Vanessa Hoines moved that Pat Anderson open either a debit or credit card at the Bank of North Dakota so board associated expenses could be paid with the card. Linda Schloer seconded the motion; the motion passed.

e. Reserves

BODP has 5 CDs in reserves at the Bank of North Dakota that total \$92,445.95. The CDs are for general operating purposes and there are no restrictions on the funds. This past year all of the CDs have been transferred from Gate City Bank to the Bank of ND and were established for 1 year terms with the exception of two CDs in July that were set up for 2 years. Beth Viland moved that as the CDs come due that we renew each one for the same term length as currently in place; Wendy Mankie seconded the motion; the motion passed. The money market account at Gate City Bank was closed out in July and the money market funds moved to the checking account at the Bank of North Dakota.

VI. Correspondence

a. Sponsorship Request

The Minot Area Breastfeeding Coalition submitted a continuing education sponsorship application and has requested \$750 to help pay for the speaker fee at the conference October 20, 2016. Vanessa Hoines moved to provide the \$750 sponsorship to the Minot Area Breastfeeding Coalition; Linda Schloer seconded the motion; the motion passed.

b. Letters from the Governor's Office

Governor Jack Dalrymple has sent a letter to Wendy Mankie and to Beth Viland appointing them to the NDBODP effective September 6, 2016 – August 31, 2019.

VII. New Business

a. Strategic Plan Review

The strategic plan was reviewed. It was recommended that we change the time line for the updating of the strategic plan to ongoing. Articles for the Dietetic Update were discussed and suggested topics were: 1) introduction of the two new board members (Pat); 2) competency (Brooke); 3) House of Delegates – 2020 Master's Degree Requirement; 4) Model Practice Act. Brooke, Wendy and Linda volunteered to write an article. It was recommended that some bill tracking be done during the legislative session and Linda Schloer will set up notifications for any changes that may be nutrition related.

b. Elections (Board Chair, LRD Chair, LN Chair, and Fiscal Chair)

Chair: Brooke Fredrickson; LRD Chair: Wendy Mankie; LN Chair – Beth Viland; Fiscal Chair: Linda Schloer

c. Executive Secretary Contract

Beth Viland moved to increase the monthly salary for Pat Anderson to \$1010/month; Wendy Mankie seconded the motion; the motion passed.

d. FY 2017 Budget

The following amounts were established for the 2017 budget: board education (\$2000), legal fees (\$4000), liability insurance (\$675), meetings (\$2000), miscellaneous (\$300), CPEU Sponsorship (\$7000), Exec. Secretary mileage (\$150), executive secretary contract (\$12120), accountant services (\$0), bank fees (\$450), postage (\$400), printing (\$600), telephone (\$180), website and online registration fee (\$1000), supplies (\$300). The income is projected at \$100 for investment revenue and \$23,000 in fees. No funds will be restricted and will be used for administrative purposes.

e. Gift for Kathy Larson and Rita Ussatis

It is customary to present a gift (~\$100 value) to Board members after their term has expired. Linda Schloer moved to purchase \$100 gift cards from the merchant of their choice; Wendy seconded the motion; the motion passed.

f. LN Renewal from Donna Lunday-St.Claire

Pat Anderson asked the board to review the continuing education information submitted from Donna Lunday-St. Claire to determine if her license could be renewed. The board concurred that more information is needed about the education activities to assess whether 75 hours of professional nutrition education had been completed. A license will not be issued until it can be determined that the education requirements have been met. Pat will send a letter to Donna Lunday-St.Claire and request program information and continuing education certificates for her continuing education. The license will be issued effective October 1, 2016 the requirements for nutrition continuing education can be verified. Beth Viland will review the additional information from Donna Lunday-St. Claire and make a determination of her license.

VIII. Next Meeting

The next meeting will be determined as business arises.

IX. Adjourn

The meeting was adjourned at 1:45 p.m.

Respectfully Submitted,



Pat Anderson, NDBODP Executive Secretary