

NDBODP Board Meeting Minutes – 9.20.18
Jamestown Regional Medical Center
2422 20th St SW – Board Room 4
Jamestown ND
10 a.m. (CDT)

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

Present – Board Members: Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer. Also present was Pat Anderson, NDBODP Executive Secretary

I. Call to Order

Chair, Linda Schloer called the meeting to order at 10:20 a.m.

II. Procedure for Guests

No guests were present.

III. Approval of Minutes from 4.26.18

Beth Viland moved to approve the minutes as written; Wendy Mankie seconded the motion. Those voting to approve the minutes were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.

IV. Agenda Review

Brooke Fredrickson requested to add on the agenda a request from NDAND for NDBODP to assist in an email marketing. The item will be added under new business.

V. Correspondence Updates

- a. The 8.10.18 letter from the Attorney General and House Concurrent Resolution No. 3026 was reviewed. Brooke, Linda, Wendy and Pat are interested in attending the Oct. 30, 2018 training session. More details will be forthcoming.
- b. The June 30, 2018 memorandum from Augie Ternes was reviewed by the board. The cost for an annual audit through the State Auditor's Office is \$75. Brooke moved that NDBODP utilize the State Auditor's Office for a financial audit for FY 2018; Beth seconded the motion. Those voting in favor of the motion were Brooke, Beth, Linda and Wendy.

VI. Financial Reports

- a. Pat Anderson provided the unaudited Sept. 18, 2018 balance statement.

- b. FY 2018 Profit/Loss Report – Pat Anderson presented the Oct. 1, 2017 – Sept. 18, 2018 unaudited profit loss statement (Income - \$24,243.27 and Expenses - \$19,270.08). A few more expenses are pending for the meeting today and there may be some more income if new license applications come in.
- c. Projected Profit/Loss for FY 2018 – Pat reported an estimate of the 2018 fiscal year net profit to be around \$4500.
- d. Transaction Detail by Account Report for FY 2018 – A sales report was presented with names of licensees and amounts paid.
- e. The check register for October 1 – Sept. 18, 2018 was reviewed. All disbursements had been approved by the fiscal chair and there were no questioned costs or findings. Wendy Mankie moved to receive, approve and file the unaudited financial reports; Beth Viland seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson.
- f. Reserves – Pat Anderson presented information on the CD reserves at the Bank of North Dakota. The reserves have been designated for general operating expenses.

Wendy Mankie moved to approve the financial reports; Beth Viland seconded the motion. Those voting in favor of the motion were Brooke, Beth, Linda and Wendy.

VII. New Business

a. Strategic Plan Review – the strategic plan was reviewed and the following items proposed for change: 1) under fiscal, change biannual audit to audit and list the time line as annual; 2) add a technology category and list online application system on website with timeline of next spring. Linda Schloer will visit with ITD about this process. It was discussed to have a link from the NDBODP website to a downloadable application. A ND Log In would be set up. Discussion ensued on whether the website should be completely redone to be ADA accessible and 508 compliant. Pat will check with legal counsel on whether we are required to do this.

Brooke moved to approve the changes to the strategic plan; Wendy seconded the motion. Those voting in favor of the motion were Brooke, Beth, Linda and Wendy.

- b. Board Positions** – The board positions for fiscal year 2019 will remain the same as fiscal year 2018. Linda - Board Chair; Wendy - LRD Chair; Beth - LN Chair and Shaundra – Fiscal Chair. Linda will assume the fiscal chair duties while Shaundra is away on active military duty.

- c. **Executive Secretary Contract** - A new contract with Pat Anderson was proposed for October 1, 2018 – September 30, 2019. A couple of changes were made in the responsibilities: 1) To prepare records for financial audit to be conducted by an auditor either through the ND Auditor’s office annually or through an independent CPA every 2 year as directed by the board and 2) work with IT companies to carry out board technology projects. The salary will be increased to \$1075/month effective October 1, 2018. The reimbursement for cell phone use will be changed to \$20/month.
- d. **FY 2019 Budget**- Line items for the 2019 budget were reviewed and the following amounts proposed:
- Income Total: \$24,350**
- Fees - \$24,000
 - Checking Interest - \$25
 - CD Interest - \$325
- Expenses: \$35,815**
- Board education - \$2500
 - Legal Fees - \$4000
 - Liability Insurance - \$900
 - Meetings - \$2000
 - Miscellaneous - \$300
 - ES Mileage - \$150
 - ES Contract - \$12,900
 - Accountant Services - \$75
 - Bank Fees - \$600
 - Postage - \$400
 - Printing - \$450
 - Telephone - \$240
 - Website - \$1000
 - Supplies - \$300
 - Technology - \$10,000
- e. **Dietetic Update Topics** – Suggested topics included 1) the audit results (Wendy), 2) information from the October training (Linda), 3) NDAND conference summary (Brooke), and the new online process for renewals (Pat).
- f. **2019 Legislative Session** – Linda will sign up for alerts of legislation and monitor during the session.
- g. **NDAND Conference** – Brooke is on the planning committee for the NDAND meeting. NDAND is wondering if NDBODP could help reach dietitians by sending out emails on their behalf. Pat suggested that we supply them with our licensee list (public information) and they can use it to contact the dietitians themselves. Brooke has volunteered to speak at their March 22 meeting if they are in need of a speaker and present information about NDBODP.

VIII. Next Meeting – The next meeting tentatively will be scheduled for November or later pending the information from ITD.

IX. Audit of LRD ND and LN CPEU Records

7 LRDs and 1 LN provided continuing education records to the board for an audit. Some level 1 CPEs had been submitted for continuing education. Pat will check with CDR to determine if these credits can be accepted for continuing education. One auditee didn't have verification of 7 CPEs that were documented. Pat will follow up with a letter to the LRD to request verification as stated in the CDR portfolio guidelines.

X. Adjourn – Beth Viland moved to adjourn the meeting; Wendy Mankie seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson. The meeting was adjourned at 2:24 p.m.

Respectfully Submitted,

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

Pat Anderson, NDBODP Executive Secretary