



Board Meeting Minutes – 9.22.22
First International Bank, 2nd Floor conference room
1601 N. 12th St, Suite #101
Bismarck, ND 58501
8:30 a.m. (CDT)

Mission Statement: To protect the public and ensure compliance with the NDCC 43-44.

Board Members Present: Wendy Mankie, Meredith Wagner, Shaundra Ziemann-Bolinske, Janel Getz, Nancy Ovenson, and Brooke Fredrickson, NDBODP Executive Secretary

Guests: None.

- I. Call to Order
 - a. Wendy called the meeting to order at 8:33 a.m.

- II. Review and Approval of Minutes – 5.27.2022
 - a. Nancy moved to approve the minutes as written; Shaundra seconded the motion. Motion passed.

- III. Financial Reports
 - a. Audit Report was reviewed. Brooke noted that audit fees were much higher this year than in the past. She will reach out to the auditor’s office and request an explanation.
 - b. Profit loss was reviewed for dates 10.1.21-8.31.22.

- IV. New Business
 - a. Approval of Licenses. Brooke presented a list of new licenses granted from April-September 2022. Janel moved to approve the new licenses as presented, Nancy seconded. Roll call vote: Wendy – yes, Janel – yes, Meredith – yes, Shaundra – yes, Nancy – yes. Motion passed.
 - b. Policies. The board reviewed job descriptions and policies and made suggested changes. A new policy on how to handle solicitation requests was created. Brooke will update the documents and bring to the next board meeting for final approval.
 - c. Provisional license. Brooke asked for clarification on how to handle provisional licenses under the new statute and administration rule language. The board discussed issuing the new license effective on the exam date vs. the issue date. We also discussed if we could recommend a 30-day time frame for applying for the full licensure. The board agreed to interpret the failing of the two exams as written in the statute and rules. Brooke will ask for clarification from Dave Schaibley after the meeting.

- d. Strategic Planning. The board reviewed the strategic plan and made updates for 2022-2023. Brooke presented an estimate on online data storage and licensing software from Big Picture Software. The board requested that a demo be set up so they can view the software and ask more questions about the contract. Discussion was held on adding a secure email address through the website. Shaundra questioned if an email address is included with the licensing software, so she suggested waiting to make a decision until after the demo.
 - e. Executive Secretary Contract. Brooke recommended adding language to the contract that specifies expected working hours during certain times of the year. She also added language on the purchasing card. The board held discussion. Meredith moved to approve suggested changes and to increase the executive secretary salary by 5.9% to total \$13,597.56 per year. Shaundra seconded. Roll call vote: Wendy – yes, Janel – yes, Meredith – yes, Shaundra – yes, Nancy – yes. Motion passed.
 - f. Budget. The board reviewed the actual expenses of the past three years and created the budget for 2022-2023. Estimated income is \$33,740. Estimated expenses are \$33,472.56 resulting an estimated net profit of \$267.44. Janel moved to approve the budget. Meredith seconded. Roll Call vote: Wendy – yes, Janel – yes, Meredith – yes, Shaundra – yes, Nancy – yes. Motion passed.
 - g. Board positions for 2022-2023:
 - i. Chair: Wendy
 - ii. Fiscal chair: Shaundra
 - iii. LRD chair: Meredith
 - iv. LN chair: Nancy
- V. Meeting dates:
 - a. March 29th at 10:00 a.m. via Zoom
 - b. September 21st at 10:00 a.m. in Jamestown, ND
- VI. CEU audits: The board completed audits on three LNs and ten LRDs. Brooke will notify licensees of their audit results.
- VII. Meeting was adjourned at 3:50 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary