



Board Meeting Minutes – 12/4/2025
Virtual Regular Meeting
9:00 a.m. (CDT)

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

Board Members Present: Amanda Ihmels, Janel Getz, Courtney Hoikkala, Meredith Wagner, Heidi Voller
Also present: Brooke Fredrickson, NDBODP Executive Secretary

- I. **Call to Order.** Meredith called the meeting to order at 9:02 a.m.
- II. **Procedure for Guests.** No guests present.
- III. **Review and Approve Minutes**
 - a. 9.18.25 – Meredith moved to change the incorrect pronouns on licensee Demetrius Edwards Anderson, and suggested using names instead of pronouns going forward. Amanda seconded. Motion passed.
 - b. 10.7.25 – Janel moved to approve minutes, Amanda seconded. Motion passed.
 - c. 11.7.25 – Janel moved to approve minutes, Amanda seconded. Motion passed.
- IV. **Financial Reports**
 - a. Profit Loss FYE and YTD
 - i. Amanda moved to approve, Courtney seconded. Motion passed.
 - b. Balance Sheet FYE and YTD
 - c. Transaction List 9.16.25-11.30.25
 - i. Janel moved to approve financial reports, Amanda seconded. Motion passed.
- V. **Correspondence**
 - a. **Microsoft Email Price Change.** Brooke shared that the Microsoft 365 email account price was going from \$6 per month to \$6.30 per month.
 - b. **Dietitian Compact Commission Update.** Brooke shared that the first inaugural compact commission meeting was held virtually on November 18th. Brooke served as interim chair for the meeting. The content of the meeting was approving bylaws, rules on rulemaking, and electing officers. Brooke was elected to serve as Chair of the compact commission and also serve on the finance committee. Going forward, Brooke will have monthly meetings for both the executive and finance committees. The exact time commitment is unknown.
- VI. **Old Business**

- a. **Website Update.** OnSharp provided a quote of \$215 per hour to add the calendar and meeting archives feature to our website. The board agreed that the cost was too high and suggested to leave the website as is. Brooke also shared that OnSharp sent out a retainer agreement to lock in prices for 2026. The board agreed that the retainer agreement is unnecessary. Discussion was held on the increasing webhosting costs and suggestions to seek out quotes from other companies to provide this service.
- b. **2025-2026 Budget Update.** The board reviewed the line item associated with costs concerning the compact commission. Since the in-person meeting was not held in November, the \$1500 travel allotment was not used. Meredith suggested moving the \$1500 commission travel amount to the commission hours line item. Brooke will keep track of the amount of time spent on her compact commission duties and report to the board. Janel moved to approve the 2025-2026 budget with revisions, Courtney seconded. Roll call vote: Meredith – yea, Heidi – yea, Courtney – yea, Amanda – yea, Janel – yea. Motion passed.
- c. **Admin Rule Updates.** Tabled.

VII. New Business

- a. **Licensee Stats and Approval of New Licenses (9.16.25-11.30.25).** Brooke shared the current stats: 704 total licenses. 339 licensed who live in ND. 24 total LNs. 4 limited permits. Brooke shared information on the new licensees. Amanda moved to approve the licenses granted from 9.16.25-11.30.25, Janel seconded. Roll call vote: Meredith – yea, Heidi – yea, Courtney – yea, Amanda – yea, Janel – yea. Motion passed.

VIII. Adjournment: Meeting was adjourned at 9:47 a.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary