



Members Present: Kathryn Roemmich, Amy Oehlke, Luke Klefstad, Nicole Justesen, Allison Bitz, Morgan Nerat, Marisa Misek, Diana Weber, Angela Schon, Amber Nelson, Rhonda Lura, Katie Renner, Tenille Larson (via telephone)

Members Absent: Amy Wesley

1. Call to order – Kathryn Roemmich
 - a. Mission of NDFBSA
 - b. Review of Roberts Rules: Motion, second motion, discussion, vote- all in favor (aye)/all opposed (no), carry motion.

2. Update on fundraisers
 - a. Others Shop - Kat will go pick up. 20% of sales from last week of May. Someone had to say that they wanted the donation to go to NDFBSA. We might have another opportunity to do this again in the future – would be nice to do during the conference week.
 - b. Shirts from Fargo – check was received and deposited. Our store is still open and we can do another campaign again in the future.

3. Secretary’s Report- Amber Nelson
 - a. Review and approval of meeting minutes from 3/10/17 and 4/6/17 – they emailed out prior to the meeting for review.
 - b. Update for the board – Parent Representative: Angela Vojacek needed to resign. Bylaws were reviewed in relation to appointing another representative or board member. It is up to the nomination committee to fill this position. Since they are filling an absent role, their first year would just be filling in and their term would not start until following the next conference. Discussion of sponsorship of a parent representative.
 - c. Reviewed meetings are the 3rd Friday of every month and start at 10 am.
 - d. Amy motioned to approve the meeting minutes from 3/10/17 and 4/6/17, Angie seconded. There was no discussion. All members present were in favor. Motion carried.

4. Board of Directors Manual & Reference
 - a. Bylaws – review of bylaws and when we can/can’t alter them.
 - i. What specifies a quorum was reviewed as well as votes via email.
 - ii. Attendance via telephone if unable to attend a meeting. Request of a resignation if missed three meetings.
 - b. Identification of member roles & responsibilities.

5. 2017 Annual Post Conference Report- Kathryn Roemmich on behalf of Rachel Silbernagel
 - a. This was reviewed and discussed.



- b. Look at business cards to put with our display board.
 - c. Forms – request for payment should go to the treasurer (currently Angie). Kat will also be emailing out a letterhead for any requests that we send out. We also have a specific font that we should be utilizing to stay consistent for the NDFBSA “brand”.
 - d. PO Box – there will now be two people with a key. Both Kat and Morgan will be checking the PO box.
 - e. Silent Auction – make sure you are keeping track of your donations. \$2822 (still have some pending checks).
6. 2017 Annual Conference Evaluation Report- Amy Oehlke
- a. We were able to utilize Amy’s work account for the surveys. We should be ok to utilize this again for next year, but should budget for it just in case something would change.
 - b. Surveys were reviewed and positive comments overall.
7. Treasurer’s Report- Angela Schon
- a. Reviewed treasurer’s reports from April, May and June 2017.
 - i. We discussed the outstanding checks and Angie reviewed ideas on how to handle this. Angie will also start documentation on contacts being made on this.
 - c. 2017-2018 Spending Plan
 - i. Discuss and create spending plan for 2017-2018
 - 1. See Treasurer’s attachment for spreadsheet on 2017-2018 Spending Plan
 - 2. Additional notes on spending plan:
 - a. We will call to check in on PO Box fee
 - b. Tellwell webhosting will remain a consistent fee. Sonja will continue to be our webmaster and volunteer our time.
 - c. We were under budget for speakers last year.
 - d. Line while separated President’s room out on the spending plan as this is included in the bylaws that the board will cover the room (for Holiday Inn bill) and was merged into Holiday Inn bill as a whole.
 - e. Discussion about increasing giveaway budget to incorporate two giveaways as this would aid in getting our new brand out.
 - f. We were also under budget for awards, however look at increasing slightly as we want to continue to recognize those that are nominated.
 - g. Increase CEU fee to look at preapproval for other licensures.
 - h. Conference registration reimbursement – we do not account for this as we are unable to predict this.
 - i. Silent Auction – again unable to predict this, more of a goal setting ~ \$1500. This year we will be figuring out the scholarships for the 2018 conference. Rename silent auction beneficiary.

MISSION OF THE NDFBSA

Believing that all families have inherent strengths and can best be served in their own environment, the North Dakota Family Based Services Association is committed to investing in the preservation and affirmation of families through: Advocating the development and expansion of family based services; Promoting a family-based philosophy throughout North Dakota and Providing forums for education, networking, policy development and support.



- j. Remove registration website fee/postage line on spending plan as it has been zero the last few years. Postage can be included under miscellaneous if necessary.
 - 3. Notes for income:
 - a. Reviewed conference rates and late fees. We would need to provide rationale about why we are looking at increasing the conference fee. Our last increase was in 2015 from \$155 to \$170.
 - i. Diana provided information on stipends – budget did not increase, but was not cut.
 - ii. We will stay at current late fees, however increase our one day registration fee \$5 (\$90 for Wednesday and Thursday, \$70 for Friday). Look at doing research in the next year about other conference rates.
 - b. Leave other at \$0 as we can't depend on funds from the t-shirt fundraiser.
 - d. Allison motioned to approve the 2017-2018 Spending Plan, Nicole seconded. Discussion about following up on the PO Box costs – approving \$100, but could change dependent on follow up (Kat will do this during lunch). All members present were in favor. Motion carried.
 - e. Luke motioned to approve the April, May and June 2017 Treasurer's reports, Amber seconded. There was no discussion. All members present were in favor. Motion carried.
7. Annual Audit request – Angela Schon
- i. Discussion of how the process worked last year. Tim and Marcia are unable to continue on the conference committee, but still want to be resources. Angie will follow up to determine if they are able to aid us with the audit next year. It can be completed any time after the first of the year – though should be completed by late March of each year.
 - 1. Fiscal year: January 1st through December 31st.
 - 2. Completion date: March 6th, 2017.
8. Committees & Assignments
- Membership Committee- Chair: Morgan. Amber, Angie, Marisa, Amy B.
 - Registration, RegOnline
 - Conference Committee- Chair: Past President Amy Oehlke. All board members.
 - Update on conference committee members – all board members are welcome to be a part of conference committee, but not required. Two AASK workers are interested, Katie has 3 people interested – and will email these to Amy. Tim and Marcia are not able to join us again this year. Amy B and Rachel will be a part of the conference committee again this year.

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- CEU/Signature form – future reference look at approving CEU’s for other licensures. We will also need a new volunteer to do the CEU’s ~ Marcia noted she would be a resource to help out with this.
- Contracts
- Surveys

- Standards Committee- Chair: President Elect Luke Klefstad. Allison, Tenille, Amy W.
 - Award nominations, publicity for award recipients, bylaws.
 - Goal: discuss and develop scholarship fund.

- Nominating Committee- Chair: Nicole. Katie, Luke, Tenille.
 - Fill vacancies on board, ballots for voting on vacancies (template is in packet for ballot), references for people we are appointing and bringing in for both board members and parent representatives (asking for two references)
 - Task to complete: develop reference form
 - Past chair: Ashley Kottsick noted she would be a resource for the committee
 - It should be noted the chair should not be the only person sending out and gathering forms for recruitment

- Public Relations Committee- Chair: Allison. Amber, Katie, Rhonda, Sonja.
 - Social media
 - Task to complete: needs to be more streamlined.
 - Strategy worksheet from Good for Nothing
 - Content calendar
 - Silent Auction

8. Additional Business

- a. Emailing headshots to Amy O. by Monday. Will be printed by Shirts from Fargo to update our display board.
- b. New campaign date for apparel (not during the conference)
- c. Think about who we will appoint to the board (either parent representative or board member).
- d. Discussion of the fact that the past president not needing to be the conference chair the next year, just need to be co-chair.
- e. Morgan – request to purchase stamp for the back checks. This was approved. Will also check with the bank to see if this is cheaper.

11. Adjourn

- a. Luke motioned to adjourn the meeting, Alison seconded. There was no discussion. All members present were in favor. Motion carried.

The following discussions and votes were held following the Annual retreat on 6/16/17 and the Board meeting on 8/18/17.

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6/26/17:

Amy Oehlke motioned to apply the funds we raised through our fundraising efforts from ShirtsfromFargo (\$280) and Others Boutique (\$50) along with a portion from our Silent Auction (\$270) for a total of \$600 towards a sponsorship for a ND Post Adopt Camp meal, Amber Nelson seconded. There was discussion of this as well as a vote via email/text. It was noted that Amy Oehlke needs to be changed to Kathryn Roemmich on our bank account due to the switch over in presidency – this will be done following our next conference committee meeting on 7/21/17. All board members were in favor. Motion carried.

7/14/17:

Kathryn Roemmich opened an email call for discussion to switch banks from USBank to Gate City Bank. After no objections during the discussion, it was agreed that Treasurer, Angela Schon, could complete this task upon her own discretion to fulfill her duties as prescribed in our bylaws. This task was completed on 8/10/17.

8/8/17:

Luke Klefstad motioned that we vote for two of the three nominees: Cheryl Thomas, Kara Eastlund, Kelsey Aakre to be appointed to the Board of Directors for the remaining duration of 2017-2018 term starting August, 18 2017 and ending April 2018, and Amber Nelson seconded. There was discussion of this as well as a vote via email. As a result of the vote, Kara Eastlund and Kelsey Aakre were approved to be appointed to the Board of Directors for the remainder of the duration of the 2017-2018 term. The Nominating Committee will ask Cheryl Thomas to submit her name to the April ballot to be voted on by the general membership.

Respectfully submitted,
Amber Nelson MS/LAC, LPC
NDFBSA Secretary

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