



Members Present: Kathryn Roemmich, Amy Oehlke, Nicole Justesen, Morgan Nerat, Katie Renner, Kelsey Aarke, Kara Eastlund, Marisa Misek, Amber Nelson, Diana Weber, Rhonda Lura

Members Absent: Angela Schon, Alison Bitz, Luke Klefstad

1. Call to order- President Kathryn Roemmich
2. Introductions
  - a. Welcome Kara Eastlund and Kelsey Aakre
3. Secretary's Report- Amber Nelson
  - a. Approval of previous meeting minutes from annual board retreat on 6/16/17 and conference minutes from 7/21/17. These were emailed out prior to the meeting. Edits were noted in reference to spelling errors.
  - b. Nicole motioned to approve the Board Annual Retreat minutes from 6/16/17 and the Conference minutes from 7/21/17, Morgan seconded. There was no discussion. All members present were in favor. Motion carried.
4. Treasurer's Report- Angela Schon
  - a. Discuss new line item for community donations/contributions – example: contribution to ND Post Adopt. Brainstorming for title for line item and requirements for if we would donate/contribute. Define difference between sponsor and partner.
    - i. Community Partner Sponsorship – as new line title.
  - b. Review Treasurer's report and update.
    - i. Check buy back when we transferred our account to Gate City Bank. Changed over on 8/10/17. Kat went in yesterday and signed the forms to get on the account; however it will be easy to switch over account holders when we switch presidents/treasurers. Contact people listed for Bismarck and Fargo. Personal accounts will not be linked to NDFBSA account. Fees for NSF reviewed.
    - ii. Ordered 1096 and 1099 forms from IRS and just received in mail.
    - iii. In contact with collections for NSF check written for a silent auction item, though still trying to contact the individual who wrote the check.
      1. Recommending not accepting checks from silent auction for the future.
  - c. Katie motioned to approve the Treasurer's report, Amy seconded. There was no discussion. All members present were in favor. Motion carried.
5. Committee Reports
  - a. Membership Committee- Chair: Morgan; Angela, Amber, Marisa, Amy Bakken
    - i. RegOnline mobile site or mobile app progress



1. Mobile application: No update on cost for mobile app. Crowd Compass is connected through RegOnline – Morgan reviewed all of what is included in the application. Discussion held on if we should do this or focus more time and energy on the website. We will continue to explore options for future reference, however this is not a high priority at this time – Morgan will continue to do this.
  - ii. Morgan requested assistance with paper registrations – would need to be someone in the Fargo office as this is where our PO Box is located. Morgan reviewed what the paper registration process looks like. Kara volunteered to be on the membership committee and help Morgan with paper registration.
- b. Conference Committee- Chair: Past President, Amy Oehlke ...
- i. Approvals for
    1. Contract with Holiday Inn scheduled
    2. FM CVB will gather quotes for area convention centers to ensure we are being cost effective. We are contracted until 2022 with Holiday Inn. Also proposed the idea of looking at quotes in other cities.
- c. Standards Committee- Chair: President Elect, Luke; Allison, Tenille
- i. Student Conference Scholarships – raised money from silent auction last year to sponsor students to come to the conference this year.
    1. Call for discussion on timeline – when would we want the application to be filled out by? How many students? Pay for travel, hotel, and conference attendance.
      - a. Discussion held on benefits of applying for the scholarship.
    2. Call for discussion for title – none suggested at this time.
  - ii. Award Nominations solicited by November 1
    1. Complete Award Nomination Paperwork Due February 16 – as this is when our last board meeting is.
      - a. Award Nomination Application Form and two letters of support.
- d. Nominating Committee- Chair: Nicole; Tenille, Luke, Katie
- i. List of openings from outgoing Directors finishing terms - Due December 15
    1. Finishing terms: Amy Oehlke, Angela Schon
      - a. Amy will go through past contact lists to determine if anyone else is finishing terms. We will start a spreadsheet and/or some other manner of keeping track of terms easier for future reference.
  - ii. Slate of candidates - Due February 16
    1. Cheryl Thomas- forms completed
    2. Vincent Roehr- forms completed
  - iii. Bios and photo due to website - March 9
  - iv. Ballots - Due April 3
  - v. Voting occurs Wednesday April 4 by general membership (every attendee)

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.



- vi. New Directors announced at Annual Meeting Thursday April 5
- e. Newsletter and Public Relations Committee- Chair: Allison Bitz; Katie, Amber, Rhonda, Sonja
  - i. Event strategy worksheet – how we function on our social media sites.
    - 1. Allison has been working on this.
  - ii. NDFBSA materials: business cards or bookmarks to put out with our display board.
    - 1. Contact Shirts from Fargo – Kat is working on this.
  - iii. NDFBSA website
    - 1. Notice received in PO Box – noting our domain name expires 12/17/17. It is \$180 for 5 year renewal. Sonja is checking into whether or not this is legitimate, so we will table this for now.
    - 2. Registration option online – award nominations and registration for resource fair online, however we need a plugin for this. Sonja did research for this. Costs \$50-\$100 (one time only fee) to install and is also requesting approval for hourly rate (not specified) for help to install this and show Sonja how to work this (with Nathan Stang from In House Advertising and Consulting). Discussion was held on the pros and cons of moving forward with this.
      - a. Plugin purchase approval
        - i. Amy motioned to approve a \$100 allocation of funds to go toward a plugin purchase, Nicole seconded. There was discussion held that \$100 is our maximum at this time and if the cost is more than this we will return for further discussion. All members present were in favor. Motion carried.
      - b. Approval for installation
        - i. Nicole motioned for a \$250 allocation of funds to go toward installation of the plugin feature of our website, Morgan seconded. There was discussion held on budgeting, bids from other places to complete this task, the maximum amount of money we are willing to spend on this and potentially offering a sum of money versus an hourly rate. Kat will bring negotiations back to the board if installation rate would be more than \$250. All members present were in favor. Motion carried.
  - iv. Mail Chimp – tabled.

## 6. Adjourn

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

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

9/26/17: Tenille Larson updated the board that she was resigning from both the Board of Directors and Conference Committee. The board voted in Cheryl Thomas to fill the vacancy position in the Board of Directors.

Upcoming Meetings 10am-2pm @FM Area Foundation Fargo, ND

- Friday September 15 Conference
- Friday October 20 Conference +Board
- Friday November 17 Conference
- Friday December 15 Conference +Board Video Conference
- Friday January 19 Conference
- Friday February 16 Conference +Board
- Friday March 9 Conference at Holiday Inn
- Tuesday April 3 evening Conference at Holiday Inn
- Thursday April 5 evening Board at Holiday Inn

Pre Conference (tentative) Tuesday April 3

Conference Wednesday April 4 Thursday April 5 and Friday April 6

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