

# Board Meeting Minutes Friday December 15, 2017 PATH office Bismarck & Fargo Polycom

Members Present: Kathryn Roemmich, Amy Oehlke, Nicole Justesen, Luke Klefstad, Marisa Misek, Amber Nelson, Cheryl Thomas, Morgan Nerat, Kelsey Buss, Kara Eastlund

Members Present via Phone: Allison Bitz, Katie Renner

Members Absent: Diana Weber, Rhonda Lura

1. Call to order- President Kathryn Roemmich
2. Introductions
3. Secretary's Report- Amber Nelson
  - a. Approval of previous meeting minutes
  - b. Minutes will come out the week after the meeting
  - c. Amy motioned to approve the board minutes from 10-20-17, Cheryl seconded. There was no discussion. All members were in favor. Motion carried.
4. Treasurer's Report- Angela Schon
  - a. Review and approval of reports
    - i. Giveaways will be in 2018 budget – will be added in January.
    - ii. Sonja was reimbursed for work she has been doing.
    - iii. Luke motioned to approve the Treasurer's report, Kara seconded. There was no discussion. All members present were in favor. Motion carried.
  - b. NonProfit 501c(4) vs 501c(3) Marisa and Angela report findings
    - i. We are considered 501 c(4), so we are unable to tell people that their donations are tax deductible. We now need to figure out if we need to do anything retroactively or make an announcement to past donors. We for transitioned from a 501c(3) to a 501c(4) when we applied for our nonprofit status in May of 2014.
    - ii. When they tried to make it right they filled out the wrong form. IRS couldn't tell us which form we needed to fill out and instead directed us to their website for research. We need to set up an account and this is associated with a user fee of \$275 if we want to change back to a 3 versus a 4.
    - iii. Discussion on if we could function as a 501c(4).
    - iv. Discussion of whether to move forward with a CPA or attorney.
      1. Questions for CPA/Attorney: how quickly would the status change, any retroactive actions we would need to make, are we even appropriate to be a 501c(3), does our status dictate whether or not we can fundraise.
      2. Angie will plan to talk to Jen's contact Lynnelle at Mahlum Goodhart, PC 701-663-9345 and we can revisit where we go from here.
      3. Standards committee will need to revise our forms to reflect this change in status (specifically our solicitation form and silent auction bidding forms).
  - c. Line items for website maintenance costs (plugin included)
    - i. .com domain ownership
  - d. Facebook posts boosts
    - i. Diana accidentally boosted some of our facebook posts. Kathryn proposed that the board reimburse her for this – the board was agreeable to this. Kathryn will send a reimbursement request form to Angela.
5. Committee Reports
  - a. Membership Committee- Chair: Morgan; Angela, Amber, Marisa, Amy Bakken, Kara
    - i. RegOnline: format will remain the same as last year (was discussed in conference committee meeting).
    - ii. Brochure
      1. Amy B usually does this. Amy O was willing to talk with Amy B and take this on. Amy O would plan to pass the completed brochure back to the membership committee for review.

- b. Conference Committee- Chair: Past President, Amy Oehlke
  - i. Approvals for
    - 1. Contract with Holiday Inn
    - 2. FM CVB email from Emily Klamm – Kat provided updates on alternative options for the conference, however it appears that the Holiday Inn is the best fit for us with the space they can provide and what they have been offering to us.
      - a. Delta does not have space and Avalon would have the space if we would ever decide to switch.
- c. Standards Committee- Chair: President Elect, Luke; Allison,
  - i. Family Based Legacy Student Scholarships-
    - 1. Application is ready to go, however the issue is college Christmas break is starting today and resumes again 1/9 – so we may not get any applications right away. Amy is UND contact, Luke is MSU, Kelsey is NDSU, and Allison is U Mary. Cheryl notes she could reach out to U Mary if we need another contact person.
    - 2. Due date originally January 16, so there was discussion of pushing the date back to February 9<sup>th</sup>, so we can review applications in February meeting or via email.
    - 3. Students must physically sign the form.
  - ii. Awards
    - 1. November 1 Award Nominations soliciting started.
    - 2. Anyone can nominate, however there are no current nominations.
    - 3. Diana will sent out solicitations again this month and again before they are due.
    - 4. February 16 Complete Award Nomination Paperwork Due
      - a. Award Nomination Application Form PLUS
      - b. 2 letters of support
    - 5. Kathryn opened up discussion for ideas for the President’s Award recipient.
- d. Nominating Committee- Chair: Nicole; Luke, Katie
  - i. List of openings from outgoing Directors finishing terms
    - 1. See contact lists of Board of Directors for current terms served
      - a. Outgoing Directors:
        - i. Nicole Justesen
        - ii. Amy Oehlke
        - iii. Angela Schon
        - iv. Appointed position
        - v. Appointed position
        - vi. Appointed position
        - vii. Other?
  - ii. February 16 - Slate of candidates for ballots (we need seven candidates)
    - 1. Cheryl Thomas- forms completed (would like to continue)
    - 2. Vincent Roehr- forms completed
    - 3. Kelsey Buss- forms completed
    - 4. Kara Eastlund- forms completed
    - 5. Emily Wangen – in contact with Kat
    - 6. Rachel Behm – Amy will contact
    - 7. Jamie Benson
  - iii. March 9 - Bios and photo due to website
  - iv. April 3 - Ballots Due
  - v. Wednesday April 4 Voting occurs by general membership
  - vi. Incoming Directors announced at Annual Meeting Thursday April 5
- e. Newsletter and Public Relations Committee- Chair: Allison; Katie, Rhonda
  - i. NDFBSA materials: business cards or bookmarks
    - a. Shirts from Fargo: Kat
  - ii. Spotlight Silent Auction Agency: Kelsey Buss contacted ND Heart Gallery
  - iii. Shirts from Fargo: Kat and Morgan
    - 1. Contact: Justin Nelson and Eric Roethel
      - a. Special Edition Blues options available for purchase
      - b. Coupon code for registrants was discussed. We will be requesting for a \$5 coupon code (one time only use). We are trying to get people to go to the website to preorder so that it is here for the conference. They are no longer able to offer free shipping so they can pick up at the conference or

- pay shipping to have it prior to the conference.
  - c. Mugs and Canvas Bags added to online store
  - 2. Google doc laying out fundraiser dollar amounts
  - 3. Launch and promote when we go live for RegOnline (first week January)
  
  - iv. NDFBSA website
    - 1. Nomination and Resource Booth registration option online
      - a. Plugin purchase approval up to \$100
      - b. Approval for installation up to \$250
  
  - v. Event Strategy Worksheet for social media: Allison
    - 1. We will be emailing out and developing a schedule posts assignment. Asking for volunteers to take a month. Also, ideas for sharing specific things during the conference.
  
  - vi. Mail Chimp: tabled until needed
6. Adjourn
- a. Morgan motioned to adjourn the meeting, Angie seconded. There was no discussion. All members present were in favor. Motion carried.

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

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.

