



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

**Members Absent:** Angie Schon, Morgan Nerat, Katie Renner, Rhonda Lura, Diana Weber

1. Call to order- President Kathryn Roemmich
  - a. Phone conference line: 1-800-220-9875 (Participation code: 18716452#)
2. Roll Call
3. Rhonda submitted a resignation and this would have also been her third meeting missed.
  - a. Luke motioned to accept resignation from Rhonda Lura as parent rep, Nicole seconded. Discussion held about her offer to potentially help out with the conference needs in the future. All members present were in favor. Motion passed.
4. Secretary's Report- Amber Nelson
  - a. Approval of previous meeting minutes which were sent out prior to the meeting for review.
  - b. Amy motioned to approve the board minutes from 12/15/17, Luke seconded. There was no discussion held. All members present were in favor. Motion passed.
5. Treasurer's Report- Angela Schon/Marisa Misek
  - a. Update:
    - i. Budget line items updated.
    - ii. Facebook post boosts – still need to reimburse Diana.
    - iii. Filed the 990-N and it was approved.
    - iv. Completed annual report for the Secretary of State (non-profit status fee).
    - v. Tim and Marcia will complete our in-house audit; Angie will be giving them our records on 3/1.
  - b. Non-profit 501c(4) update:
    - i. Angie spoke with contact, Lynnell Rude Ussatis, CPA, at Haga Kommer, Ltd. (663-9345), regarding our status.
      1. If we want to re-apply and return to a 501c(3) we will need to fill out the IRS form 1023. Lynnell believes there is a reason we moved to a 501c(4) when we re-applied for our non-profit status, but she does not remember the reason.
      2. The benefit of changing it back to 501 c(3) would be the tax-deductible option for donors, but it could take up to a year and I would recommend that we get help from a professional if we want to move forward with another change to our status.
      3. Lynnell does not feel that we need to reach out to donors retroactively to let them know about our status, but just make sure we are clear moving forward when we solicit.
      4. There does not appear to be a reason we can't fundraise like normal.
      5. Angie also spoke with Jennifer Eaton, CPA, at Senger and Associates, Inc. (222-4100). She gave me the same advice that Lynnell did.
    - ii. Discussion on pros/cons of remaining 501c(4). Seek out legal opinion to assist us in making our decision.



- c. New business
    - i. Cass County request for deposit – in PO box we received notice that they are revamping their system and want to direct deposit into our account for conference registration.
      - 1. We would not be able to accept for our direct account, but should be able to do a group payment via regonline. We should not need to take any action on this right now as they can also pay with check.
  - d. Review and approval of reports
    - i. Allison motioned to approve the Treasurer’s report for November and December, Cheryl seconded. There was no discussion. All members present were in favor. Motion carried.
    - ii. Amber motioned to approve February Treasurer’s report, Kelsey seconded. Discussion held on edits: edit of under fundraising projects to include the other money we raised for the others receipts of \$50, suggestion of edits for current form to better show where we are at with finances. Amy noted we are currently at \$13,850 as anticipated costs for speakers, with \$14,730 as top estimated costs when we include lodging. There is no concern that we won’t get free rooms with Cali being out. State rate versus conference rate – making sure that we are getting credit for all rooms. All members present were in favor. Motion carried.
6. Committee Reports
- a. Membership Committee- Chair: Morgan; Angela, Amber, Marisa, Kara, Kelsey, Amy Bakken
    - i. RegOnline- Morgan update via email
    - ii. Asking when CEU’s will be approved – which information in conference meeting will be passed along. Please pass along any edits needed in regonline. Morgan will hand out sign-up sheet for registration assistance during the conference during the meeting the night prior to the conference start.
    - iii. Coupon code upon registration does work.
  - b. Conference Committee- Chair: Past President, Amy Oehlke et al
    - i. See Conference Committee Minutes
    - ii. Sponsors need thank you cards and follow up phone call: Imagine Thriving; Red River Behavioral Health Systems; ND DHS CFS and Behavioral Health; The Kid’s Therapy Center, LLC; Copper Hills – looking for point person either for the whole task or each sponsor. Phone calls should be completed before Friday April 13<sup>th</sup>. Thank you cards will be in the mail by Saturday April 7<sup>th</sup>.
      - 1. Amy will take on the thank you cards for all the speakers.
      - 2. Imagine Thriving – Nicole
      - 3. Red River Behavioral Health Systems – Allison
      - 4. ND DHS CFS – Luke
      - 5. ND DHS Behavioral Health – Luke
      - 6. The Kid’s Therapy Center, LCC – Nicole
      - 7. Copper Hills – Cheryl
    - iii. Goal to further develop sponsorship contract and how we spotlight our sponsors.
  - c. Standards Committee- Chair: President Elect, Luke; Allison, Cheryl
    - i. Family Based Legacy Scholarships - 9 submissions

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1. Discussion was held on student intern scholarship submissions to attend 2018 NDFBSA conference all expenses paid. Criteria when reviewing scholarships was discussed and a list was developed for future scholarship discussions. Marisa provided updates on expenses – we would be able to accept four students.
    - a. Luke will contact all students that applied and let them know if they were accepted or not.
    - b. Further discussion was held on days they attend the conference as there were different dates stated in application – which Luke will communicate to those accepted. We will be giving them the option of attending the preconference if they would like.
    - c. When registering they, would register under board/committee member.
    - d. Amy will book their rooms for three nights and it will be added to our direct bill. Confirmation numbers will be passed along to Luke so he can update the students. They will be informed to have a credit card ready for incidentals.
    - e. If something happens they need to call to cancel. The vacant spot would not be opened up to an alternate.
    - f. They will be invited to the Thursday night board meeting.
  2. Kara motioned to approve the four selected scholarship candidates (Maria Heidrich, Erika Weber, Laura Martinson Bohan, Tara Helfrich), Kelsey seconded. All members present were in favor. There was no additional discussion. Motion carried.
- ii. Award Nominations
1. Discussion on nominations - President's Award; Special Recognition; Program; Lifetime Member; Provider
    - a. Luke presented information on nominations received. Additional information will be sent out via email for review and vote.
    - b. Whomever made the nomination is contacted if their nomination is accepted to arrange details of how to inform the recipient and getting the recipient to the award ceremony.
    - c. Luke will indicate the when the decision on nominations needs to be made when he emails out the additional information.
    - d. Further discussion on nomination presented for president's award.
  2. Order awards through Daydreams Grand Forks
- d. Nominating Committee- Chair: Nicole; Luke, Katie
- i. List of openings from outgoing Directors finishing terms
    1. See contact list of Board of Directors for current terms served
    2. Outgoing Directors/ open positions: Nicole Justesen, Amy Oehlke, Angela Schon, plus 3 or 4 appointed positions. Total of 8 Board positions open
    3. It was noted that Katie Renner will be resigning at the end of this year, so we will need to fill her position as well.
      - a. Discussion of ideas of people to reach out to for interest. Send information to Nicole.
      - b. Ballot will be completed when we have the slate of candidates complete. Ballot form is saved on google doc.

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- ii. Slate of candidates for ballots
    - 1. Cheryl Thomas- forms completed
    - 2. Vincent Roehr- forms are not completed
    - 3. Kelsey Buss- forms completed
    - 4. Kara Eastlund- forms completed
    - 5. RaeAnn Kaczmarski- forms completed
    - 6. Joely Davidson- forms completed
  - iii. March 9 Bios and photo due to website
  - iv. April 3: Ballots and Ballot box set up
  - v. April 4 7:15-5pm & (April 5 8-9:30am??) Voting open in registration area
  - vi. April 5: 11:30am Incoming Directors announced at Annual Meeting
  - vii. April 5 evening is first Board meeting of the new term
- e. Newsletter and Public Relations Committee- Chair: Allison; Katie
- i. Online Apparel Store: Shirts from Fargo: Morgan & Kat
    - 1. Contact: Justin Nelson and Eric Roethel
      - a. Special Edition Blues promote #wearblueday April6
        - i. Social media post regarding this to promote shirt.
      - b. Coupon code in confirmation email to all RegOnline registrants
        - i. Discontinue distributing code after March 9 late registration?
        - ii. Active code through the duration of the conference
        - iii. Other ways to promote online sales? Code giveaways?
      - c. Bags - email from Shirts from Fargo will be sent out.
      - d. Further discussion held regarding conference site sales for shirts (specifically the special edition blue shirt). Not sure if it would be cost effective and we would need to pay the cost up front. We would also need to have a point person to run the apparel table. – however, there is usually always someone at the registration table to assist.
        - i. Allison motioned to move forward with allotting \$500 to pay the upfront cost of having shirts on site to sell for the conference, Nicole seconded. Discussion on the type of shirts (unisex) and variety of sizes. All members present were in favor. Motion carried.
7. Adjourn
- a. Amy motioned to adjourn the meeting, Luke seconded. There was no discussion. All members present were in favor. Motion carried.

\*\*\* All the remaining agenda items were tabled for a later time.

- i. Silent Auction: Allison
- ii. NDFBSA website- Katie & Sonja Mclean
  - 1. Sign up Resource Fair option is live online:
    - a. Plugin purchase approval up to \$100
      - i. Actual amount paid:
    - b. Approval for installation up to \$250 to Nathan Stang

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- i. Actual amount given: \$150 (3hours prorated)
    - c. Additional commitment for \$59/month for subscription
      - i. Has that been paid?
      - ii. Determine continuing during 2018 budget approval
  - iii. Event Strategy Worksheet for social media: Allison, Cheryl, Katie, Kat
    1. Schedule posts assignments: Cheryl Wednesday posts; Katie Thursday posts; Kat Sunday posts
    2. Conference posting done by Board Members. Room monitors will be responsible for posting about their speaker during conference.
8. Additional Business- This is our final Board Meeting of this term. Must attend Thursday April 5 new term

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

- 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

Additional discussion and voting via email following the meeting.

2/23/18 – Katie Renner updated Kathryn of her resignation to the board following the conference this year. Amber motioned to accept Katie’s resignation, Amy seconded. As discussion, Kathryn noted a reminder to be recruiting a couple more names for the Nominating Committee so we have a full Board next year (14 Board of Director members plus 1 ex officio). Nicole has the forms to send to anyone who is interested in being on the ballot in April. All members were in favor (voting done via email/text). Motion carried.

3/9/18 – The following board members met prior to a conference committee meeting: Kathryn Roemmich, Luke Klefstad, Cheryl Thomas, Kelsey Buss, Kara Eastlund, Amy Oehlke, Nicole Justesen and Allison Bitz.

- Kathryn called meeting to order.
- Award nomination discussion and voting. Luke will put in to have the awards ordered for the approved and voted on recipients.
  - Luke motioned to accept the nomination for Specialized Foster Care for Path as the Program Award recipient, Kelsey seconded. There was no discussion. All members present were in favor. Motion carried.
  - Luke motioned to approve Sue Baron and Golden Drive for Homeless Kids as recipients for the Special Recognition Award, Cheryl seconded. There was no discussion. All members present were in favor. Motion carried.
  - Luke motioned to approve AJ Schuler from the Village as the recipient for the Provider Award, Amy seconded. There was no discussion. All members present were in favor. Motion carried.
  - Nicole motioned to approve Kris Martin (AASK Catholic Charities) and Traci Van Beek as recipients for the Lifetime Member Award, Luke seconded. There was discussion held regarding approving two lifetime member recipients. All members present were in favor. Motion carried.
- Art supply donation by Creative Plains.
  - Discussion was held in regard to the \$500 they are donating for art supplies. The board is able to determine who receives the donation. There was discussion regarding donation to The Kid’s Therapy Center, LLC as they are putting on our preconference.

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NORTH DAKOTA  
Family Based Services  
ASSOCIATION

Board Meeting Minutes

- Luke motioned to approve donation of \$500 from Creative Plains for art supplies to The Kid's Therapy Center, LLC, Kelsey seconded. There was no further discussion. All members present were in favor. Motion carried.
- Board member openings – there are currently openings for eight board members. We currently have seven people interested, however there was discussion held in regard to not needing eight people.
  - We have six people with all of their paperwork in, though are still in need of biographies and pictures from some sent to Nicole.
  - Deadline for all paperwork submission to Nicole is Wednesday March 14, 2018.
    - Nicole will pass any printing needs on to Sonja and Amy.
- Amy motioned to adjourn the meeting, Nicole seconded. There was no discussion. All members present were in favor. Motion carried.

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

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