



Members Present: Cheryl Thomas, Ethan Hoephner, Vincent Roehr, Diana Weber, Allison Bitz, Anna Weisbeck, Joley Davidson, Luke Klefstad, Amber Nelson, Kathryn Roemmich, Morgan Nerat, Kelsey Buss, Kara Eastlund, RaeAnn Kaczmariski, Marisa Misek, Maria Heidrich, Tara Helfrich, Erica Weber

Members Absent: Laura Martinson-Bohan

1. Call to order: Luke Klefstad

2. Introductions

- a. Everyone was able to introduce themselves. We have eight new members. Family Based Legacy Scholars are also invited to join in on our meetings.
- b. Board of Directors Contact Directory listing was passed around to update.
- c. Recognition of past officers and the work everyone as a whole has been doing throughout the whole week.
- d. Review of Robert's Rules.

3. Officer Appointment Approval

- a. Approve President-Elect appointment
 - i. Amber motioned to approve Allison Bitz as the President Elect nominee, Kelsey seconded. There was no discussion. All members present were in favor. Motion carried.
- b. Approve Secretary officer appointment continuation
 - i. Allison motioned to approve Amber Nelson to continue as the Secretary, Cheryl seconded. Kathryn updated the board regarding a director at large continuing past their regular four year term if they are continuing an office term. All members present were in favor. Motion carried.
- c. Approve Treasurer officer appointment
 - i. Kathryn motioned to approve Marisa Misek as Treasurer, Allison seconded. There was discussion held on having the next Treasurer apprentice with Marisa as she did last year with Angela to learn the role of the Treasurer. All members present were in favor. Motion carried.

4. Silent Auction proceeds

- a. We generated \$2052 from the silent auction item sales.

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.



- b. Ethan motioned to table discussion of the silent auction proceeds until the next board meeting, RaeAnn seconded. There was discussion held on the benefits of tabling this discussion until the next meeting. All members present were in favor. Motion carried.

5. Upcoming meetings – Fargo (exact location TBD)

- a. Board & Conference Committee meetings – 3rd Friday of the Month

- i. July 20th – Conf 10-12pm
- ii. Aug 17th – Conf 10-12pm & BOD 12-2pm
- iii. Sep 14th – Conf 10-12pm
- iv. Oct 19th – Conf 10-12pm & BOD 12-2pm
- v. Nov 16th – Conf 10-12pm
- vi. Dec 21st – Conf 10-12pm & BOD 12-2pm
- vii. Jan 18th – Conf 10-12pm
- viii. Feb 15th – Conf 10-12pm & BOD 12-2pm
- ix. Mar 15th – Conf 10-12pm
- x. NDFBSA Annual Conference March 26-29, 2019

- b. Board Retreat – May or June 2018

6. Board Retreat review

- a. Discussion of board retreat dates and past activities. Potential activities were discussed and a survey will be sent out so people can vote on an activity. A doodle will be sent out to the board to help us narrow down our Retreat date.
 - i. Tentative agenda
 1. Spending plan
 2. Post-conference report
 3. Assign committees
 4. Strategic Planning
 - ii. Past conference chair (Amy) is invited to the Retreat to review the post conference report with the board.
 - iii. Luke reviewed that he added strategic planning to the agenda for the Retreat to continue to develop the association.
 - iv. It was also reviewed that this is on a volunteer basis, however if you miss three consecutive meetings, you would be asked to resign – so please be transparent with Luke if any issues or conflicts are coming up.

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v. Committee overview

1. Membership

- a. Morgan will provide an annual membership update to the board during the retreat.

2. Conference

- a. This year Kathryn is going to vice chair the conference committee.
i. Kathryn motioned that we appoint Morgan to chair as the conference committee for next year, Kelsey seconded. It was discussed on how to share that role and bringing the tradition of a co-chair back to the conference committee. There should not be a conflict with her chairing both the membership and conference committee. All members present were in favor. Motion carried.

3. Standards

4. Nominating

5. Public Relations

7. Evaluations

- i. Amy O is in charge of sending out our surveys electronically via Survey Monkey. A gift card winner is drawn at the Retreat based on survey attendance. Surveys will be reviewed at the Retreat with the post conference report.

8. Other business

a. Conference feedback

- i. Look at adding the breakout sessions to the name tags again to assist people in remembering what session they signed up for.
ii. Continue to look at ways for board members to stand out (lanyards, ribbons, different name tags) as well as introduce board members the first day.
iii. Signing up for a square account.
iv. Allow the award recipients a chance to say thank you following receiving their award.
v. Lifetime member group to be in charge of something during the week.
vi. Memory box or throwback collage.

9. Adjourn

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NORTH DAKOTA
Family Based Services
ASSOCIATION

Board Meeting Minutes
Thursday April 5, 2018
Holiday Inn Fargo ND

- a. Allison motioned to adjourn the meeting, Cheryl 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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