



Members Present: Luke Klefstad, Kathryn Roemmich, Amber Nelson, Cheryl Thomas, Ethan Hoepfner, Marisa Misek, Allison Bitz, Joely Davidson, Kara Eastlund, Raeann Kaczmarski, Morgan Nerat, Diana Weber, Kelsey Buss

Members Absent: Anna Weisbeck, Vincent Roehr

1. Call to order – Luke Klefstad
 - a. Introductions/roll call
 - b. Mission of NDFBSA was reviewed.
 - c. Roberts Rules were reviewed.
2. Secretary's Report - Amber Nelson
 - a. Minutes were emailed out prior to the meeting for the members to review. Discussion of edits needed and approve meeting minutes from 2/16/18 and 4/5/18.
 - i. Kathryn motioned to approve minutes from 2/16/18 and 4/5/18, Allison seconded. There was no discussion. All members present were in favor. Motion carried.
3. Board of Directors Manual & Reference
 - a. Review of Bylaws. Standards Committee Chair (President Elect) assists the committee with knowledge of the bylaws.
 - b. Identification of member roles & responsibilities
4. 2018 Annual Post Conference Report - Luke Klefstad on behalf of Amy Oehlke
 - a. Post Conference Report was reviewed and discussed. Debriefing on last year's conference and ideas for improvement for next year (included in post conference report for Board member reference).
 - b. Silent auction proceeds (tabled from last meeting) – spotlight agency ND Heart Gallery
 - i. \$2,052 raised.
 - ii. Discussion of having a set allotment of funds to the spotlight agency every year. \$500 agreed upon amount for the spotlight agency and the rest goes to the legacy scholarship – with the intent to review and discuss the amount every year.
 1. Ethan motioned that we allot \$500 to the spotlight agency (ND Heart Gallery), RaeAnn seconded. There was no further discussion. All members present were in favor. Motion carried.
 - c. Legacy Scholar Breakdown
 - i. Mileage \$0.54 per mile.
 1. Minot (\$290), Grand Forks (\$81), Bismarck (\$216) = \$587
 - ii. Hotel \$110 per night
 - iii. Meals \$30 per person per day x 4 people x 2.5 days = \$300
 - iv. \$330 per scholarship x 3 people



- v. Total cost for legacy scholars: \$1887
- 5. 2018 Annual Conference Evaluation Report – Luke Klefstad on behalf of Amy Oehlke
 - a. Reviewed and suggestions discussed for next year’s conference.
- 6. Treasurer’s Report – Marisa Misek/Angela Schon
 - a. Review and Approve Treasurer’s reports for April and May 2018
 - i. It was noted that we could potentially earn more interest by having a different type of account or adding to our account. Marisa will consult with Jeremy with Gate City Bank further on this to discuss in our next meeting.
 - ii. We have been good with our spending the last couple of years and are roughly \$10,000 ahead of where we were last year. Final thoughts from outgoing treasurer were reviewed.
 - iii. Allison motioned to approve the Treasurer’s reports from April and May 2018, Cheryl seconded. There was no further discussion. All members present were in favor. Motion carried.
 - b. Spending Plan for 2018-2019
 - i. Discussion of timeline for the spending plan (calendar year versus conference to conference). Decision to have our spending plan operate from July 1st through June 30th. Make a note of this change when making the annual report at the conference.
 - ii. See attached document for additional details on spending plan.
 - 1. Add fundraising projects section versus as a line item for expenses. Line items added below the section: Spotlight Agency, Legacy Scholarship mileage, merchandise (also added under income)
 - 2. Childcare for parent representative \$12 per hour for 40 hours
 - 3. Addition line item for sponsorships, interest, and guest award lunches under income.
 - a. Discussion of goal for sponsorship
 - 4. Change line item Conference Registration Reimbursement to Refund. This is not budgeted for because it gets subtracted out from conference registration.
 - iii. Allison motioned to approve the spending plan as a working document, Ethan seconded. There was not further discussion. All members present were in favor. Motion carried.
- 7. Annual Membership Update – Morgan Nerat
 - a. See attached handouts
 - b. Discussion of the cost to run credit card registrations through regonline. \$3.95 per registration, tax of 4.95% of transaction total (roughly \$12 per transaction). Reimbursement through regonline for not being able to attend the conference is easiest, however still costs us roughly \$10 per reimbursement – proposal that we start

MISSION OF THE NDFBSA

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reimbursing through checks to assist in saving money for the association. Will look at having a motion ready in the August or October board meeting regarding changing registration/cancellation fees.

8. Committees & Assignments – duties of committees were reviewed

- Membership Committee – Chair: Morgan Nerat
 - Registration, RegOnline
 - We will need another person to understand/shadow regonline, preferably detail oriented. (currently Morgan and Amy B know the system well, Kara knows how to register people). Kelsey will be assisting with this.
 - Members: Kelsey, Kara, Marisa, Ethan, Kathryn
- Conference Committee – Chair: Morgan Nerat; Vice-Chair: Kathryn Roemmich
 - CEU/Signature form – future reference look at approving CEU's for other licensures – Social Work, Counseling and Marriage & Family
 - We can look at asking Rachel to do this again as she was in charge of this last year.
 - Contracts
 - Surveys
 - Members: Allison Bitz, Kelsey Buss, Joely Davidson, Kara Eastlund, Ethan Hoepfner, Raeann Kaczmarek, Luke Klefstad, Marisa Misk, Amber Nelson, Morgan Nerat, Vincent Roehr, Kathryn Roemmich, Cheryl Thomas, Anna Weisbeck, Diana Weber, Amy Bakken, Heather Carr, Emelia Fahrman, Nicole Justesen, Danelle Klamon, Sonja Mclean, Amy Oehlke, Angela Schon, Amy Sieling, Rachel Silbernagel
- Standards Committee - Chair: President Elect Allison Bitz
 - Award nominations, publicity for award recipients, bylaws, Robert's Rules, forms.
 - Members: Anna, Vincent
- Nominating Committee – Chair: Ethan
 - 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).
 - Monitor the voting booth.
 - Members: Joely, Cheryl, Vincent, Anna
- Public Relations Committee – Chair: Anna
 - Social media
 - Silent Auction and Door Prizes
 - NDFBSA display board
 - <http://www1.und.edu/centers/children-and-family-services-training-center/cfs-conference/cfs-display-booth-2018.cfm>
 - old display board

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- Sponsorships
 - Morgan and Kelsey will partner with Sonja to learn more about how to edit the website.
 - Members: Amber, Sonja, RaeAnn, Cheryl, Kathryn
8. Strategic Plan
- a. Will be tabled until July. Start thinking about and come prepared to discuss the strategic planning questions.
9. Additional Business
- a. Adding a form for a call for speakers to the website. Assists in seeking out conference speakers whether it is from a speaker directly or from other people offering suggestions. Form online goal by July, deadline for submission August 2018.
 - b. Next meeting July 20th – board meeting 10 am -12 pm, conference meeting 12 pm – 2 pm.
10. Adjourn
- a. Ethan motioned to adjourn the meeting, Kelsey seconded. There was no discussion. All members present were in favor. Motion carried.

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| NDFBSA Spending Plan 2019 | | | | | |
|--|--------------------|--------------------|--------------------------|--------------------|--------------------|
| Sub-Sections | 2017 BUDGET | 2017 ACTUAL | 2018 BUDGET | 2018 ACTUAL | 2019 BUDGET |
| GENERAL OPERATING EXPENSES | | | | | |
| Board Retreat (Activity/Lunch) | \$ 314.00 | \$ 314.00 | \$ 300.00 | \$ 648.22 | \$ 500.00 |
| Non-Profit Status Fee | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 |
| PO Box Fee | \$ 82.00 | \$ 94.00 | \$ 100.00 | \$ 111.00 | \$ 105.00 |
| Miscellaneous | \$ 300.00 | \$ 134.29 | \$ 300.00 | \$ 38.17 | \$ 150.00 |
| MEDIA/PR | | | | | |
| Display Set-up Fees | \$ 150.00 | \$ 102.47 | \$ 200.00 | \$ 68.92 | \$ 200.00 |
| Web hosting | \$ 150.00 | \$ 120.00 | \$ 120.00 | \$ 406.91 | \$ 180.00 |
| Fundraising & Projects | | | | | |
| Spotlight Agency | \$ 1,500.00 | \$ 2,456.00 | \$ 1,500.00 | \$ 600.00 | \$ 500.00 |
| Family Based Legacy Scholarship Mileage | | | | | \$ 600.00 |
| Merchandise Purchases | | | | | \$ 500.00 |
| PARENT REPRESENTATIVE | | | | | |
| Hotel | \$ 370.00 | | \$ 370.00 | | \$ 440.00 |
| Mileage | \$ 780.00 | | 0.535 x miles round trip | \$ 163.71 | \$ 780.00 |
| Meals | \$ 100.00 | | \$ 100.00 | \$ 16.00 | \$ 100.00 |
| Childcare (Retreat & Conference) | | | | | \$ 480.00 |
| CONFERENCE | | | | | |
| Speakers | \$ 15,000.00 | \$ 10,343.92 | \$ 15,000.00 | \$ 13,266.65 | \$ 20,000.00 |
| Holiday Inn (Including Board dinner before conference) | \$ 30,000.00 | \$ 25,709.48 | \$ 30,000.00 | \$ 23,917.71 | \$ 30,000.00 |

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NORTH DAKOTA
Family Based Services
ASSOCIATION

Board Meeting Minutes

| | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Pre-Conference | \$ - | \$ - | \$ - | \$ 535.05 | \$ - |
| Giveaways | \$ 1,000.00 | \$ 1,245.91 | \$ 2,500.00 | \$ 2,353.50 | \$ 2,500.00 |
| Printing Cost | \$ 200.00 | \$ 463.33 | \$ 500.00 | \$ 294.55 | \$ 300.00 |
| Awards | \$ 450.00 | \$ 340.00 | \$ 500.00 | \$ 405.00 | \$ 500.00 |
| Gift Cards | \$ 125.00 | \$ 125.00 | \$ 125.00 | \$ 131.00 | \$ 125.00 |
| CEU Fee | \$ 25.00 | \$ 25.00 | \$ 50.00 | \$ 25.00 | \$ 50.00 |
| Conference Registration Refund | --- | \$ 615.00 | --- | \$ 795.00 | |
| Other Miscellaneous | \$ 100.00 | \$ 61.43 | \$ 100.00 | \$ 762.68 | \$ 100.00 |
| TOTAL SPENDING PLAN | \$ 51,434.00 | \$ 42,601.83 | \$ 52,805.00 | \$ 44,549.07 | \$ 58,120.00 |
| INCOME | | | | | |
| Conference Registration | \$ 50,000.00 | \$ 43,149.51 | \$ 50,000.00 | \$ 45,701.01 | \$ 50,000.00 |
| Fundraising & Projects | \$ 1,500.00 | \$ 2,822.00 | \$ 1,500.00 | \$ 2,052.00 | \$ 2,000.00 |
| State Funds | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Interest | | | | \$ 3.41 | \$ 5.00 |
| Sponsorships | | | | | \$ 2,000.00 |
| Guest Award Lunch | | | | | \$ 200.00 |
| Other | | \$ 280.00 | \$ - | \$ 25.00 | \$ - |
| TOTAL INCOME | \$ 57,500.00 | \$ 52,251.51 | \$ 57,500.00 | \$ 53,781.42 | \$ 60,205.00 |

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

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