

Members Present: Kara Eastlund, Amber Nelson, Luke Klefstad, Marisa Misek, Allison Bitz, Ethan Hoepfner, Diana Weber, Kathryn Roemmich Joely Davidson, RaeAnn Kaczmarski, Kelsey Buss, Anna Weisbeck

Members Absent: Vincient Roehr, Cheryl Thomas

Phone conference line: 1-800-220-9875 and Participation code: 18716452#

1. Call to order – President Luke Klefstad
2. Secretary’s Report - Amber Nelson
  - a. Review and approve previous meeting minutes (8/17/18). These were sent out prior to the meeting for review.
    - i. Kelsey motioned to approve the Meeting Minutes from 8/17/18, Ethan seconded. There was no discussion. All members present were in favor. Motion carried.
3. Treasurer’s Report – Marisa Misek
  - a. Review and Approve past reports (August & September 2018)
    - i. Allison motioned to approve the Treasurer’s report from August and September 2018, Kelsey seconded. There was no discussion. All members present were in favor. Motion carried.
  - b. Guest speaker: Jeremy Misek
    - i. Presented information on different account options for us. Advised discussing putting together an investment policy statement. Account closing fee for the Brokerage Account. On demand – you can link checking and saving as well as would not need to come in to move money around, could just call.
      1. Discussion of developing an investment policy statement.
      2. Discussion of pros/cons of investment. There will not be a vote today as we would need to do more research on the statement. There is currently very little written in the bylaws about financials.
      3. Discussion needs to happen with what to do with invested money if the money were to dissolve. Look at having attorney that will look into nonprofit status, look into this also?
  - c. 501(c)3 vs. 501(c)4 status – there is no current update.
4. Committees Reports
  - a. Verification of committee members
    - Membership Committee
      - Chair: *Morgan Nerat*
      - Members: *Kelsey, Kara, Marisa, Ethan, Kathryn*
        - RegOnline



- Update from meeting with Tellwell
  - Meeting with Tellwell to discuss if registration should go through our website versus RegOnline due to increasing costs associated with RegOnline.
    - Sonja talked with Max at Tellwell. Stated it would not be beneficial to go through Tellwell to have registration on our website economically. Eventbrite was suggested.
    - Eventbrite – very modern and organized. Help with promotional information, can help us track things on social media. Price 3.25% of each ticket plus \$1.59. Full registration that would be \$7.44. Credit card processing fee brings total cost up to about \$11. Option of passing that convenience fee on to the members (\$7.44). Offers same analytics that RegOnline offers. Can also incorporate apparel sales. Need to do additional comparison of them side by side. Have another walk through of pages with them next week and will do additional discussion. Questions of how they pay out, can we edit after going live, do we need the QR scanners?
- Conference Committee –
  - Chair: *Morgan Nerat*
  - Vice-Chair: *Kathryn Roemmich*
  - Members: *Allison, Kelsey, Joely, Kara, Ethan, Raeann, Luke, Marisa, Amber, Morgan, Vincent, Kathryn, Cheryl, Anna, Diana, Amy B., Heather, Emelia, Nicole, Danelle, Sonja, Amy O., Amy Sieling and Rachel*
    - Sponsorship package ideas – Joely
      - Will be sent out with Exhibit Hall
      - Platinum (\$6000), Gold, Silver (\$2000), Bronze, Nonprofit
      - Proposal of Exhibitor fee of \$95 – just having a booth (with a discount for committee or board member of \$45). Comes from modeling after NASW conference. Use additional money for things like spotlight agency. Helps decrease on mass amounts of giveaways since most were not giving silent auction items. Discussion of discounts on sponsorships for board/committee members.
      - Kathryn motioned to approve the agreement for sponsorship package prices: Platinum \$3500 plus, Gold \$2500, Silver \$2000, Bronze \$1500, Patron \$800, Exhibitor for Profit \$450, Exhibitor Nonprofit \$95 with a 25% discount of those package prices as a perk

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.



for the employer of a board member or conference committee member, Ethan seconded. All members present were in favor. No further discussion. Motion carried.

- Further discussion of brochure this year versus past year handouts of schedule/certificate.
- Standards Committee –
  - Chair: *President Elect Allison Bitz*
  - Members: *Anna, Vincent, Kathryn*
    - Student scholarship timelines
      - Similar timeline of last year.
    - Conference Award Nomination ideas – nominations due by Feb 15, 2019
      - Discussion of email reminder schedule.
      - **Provider Award** – for an individual who has exemplified the Family Based Services philosophy in their professional practice.
      - **Program Award** – for outstanding or innovative family services or for a program that fills a gap in the existing services.
      - **Lifetime Membership Award** – for an individual who has provided a minimum of 7 years of meritorious service and/or employment in support of Family Based Services philosophy.
      - **Special Recognition Award** – for a person or program that is innovative and responsive to immediate needs, or current issues in keeping with a Family Based Services philosophy.
      - **President’s Award** – a discretionary award, used by the NDFBSA Board to identify individuals or programs that excelled in providing family based services over time

The criteria for nomination of an individual or program include:

1. Outstanding and significant support of Family Based Services philosophy and mission
2. Exceptional leadership
3. Significant contribution to community
4. Demonstration of creativity in pursuit of Family Based Services
5. Innovative use of resources, personnel and/or collaboration

- Nominating Committee –
  - Chair: *Ethan Hoepfner*
  - Members: *Joely, Cheryl, Vincent, Anna*
    - List of openings for outgoing BOD members due by December 21<sup>st</sup>
      - Outgoing board members: Amber (will also need a replacement as secretary), parent representative
      - Start looking at “shadow” for treasurer
    - Updated forms – will present at next meeting

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- Public Relations Committee –
  - Chair: *Anna Weisbeck*
    - Need someone to take over Social Media Calendar & Branding Package – Anna will do
  - Members: *Amber, Sonja, Raeann, Cheryl, Kathryn, Joely, Kelsey*
    - Spotlight Agency – Silent Auction. Will think on this.
    - Website board rep – Kelsey and Morgan
      - Kelsey in charge of making changes on website with Morgan and Sonja as backups

8. Additional Business – none at this time.

9. Adjourn

- a. Allison motioned to adjourn the meeting and Anna seconded. There was no discussion. All members present were in favor. Motion carried.

Respectfully submitted,

Amber Nelson MS/LAC, LPC  
NDFBSA Secretary

### **NDFBSA Board Meeting schedule**

- December 21<sup>st</sup> 12:00pm-2:00pm – after Conference Committee meeting – location TBD
- February 15<sup>th</sup> 12:00pm-2:00pm – after Conference Committee meeting - FM Area Foundation 409 7th St S, Fargo, ND 58103
- **Conference Week: Tuesday March 26-Friday March 29 at Holiday Inn Fargo**

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