

Members Present: Allison Bitz, Kat Roemmich, Cheryl Thomas, Joely Davidson, Kara Eastlund, Amy Sieling, Kelsey Buss, Morgan Nerat

Members Absent: Marisa Misek, Ethan Hoepfner, Diana Weber, Erica Cavanaugh-Thompson, Raeann Kaczmarski, Luke Klefstad

1. Call to order – President Allison Bitz
 - a. Roll Call
2. Secretary’s Report – Kelsey Buss
 - a. Review and approve previous meeting minutes, August 16, 2019
 - i. Kat Motions
 - ii. Cheryl Seconds
 - iii. No discussion
 - iv. Motion Carries
3. Treasurer’s Report – Marisa Misek
 - a. Review and Approve past reports (August & September 2019)
 - i. Marisa on leave at this time, will present these when back for approval
 - b. 501(c)3 vs. 501(c)4 status – Continue to work on with Luke Klefstad
4. Committees Reports
 - a. Verification of committee members
 - Membership Committee
 - Chair: *Morgan Nerat* –
 - *Co-chair?*
 - Members: *Kelsey, Kara, Marisa, Ethan, Luke*
 - Eventbrite
 - Exhibit hall payment through Eventbrite vs. website
 - Payment online through Eventbrite, look into how to go about these; could provide option to pay online or pay via check
 - Kelsey will look into
 - Give a deadline for payment to be made or booth will be forfeited; before print date; submitted after print date won’t be in printed packet
 - Rachel provided suggested changes for Exhibit Hall
 - Have a no cost or not applicable cost option for sponsors who have an exhibit
- Conference Committee –
 - Chair: *Cheryl Thomas*



- Vice-Chair: *Luke Klefstad*
 - Members: *Allison Bitz, Kelsey Buss, Joely Davidson, Kara Eastlund, Ethan Hoepfner, Raeann Kaczmarek, Marisa Misk, Amber Nelson, Morgan Nerat, Kathryn Roemmich, Diana Weber, Amy Oehlke, Amy Sieling, Abby Tow, Danelle Klaman, Nicole*
 - Contract Renewal –
 - Discussed during last meeting that we will extend the contract through 2025 with the Holiday Inn
 - Luke will complete this with Calli to sign contracts
 - Standards Committee –
 - Chair: *President Elect Joely Davidson*
 - Members: *Kathryn Roemmich*
 - Student scholarship timelines
 - Will update this month and will send out to Board Members by **October 28** to send out to Universities by **November 1**
 - Kelsey – NDSU/MSU
 - Luke – Minot State University
 - Allison – University of Mary
 - Amy Oehlke – UND
 - Deadline for applications January 24, 2020
 - Review applications during February 21, 2020 board meeting
 - Joely will email out updated application to be sent
 - Add contact for scholarship applications
 - Conference Award Nomination ideas – nominations due by January 24, 2020 to Joely, President Elect
 - **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
 - Discussion on potential nominations
- The criteria for nomination of an individual or program include:
1. Outstanding and significant support of Family Based Services philosophy and mission

MISSION OF THE NDFBSA

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- 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
- Joely will update letter and send to Diana to distribute
- Branding Package for NDFBSA- Joely
- PDF file for Award Winners needs to be updated

- Nominating Committee –
 - Chair: *Ethan Hoepfner*
 - Members: *Joely*
 - Currently 2 openings, Ethan reached out to 2 individuals
 - Update: Amy Sieling
 - Kat Motions
 - Morgan Seconds
 - No discussion
 - Motion Carries, Amy Sieling appointed to complete open term for year 2019-2020
 - List of openings for outgoing Board of Directors members due by December 21st
 - Any potential board members we want to reach out to
 - Discussion of potential board possibilities

- Public Relations Committee –
 - Chair: *Kathryn Roemmich*
 - Members: *Joely, Kelsey, Cheryl, RaeAnn*
 - Social Media Calendar – RaeAnn and Kat
 - Sponsorships – Joely and Kat
 - Sponsorship format has been altered to help agency's determine which package fits their needs
 - This will be posted on our website
 - Ideas for identifying potential sponsors
 - Identify Potential Sponsors (by October)
 - Discussion of potential sponsors
 - Prepare Sponsorship Package (by November or sooner)
 - Negotiate the Sponsorship (by December) (this is so we can distribute the sponsor with the conference program/brochure)
 - Discussion of where to allot money;
 - Exhibit hall fees fund Family Based Legacy Scholarship
 - Spotlight Silent Auction proceeds fund Spotlight Agency selected by the Board
 - Select the Spotlight Agency by December 20th

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- Discussion on Spotlight Agency options
- Giveaway ideas – Kara
 - Any additional ideas to share
 - Discussion regarding options provided during Conference Committee meeting
 - Approval to purchase items or wait?
- Website Changes – Kelsey Buss
 - Any new changes noted
 - Need to update PDF file for award winners
 - Consider adding Board Nomination option on website

8. Additional Business

9. Adjourn

- a. Joely Motions
- b. Amy Seconds
- c. No discussion
- d. Motion Carries

NDFBSA Board Meeting schedule

- December 20st 12:00pm-2:00pm – after Conference Committee meeting – location TBD
 - Local meetings
- February 21st 12:00pm-2:00pm – after Conference Committee meeting - FM Area Foundation 409 7th St S, Fargo, ND 58103
- **Conference Week: Tuesday March 31, 2020 – Friday April 3, 2020 at Holiday Inn Fargo**

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