

Members Present: Kat, Joely, Amy S., Allie, Morgan, Kelsey, Luke, Kara, Cheryl, Ethan

Members Absent: Diana, Erica, RaeAnn, Marisa

1. Call to order – President Allison Bitz
2. Secretary’s Report – Kelsey Buss
 - a. Review and approve previous meeting minutes from October 2019
 - i. MOTION: Luke – approve Oct minutes
 - ii. Second: Ethan
 - iii. No discussion
 - iv. Approved
3. Treasurer’s Report – Marisa Misek
 - a. Review and Approve past reports (Aug, Sep, Oct, Nov 2019)
 - i. MOTION: Kelsey – approve Aug –Nov treasurer reports
 - ii. Second: Morgan
 - iii. Discussion: Marisa will check on the \$10 charge in Aug and if it will move to a different expense line
 - iv. Approved
 - b. Investment – When will money be removed from account? December 26th is the end of enrollment with a balance \$35,280.83. This will move into a money market account. We can then move it to our account, reinvest or leave it until after the conference. We could reinvest for any term (i.e. week, month, etc.). Original investment was \$35,000.
 - i. MOTION: Kat - reinvest the \$35,280.83 from December 27, 2019 to Mar 19, 2020 with interest rate of 1.06%
 - ii. Second: Amy S.
 - iii. Discussion: board will look at investing sooner after the conference and will discuss at April 2nd BOD meeting. What do we do with the money on March 20th? Marisa recommends keeping minimum (\$0.01) in Money Market Account.
 - iv. Approved
 - c. 501 (c) 3 vs. 501 (c) 4 status – Luke Klefstad and Marisa Misek – no progress
4. Committees Reports
 - Membership Committee
 - Chair: *Morgan Nerat*
 - Members: *Kelsey, Kara, Marisa, Ethan, Luke*
 - Eventbrite
 - Determine deadline for payment for exhibit hall participants – March 2nd – payments sent to PO Box; will need to check mailbox
 - Luke will send Kat sponsorships in speaker contracts that include exhibit hall table – Devereux and Chrysalis



- Kat will check on deadline to hear from BOD/Committee members' agencies – after that it will open up to others
- Morgan will put together a sign-up for registration volunteers
- Morgan will follow up with Danelle about getting a CVB volunteer to cover lunches at reg table
- Set up Monday night for those who can make it

- 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, Abby Tow, Amy Sieling, Nicole, Danelle Klamon.*
 - Reminder for silent auction items and door prizes (Anna Weisbeck will help contact past businesses for door prizes)
 - Contract Renewal with Holiday Inn through 2025 – Luke Klefstad

- Standards Committee –
 - Chair: *President Elect Joely Davidson*
 - Members: *Kathryn Roemmich, Amy Sieling*
 - Student scholarship timelines
 - Joely sent out updated Student Scholarship forms to individuals that are reaching out to the colleges.
 - Kelsey – NDSU/MSU
 - Luke – Minot State University
 - Allison – University of Mary
 - Amy Oehlke – University of North Dakota
 - Applications Received – Joely Davidson
 - Deadline for applications January 24, 2020
 - Review applications during February 21, 2020 Board Meeting
 - We have not received any applications yet. Members will follow up with their respective schools
 - Exhibit Hall proceeds will fund scholarship
 - Review Conference Award Nominations –
 - Nominations due by **February 21, 2020**
 - **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.

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.



- **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
- No nominees sent in yet. Joely will reach out to Diana to have her send mass email.
 - Discussed potential President’s award
- Nominating Committee –
 - Chair: *Ethan Hoepfner*
 - Members: *Joely, Amy S.*
 - List of upcoming openings for outgoing BOD members – 7 open spots
 - Who is leaving: Luke, Morgan, Kara (Feb 2020), Marisa
 - May rerun for another term: Amy S., Cheryl, Ethan
 - Possible candidates: Katie K. (Ethan), Nicole V (Luke), Brooke (Allie), Emily (Amy S.)
 - Can have two more parent reps that can be appointed
 - Nominations should be in by the week of the conference
 - Provide any suggestions on nominees to Ethan for outreach
 - Updated forms to Ethan were emailed today
 - Public Relations Committee –
 - Chair: Kathryn Roemmich
 - Members: *Joely Davidson, Kelsey Buss, Cheryl Thomas, RaeAnn*
 - Social Media Posts – asking for award nomination post; go live post (goal: Jan 6th)
 - Kat working on updating the conference booklet
 - Luke working on brochure (registration packet) that will go onto the website
 - Sponsorships – Joely and Kat

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- Get High Resolution pic of logo (and speakers) to Kat and Kelsey by March 9th
- 8. Additional Business
 - a. Proceeds from Exhibit Hall fees will go directly to the Family Based Legacy Scholarship fund
 - b. Proceeds from the spotlight silent auction will go to PATH transitional housing program
 - c. Spotlight agency for 2020: PATH transitional housing program
 - i. MOTION – Amy S. – approve the transitional housing program by PATH (official name will be reported by Morgan) as the 2020 spotlight agency
 - ii. Second – Kelsey
 - iii. Discussion: what are they going to do with the money
- 9. Adjourn
 - i. MOTION – Joely – adjourn
 - ii. Second – Kat
 - iii. Approved

NDFBSA Board Meeting schedule

- 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 at Holiday Inn Fargo**

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