

Members Present: Joely Davidson, Jessica McKay, Kristi Ventzke, Kathryn Roemmich, Ethan Hoepfner, Emily Althoff, Brooke Biederstedt, Diana Weber, Amy Seiling  
Members Absent: Kara Eastlund, Emily Sturn, Jessica Fleck Siders

1. Call to order – President Cheryl Thomas, 12:05pm
2. Secretary’s Report – Kristi Ventzke
  - a. Review and approve previous meeting minutes (8/20/21)
    - i. Discussion of the minutes taken by another board member in Kristi’s absence.
    - ii. Emily Althoff motion to approve minutes. Joely second. All in favor. Motion passed.
3. Treasurer’s Report – Jessica McKay
  - a. Review and Approve past reports, current balance \$70,229.45
    - i. Discussion of plan to still get Jessica on the bank account.
  - b. IRS status: 501(c)4 status – update
    - i. Jessica reached out to Jeremy Ulmer at Brady Martz. He stated costs depend on what history of financial forms we have on record and quoted a cost of between \$400-\$1500.
    - ii. Discussion of record keeping practice. Standard seems to be seven years. Discussion of archiving records and/or uploading to jump drives. Plan to ask financial adviser what best practice is.
    - iii. Ethan motion for Jessica to enlist the help of Jeremy at Brady Martz to submit tax forms to apply for 501(c)4 status. Amy second. All in favor. Motion passed.
4. Committees Reports
  - a. Verification of committee members
    - Membership Committee
      - Chair: Jessica Siders
      - Members: *Kelsey, Kara, Ethan*
        - Eventbrite
          - Exhibit hall payment through Eventbrite vs. website
          - Plan to use Eventbrite.
    - Conference Committee
      - Chair: Emily Althoff
      - Vice-Chair: Joely Davidson
      - Ideas for identifying potential sponsors:
        - Discussed Chrysalis, Fargo PD, DFS. Joely will send out list of past sponsors.
        - Identify Potential Sponsors (by October)
        - 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)
- Standards Committee
  - Chair: *President Elect Kara Eastlund*
  - Members:
    - Student scholarship timelines
      - Will update this month and will send out to Board Members to send out to Universities by Nov 1<sup>st</sup>.
      - Discussed Brooke will update the application and make it fillable.
        - NDSU/MSU -
        - Minot State University -
        - University of Mary -
        - UND -
      - Deadline for applications: Feb 1<sup>st</sup>.
      - Review applications during February 18, 2022 board meeting
    - Conference Award Nomination ideas –
      - Nomination form will be sent out by Nov 1<sup>st</sup> with a due date of Feb 1<sup>st</sup>. Kat will send them out.
      - **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
  - Will update letter with Kara and send to Diana to distribute
  - Discussed potential candidates for awards. Suggestion of a legislator that was involved in the juvenile justice reform.

MISSION OF THE NDFBSA

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- Nominating Committee
  - Chair: *Ethan Hoepfner*
  - Members:
    - Currently 2 openings
      - Update on contact with potential members
    - List of openings for outgoing BOD members due by December 17<sup>th</sup>
      - Emily Sturn- Kat motion to accept resignation. Ethan second. All in favor. Motion passed. Cheryl will reach out to Emily to let her know she can step down and board will accept her resignation.
      - Amy Seiling was voted in at the last board meeting.
    - Any other potential board members we want to reach out to?
    - Discussion of other potential board members including Katie Krukenburg, Human Service Zone, PATH. Ethan will reach out to Katie.
- Public Relations Committee
  - Chair: *Kathryn Roemmich* will help
    - Jessica Siders will help.
  - Members:
    - Social Media Calendar – Joely and Emily
      - Subcommittee to discuss and schedule
    - Branding Package - Joely
    - Sponsorships – Joely and Kat
    - Ideas for identifying potential sponsors
      - Identify Potential Sponsors (by October)
      - 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)
- Giveaway ideas – Kara
  - Completed and received
- Website Changes – Jessica Siders
  - Any new changes noted

## 8. Additional Business

## 9. Adjourn

- a. Kat motion to adjourn at 1:08 pm. Ethan Second. Motion passed.

Respectfully submitted,  
Kristi Ventzke  
Secretary

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**NDFBSA Board Meeting schedule:**

- November 19<sup>th</sup>: 10:00am to 2:00pm Conference Committee meeting
- **December 17<sup>th</sup>: 10:00am to 12:00pm Conference Committee meeting  
12:00pm to 2:00pm Board meeting**
- January 21<sup>st</sup>: 10:00am to 2:00pm Conference Committee meeting
- **February 18<sup>th</sup>: 10:00am to 12:00pm Conference Committee meeting  
12:00pm to 2:00pm Board meeting**
- March 4<sup>th</sup>: 10:00am to 2:00pm Conference Committee meeting – Holiday Inn
- **Conference Week March 29<sup>th</sup> to April 1st at Holiday Inn Fargo, ND**
  - March 29<sup>th</sup>: 5:00pm-7:00pm President’s Dinner Conference Committee meeting

Future NDFBSA Conference dates:

- March 27<sup>th</sup> to April 2<sup>nd</sup>, 2023 – contract signed with Holiday Inn
- April 8<sup>th</sup> to April 14<sup>th</sup>, 2024 – contract signed with Holiday Inn
- March 31<sup>st</sup> to April 6<sup>th</sup>, 2025 – contract signed with Holiday Inn
- March 23<sup>rd</sup> to March 27<sup>th</sup>, 2026 – date held with Holiday Inn
- March 29<sup>th</sup> to April 2<sup>nd</sup>, 2027 – date held with Holiday Inn
- March 27<sup>th</sup> to March 31<sup>st</sup>, 2028 - date held with Holiday Inn
- April 9<sup>th</sup> to April 13<sup>th</sup>, 2029 – date held with Holiday Inn
- April 1<sup>st</sup> to April 5<sup>th</sup>, 2030 – date held with Holiday Inn

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