



Minnesota ANFP Board Meeting
4/27/22 1:00-4:00pm
Ebenezer Corporate Office, Edina, Minnesota & Virtual via Microsoft Teams

AGENDA

Attendees: Marjorie Smith, Jessica Weisbrich (phone), Dawn Nickleson, Tamralynn Self, Jeff Wuollet, Bea Peterson, Dorothy Radermacher, Colleen Zenk

Absent: Franki Lorenz, Allison Josephson, Kathryn Hagen, CarieAnn Williams, Kristi Salisbury

Time	Agenda Item	Expected Outcome	Presenter
1:00 pm	Call to Order <ul style="list-style-type: none"> Meeting called to order by Marj Smith at 1:07 pm Opening Statements	Action	Marj Smith, President
1:10 pm	Secretary's Report <ul style="list-style-type: none"> Approval of minutes (sent out prior for review) Minutes approved; no corrections or additions 	Action	Jessica-Secretary
1:20 pm	Treasurer's Report (see attached) (Presented by Marj) <ul style="list-style-type: none"> Balances in Credit Union Accounts: <ul style="list-style-type: none"> Checking - \$25,064.45 current balance <ul style="list-style-type: none"> Previous balance \$23,925.79 on 1/12/22 Savings - \$19543.41 current balance <ul style="list-style-type: none"> Previous balance \$19551 on 1/12/22 New Bank (Bremer) <ul style="list-style-type: none"> Checking & savings accounts established in February per decision by Executive Officers Dawn sold board display for \$60 and deposited into Bremer account; \$35 balance after fees Remaining balances at CU need to be transferred to Bremer Bank; Dawn will initiate Dawn now has checkbook and debit card and will take care of transfers as needed <ul style="list-style-type: none"> Dawn will get checks ordered for Bremer as soon as she is added as primary on the account Note: Dawn transferred \$5000 from CU to Bremer account following board meeting Dawn has laptop – too old to boot up – but notebook included with login info; computer should be recycled; no need for chapter to maintain; update policy manual to reflect Discussion of checks that need to be written <ul style="list-style-type: none"> Chapter Champion - \$400 to ANFP 	Information Action as Needed	Franki, Treasurer (absent, no report) Dawn, Treasurer-Elect Marj reporting on Franki's behalf

	<ul style="list-style-type: none"> ▪ Note: Paid by Dawn after the meeting – Marj received confirmation from ANFP ○ Treasurer Position Discussion <ul style="list-style-type: none"> ○ Currently incomplete tasks and communication ○ Board action to have Dawn to assume Treasurer’s duties as of May 1 – passed. ○ Note: Per follow-up conversation with Marj, Franki asked to step down as of 5/31; will complete duties for this year 		
1:30pm	Committee Reports <ul style="list-style-type: none"> • Scholarship <ul style="list-style-type: none"> ○ Discussion regarding offsetting registration fees for fall meeting instead of dues scholarships ○ Board action - to reduce cost of conference for attendees; amount to be set in June at board meeting • Education - Fall Conference <ul style="list-style-type: none"> ○ One day conference Friday Sept 16 at Park Event Center in St. Cloud; will honor previous contract ○ Registration – 7:30 am – packed day with last speaker at 3:30 pm ○ Save the date posted on social media; send to members and vendors in May ○ Perhaps use speakers on original agenda for last fall – will work with Dawn on contacts ○ Will use Whova this year – then reevaluate (costly but have already paid) ○ Jeff will send out preliminary schedule & idea plan; awards at lunch ○ Dorothy has decorations – SuperHero stuff we should use ○ Board dinner the evening before – will have hotels blocked ○ Discussion on offsetting costs for members; follow example of other states who get more vendor sponsorship and use less expensive venues • Vendor <ul style="list-style-type: none"> ○ Need make partnerships more robust - room for improving sponsorships – need to have more information regarding program/speakers in advance when asking for vendors to sponsor and/or ask vendors for speakers’ ideas ○ Colleen will email vendor contact list from last fall to Bea for updating ○ Bea will send out “save the date” to vendors • Awards/Recognition <ul style="list-style-type: none"> ○ Diamond Award application <ul style="list-style-type: none"> ▪ Colleen completed on behalf of chapter – used work to education on AL regulations 	Information Action as needed	Board Liaisons Kristi (absent; asked for board action) Jeff Bea CarieAnn (absent, no report)

	<ul style="list-style-type: none"> ▪ Need to select initiative at beginning of chapter year and work on all year long rather than trying to see what fits at end of year ○ ACE award nominations <ul style="list-style-type: none"> ▪ Margene Reno will receive national Partner Award (submitted by Dawn); Chapter will do something at State meeting for her ▪ Board discussion and action/approval to pay one night of hotel for any award winners; Colleen will notify Margene ▪ Other state award winners were not submitted this year ▪ Plan to recognize winners from past couple of year at state meeting ○ Chapter Awards for 2022/23 <ul style="list-style-type: none"> ▪ To be sought in June, submitted by August ▪ Dorothy will review list of ANFP awards and recommend ones that chapter will promote ▪ Survey Monkey – Marj will reach out to CarieAnn ▪ Out June 1 – returned by Aug 1 • Communications (See report that follows) <ul style="list-style-type: none"> ○ Allison has resigned; will finish year <ul style="list-style-type: none"> ▪ Canva being used for newsletter- Subscription paid in Nov. 2021, @119.99/\$yr. – easy to use ▪ Jeff can coach new volunteers– has used Canva ○ Allison will complete Communications report by deadline ○ Technology subcommittee <ul style="list-style-type: none"> ▪ Paid for Whova one more year – use at fall conference & reevaluate ▪ Continue to use Survey Monkey ▪ Dorothy can coach/train ▪ Colleen will help with Whova for fall conference • Membership <ul style="list-style-type: none"> ○ Kathryn has completed membership award form and will submit before deadline ○ Discussion about lack of enforcement of CDM requirement in facility <ul style="list-style-type: none"> ▪ Organizations/HR not verifying CDM # - just hiring ▪ Need to convince ownership to support ○ Requesting a volunteer to help with it – Jill Heinen suggested ○ Recruitment needs to be a focus as numbers are trending down (national trend) • Government Affairs/Brand Ambassador (See report attached) <ul style="list-style-type: none"> ○ Report submitted to ANFP by deadline ○ Discussion on AL survey reports 		<p>Information provided by various board members in attendance</p> <p>Allison</p> <p>Dorothy, Jeff, Dawn, Colleen</p> <p>Kathryn</p> <p>Colleen</p>
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			Marj
2:30 pm	Old Business <ul style="list-style-type: none"> • Chapter Rebate Requirements <ul style="list-style-type: none"> ○ Jeff will complete chapter achievement report as required for rebates ○ Rest of requirements completed except for April Bank Statements; Franki will submit April statements to ANFP when issued by bank, Marj will follow-up – due by 5/31 • Discussion about current forms for nominations & awards <ul style="list-style-type: none"> ○ Reports not user friendly (Excel) ○ National board members to relay concerns to ANFP • Chapter Achievement Awards/Diamond Award Diamond Award Submission Approval/review – see previous discussions • Leading Age Booth in February <ul style="list-style-type: none"> ○ Tablecloth is missing – along with historical stuff – perhaps with Nicki ○ Jeff had new banner done as tabletop one is missing also ○ Not as much traffic as before – people excited to connect with each other 	Information Action as needed	Board Members
3:00 pm	New Business <ul style="list-style-type: none"> • Dawn presented idea for 2022-23 Diamond Award Project <ul style="list-style-type: none"> ○ Partner with Leading Age on “Safe Care for Seniors” Initiative <ul style="list-style-type: none"> ▪ Use Dietary Safety Project <ul style="list-style-type: none"> • Allergy and Choking Education ▪ Bring ideas to June meeting • Recruitment for 2022-23 Officers and Committee Chairs 		

	<ul style="list-style-type: none"> ○ Officer & committee chair positions needed for 2022-23 (need to clarify terms) <ul style="list-style-type: none"> ▪ Secretary ▪ Treasurer-Elect (1 year to fill rest of Dawn's term) ▪ Communications chair ▪ Co-chair for Membership ▪ Awards? (CarieAnn will continue) ○ Discussion of new volunteers (Shari Jacobsen and Mary Devidsavor) as possible co-chairs for Communications next year; Jeff and Marj will approach them ○ Colleen will email names of volunteers from fall conference evaluations as possible recruits • 2022 Fall Conference (see previous Education report) • Attending ACE – clarify attendance and what chapter will cover <ul style="list-style-type: none"> ○ Policy (see below from manual) <ul style="list-style-type: none"> ▪ The Immediate Past President and current chapter President shall serve as the official delegates to the ANFP national conference and represent MN ANFP. ▪ Expenses (hotel, transportation, and registration) will be covered for official delegates as allowed by the budget, financial status of the chapter and following financial policies and procedures subject to submission of receipts. ▪ Other board members who choose to attend ACE may receive an allowance for expenses depending on chapter finances. ○ Attending this year: <ul style="list-style-type: none"> ▪ Jessica – official delegate per chapter policy (President-Elect) ▪ Dorothy & Shona – covered by NFEF as trustees ▪ Jeff & Marj – covered by ANFP as board members; Marj also chapter delegate (Pres) ▪ Colleen, Kristi attending at mostly own expense; ○ Board approved new policy - to pay one night hotel for national award winner at ACE <ul style="list-style-type: none"> ▪ Chapter will pay for 1 night hotel for Margene ▪ Subject to finances ▪ Policy to be added to manual • Upper Lakes booth – in early May; Jeff looking for a partner to staff booth there • Chapter contribution to NFEF Silent Action at ACE <ul style="list-style-type: none"> ○ Dawn & Dorothy to take care of ○ Board approved contribution of “You Betcha Boxes”; Minnesota themed – up to \$225 • Chapter Website Updates <ul style="list-style-type: none"> ○ To be done in June when positions are filled 		
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	<ul style="list-style-type: none"> Board Meeting Date for June – to be determined 		
3:30 PM	Open forum Additional discussion on workforce issues & volunteer recruitment; no actions taken	Discussion	
4:00 pm	Adjourn	Action	

Reports Submitted Prior to Meeting

Government Affairs Report - Colleen Zenk, CDM CFPP

Completion of Reports

The 2022 Government Affairs Award Application was submitted to ANFP prior to the deadline on April 30. It included information regarding MN ANFP interaction with legislators, regulators, and allied associations (Care Providers, Leading Age, MDH, MAND, etc.) from June 2021 through April 2022, along with supporting documents. It also included work that Dorothy Radermacher has done in the area of Workforce Development. Contributors to the report were Colleen Zenk, Jessica Wiesbrich, Jeff Wuollet Dawn Nickleson and Tamralynn Self.

Diamond Award Application

A chapter application for the Diamond Award has been reviewed by the board and will be submitted for consideration at the end of April. The category selected for our application was Advocacy/Government Affairs. The board decided to focus on the initiatives to help members, administrators and facilities understand and implement the new Assisted Living Regulations as they apply to food and nutrition. Since this involves government/industry regulations, the MN Food Code and promoting CDMs it fit within the categories outlined in the Diamond Award Application. Even though we were able to compile enough chapter activity to apply for this award, an initiative should be identified by the board at the beginning of the chapter year, and then activities tailored to fit that goal throughout the year.

Assisted Living Regulations

The Minnesota Department of Health as put together as [Assisted Living Resources & Frequently-Asked Questions \(FAQs\)](#) webpage regarding the new regulations. In addition there is an MDH Fact Sheet that is specific to foodservice departments: [Assisted Living Facility Food Code Highlights - FACILITY AND FOOD SAFETY REQUIREMENTS](#). Both of these provide valuable resources for CDMs and AL facilities.

AL Survey Reports

The Assisted Living Updates Newsletter, published by MDH, continues to indicate that failure to comply with the MN Food Code is the second most common violation on AL surveys, for both ALF and AL with Dementia Care facilities. A good share of that is probably due to staffing issues, coupled with an apparent lack of training. Often there is no CFPM in place, but general cleanliness and sanitation appear to be common issues. Members and the general public can view the latest survey for any AL facility or Home Care setting on a [Minnesota Assisted Living and Home Care Provider Survey Search](#) page. This can also be a useful training tool. But if consumers take the time to view survey reports before placing a family member in a facility, it can either be a positive or negative marketing tool, depending on the results. MN ANFP should continue to include food safety education at annual conferences.

Communications Report – Allison Josephson

I won't be at the meeting tomorrow, working in the kitchen all week. Also, I am resigning from Communication Committee chair at the end of this volunteer year/period.

I will continue to work on things until that time and am more than willing to work with whoever should take on that role!! I have also started to work on the Communication report due by the 30th and will get it submitted.