



Minnesota ANFP Board Meeting Agenda
January 19, 2024
Acosta Sales & Marketing Office
7629 Anagram Drive, Eden Prairie, MN

Attendees: : MN Chapter Officers: Jessica Weisbrich, Jeff Wuollet, Dawn Nickleson, Colleen Zenk (remote), Marj Smith. Committee Chairs: Paige Kort, Dorothy Radermacher (remote)

Auditing: None

Absent: Committee Chairs: Bea Peterson, CarieAnn Williams (written report), Kristi Salisbury, Kathryn Hagen (written report), Allison Josephson

Agenda Item
Call to Order, General Announcements – Jessica Weisbrich - 9:00 am
Secretary’s Report – Colleen Zenk
<ul style="list-style-type: none"> o Action: Board Approved Minutes from October 11, 2023
Treasurer’s Report – Dawn Nickleson
<ul style="list-style-type: none"> o Expenses paid that were approved at October Board Meeting <ul style="list-style-type: none"> o Leading Age booth for February - \$600 o Down payment for Park Event Center – Fall 2024 - \$350 o Fall Conference Income and Expenses – detail in chapter financial report that follows <ul style="list-style-type: none"> o Revenue \$17073 o Expenses \$18370 o Net Profit/Loss = \$1297 o Balances in Bank Accounts <ul style="list-style-type: none"> o St. Cloud Credit Union accounts closed out – no balance remaining o Bremer Bank Checking \$23,825.50 o Bremer Bank Savings \$16,589.53 <ul style="list-style-type: none"> ▪ Total MN ANFP Financial Assets = \$40, 415.03 o YTD Net Expenses have exceeded net revenue by \$2802 o Other Discussion and/or Action: <ul style="list-style-type: none"> o Presented Chapter Financial Report for June-December 2023 (attached) o Uploaded fiscal YTD expense report (using new template) to ANFP o Dawn and CarieAnn have participated in training o ANFP Chapter Financial Policy webinar to be held Tuesday, Jan. 30th at 2 pm o Discussion of difficulties with new template; Dawn to compile suggestions for improvement and forward to Marj who will share with headquarters o Migrating to new ANFP required online banking platform for non-profits (Crowded) o Action: Approval of Treasurer’s Report <ul style="list-style-type: none"> o Treasurer’s report approved
Committee Reports
<ul style="list-style-type: none"> • Education – Jeff Wuollet <ul style="list-style-type: none"> o Fall Conference Review <ul style="list-style-type: none"> • Attendance was down from past years but similar to last year. 81 Thursday, 70 Friday

- Evaluations were generally quite favorable
- Summary of final expense to Park Event Center – see treasurer's report
- Suggestions for Next Conference:
 - Date set for October 10-11, 2024
 - Park Event Center to be used – down payment made; minimums on F&B are increasing by \$1000 to \$13,000
 - Planning has just begun – Jeff is forming committee to plan; several volunteers on evaluations
 - Jess will resend evaluation summary that included topic suggestions; submit any speaker ideas to Jeff
 - Jess has been in contact with Activity Professionals president to explore joint sessions (overlap of conference dates in St. Cloud)
 - Recommend using Eventbrite for next year – cost effective for chapter
 - Colleen will develop a guide for using Eventbrite including login, passwords and ways to improve usability for members including the following:
 - Adding additional lines for attendee names under same registration/order
 - Add line for guests/fees
 - Add separate line for allied professionals (RD's, etc.) – created email issues
 - Add line for 1-day board member attendance – will be more accurate for meal counts
 - Discussion of using Eventbrite for vendor registration – set up as separate event
 - Add conference registration link (button "Register") to MN ANFP Chapter Page on anfponline.com
 - Save the date cards will be printed for use at Leading Age
- Joint conference with Wisconsin (chapter goal) is being discussed with their chapter leaders
 - East/NE metro would be best location; looking for venue
- Discussion on 1-day meeting in southern MN – possibly New Ulm
- **Vendor – Bea Peterson (absent – discussion from leaders present)**
 - Vendors were happy in general & like the group split– also noted smaller attendance
 - Save the date could be sent anytime this spring – Colleen will do
- **Awards & Recognition/Volunteer Recruitment – CarieAnn Williams/Kristi Salisbury**
 - CarieAnn has submitted CDM of year. Marj, Jeff and Paige have submitted other candidates
 - Chapter Award presentation at Fall conference went well but took a bit longer than allotted; consider meal style for time needed if doing presentations during lunch
 - Call for volunteers – to be sent in February
- **Scholarship – Kristi Salisbury, Marj Smith**
 - Still pending guidance from nationals;
 - Discussion of ways to promote national ANFP and NFEF scholarships better
- **Communications – Paige Kort**
 - Plan for next newsletter -
 - Send after Leading Age conference; to include
 - Summary of minutes
 - Highlight of Dorothy's trip to DC
 - Leading Age highlights
 - Promotion of fall conference
 - Technology Updates (website, etc.)
 - Discussion of posts on Facebook, LinkedIn, Instagram (rarely used – Colleen will chat with Allison regarding Instagram posts)
 - National working on text message system – perhaps states can use
- **Membership – Kathryn Hagen (report) Membership history (2017-2023) follows minutes**
 - Quarterly email has been sent to UND to be sent out to the students that are enrolled there.

- Emails/Letters were sent to all students that passed the exams last year, new students, as well as new members.
- All "inactive members" have been contacted via email or messenger to ascertain the reason they are no longer retaining their membership. I will re-print another list as about a 1/2 dozen people have contacted me since I sent them and stated that they are actually active (three of which actually were). I wish I could figure out the rhyme or reason to this...
- We have a couple of members that unfortunately, their membership has expired, and they were unaware. (Frequent emails from ANFP are sent).
- Shared history of membership numbers since 2017 (see attachment). Kept as a running list; can share latest numbers in the newsletter or decide which ones to use. Checked periodically.
- Jess has also reached out to new members
- **Brand Ambassador (Government Affairs) – Dawn Nickleson**
 - **Leading Age – February 7-8 at RiverCenter**
 - Dawn and Colleen will be presenting at Leading Age; Emphasis on food code topics; Dawn is also participating in a pre-conference workshop related to food code issues
 - Chapter will have a booth again this year; on main concourse, not exhibit floor; Jessica and Jeff will coordinate
 - Participants in a survey will be entered in a drawing for a gift card
 - Assisted Living Conference is again being held August 16-17 in Brooklyn Park
 - Patti Cullen has retired from Care Providers; succeeded by Toby Pearson who has been their VP of Advocacy since 2008.
 - Assisted Living Summit will be held in May – Marriott NW; Dawn will present
 - Brief discussion of National CDM Day November 28
- **Workforce Development - Dorothy Rademacher**
 - Update on Apprenticeship program
 - Discussion of responsibility for promoting Apprenticeship program
 - Chapter should wait for guidance on promoting the program as signup needs to come from specific companies or organizations, not through chapter; we could apply for grant to work on the issue – no action taken
 - Barb Thomsen and Joyce are leading this initiative; workforce development committee should follow their lead
 - ANFP is working with ND and when that program was up & running, they will bring it to MN; Kelly Jo has left position at UND; search for new Program Coordinator, Nutrition Certification Programs is underway
 - Spent 3 days in Washington learning about the lobbying process and the work of Craig Brightup, our advocate, on our behalf. There is a need for increased funds to support efforts – discussion of PAC program.
 - Concern about the stability of CDM requirement in CMS regulations
 - Concern about staffing mandate coming from Executive Branch in D.C.
 - Concern about disconnect between Legislative branch, educational organizations, state department (MDH) and various agencies – not communicating effectively
 - State of MN Passed a law that High School Students can get graduation credits for working in long term care. Discussion of how to promote that within counties and school districts for employees beyond nursing; Dorothy will put something together that could be sent to chapter members
 - Discussion of legislative speaker at fall conference – or joint conference with WI members in spring; Contact available through Amy Klobuchar's office.

- **Strategic Plan - Allison Josephson**

- Brief discussion on video "Why I'm a CDM." No action taken. Share new members on Facebook page to promote. Paige to pursue.

Old Business (ongoing or from October meeting) – Jessica Weisbrich

- Chapter Goals reviewed.
 - Discussion proceeding with WI on possible joint meeting and holding a one-day meeting in New Ulm area
- Rebate Requirements for FY 2023-24 – report for rebate was submitted by January 15 as required
- Officer recruitment for 2024-25 (ongoing)
 - Volunteer/Officer Recruitment for 2024-25 – call for volunteers to go out in February
 - Status of adding of adding button to ANFP chapter page "I will volunteer" – to aid in recruitment
 - Discussion of volunteers approached or who indicated interest at the fall conference
 - Colleen indicated she would like to step down from secretary's position
- Status of Member Needs/Satisfaction Survey – not sent out yet by ANFP. Jessica will pursue with Abigail to finalize and get sent out ASAP from chapter Gmail account

New Business – Jessica Weisbrich

- Review of required reports due in April – membership, brand ambassador, communications, state achievement award – will be reviewed at April meeting
- Plan for Diamond Award Application – discussion to use member retention and recruitment as project; discussion of what to include
- Task force formed to develop plan for sending new members to ACE – discussion of using surplus chapter funds to help finance this initiative – Marj will lead (w/CarieAnn, Kristi & Jeff) & come back to board with recommendations
- Next meeting to be held on April 12. Probable location – Acosta Sales and Marketing Office (Core) at 7629 Anagram Drive, Eden Prairie.

Adjournment – 11:30 am

MN ANFP YTD Chapter Financial Report - June-December 2023

	Annual Budget	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Revenue										
Event Registration					2799.28	7285.72			10085	
Sponsorships				1259.17	2140.25	3588.42			6987.84	
Total Conference Revenue										17072.84
Chapter Rebate			1265						1265	
Checking Interest		3.42	3.43	3.42	3.79	5.56	4	4.07	27.69	
Transfer from SCCU closed acct						5622.5			5622.5	
Total Revenue	0	3.42	1268.43	1262.59	4943.32	16502.2	4	4.07	23988.03	
Expenses										
Fall Conference (2023)										
Speaker Fees				2000					2000	
Misc. Expenses 2023-2024							103.79		103.79	
Room Rental/Hotel President						329.66			329.66	
Park Event Center Food & Space						15758.28			15758.28	
Awards						178.5			178.5	
Total Conference Expenses										18370.23
Joint Meeting w/ WI (2024)										
Food & Beverage									0	
Room Rental									0	
Travel Reimbursements									0	
List other expenses here									0	
Other Expenses										
President- Expenses			785.32						785.32	
Meeting Mileage & expenses		288.19	49.13			448.61	45.85		831.78	
Checking Account Fee		15.5	15.5	15.5	15.5	15.5	15.5	15.5	108.5	
Canva					119.99				119.99	
Leading Age Expo							600		600	
Deposit Fall Conference 2024								350	350	
List other expenses here									0	
List other expenses here									0	
List other expenses here									0	
Total Expenses	0	303.69	849.95	2015.5	135.49	16730.55	765.14	365.5	21165.82	
Net Income (Revenue - Expenses)	0	-300.27	418.48	-752.91	4807.83	-228.35	-761.14	-361.43	2822.21	**
Checking Reconciliation		June	July	August	September	October	November	December		
Beginning Cash Balance	21003.29	21003.29	20703.02	21121.5	20368.59	25176.42	24948.07	24186.93		
Plus Revenue	0	3.42	1268.43	1262.59	4943.32	16502.2	4	4.07		
Less Expenses	0	303.69	849.95	2015.5	135.49	16730.55	765.14	365.5		
Ending Cash Balance	21003.29	20703.02	21121.5	20368.59	25176.42	24948.07	24186.93	23825.5		
Savings Account	16570.09							16589.53		
Interest Fiscal YTD								19.44		
total cash on hand 12/31/23								40415.03		



Merchant Account ID: TGNSTL9QRYNH4

PayPal ID: dawn@pdndifference.com

7/1/2023 - 12/31/2023

Activity Summary (7/1/2023 - 12/31/2023)

	USD
Beginning Available Balance	0.00
Payments received	6,600.00
Payments sent	-2,390.57
Withdrawals and Debits	-6,387.84
Deposits and Credits	2,390.57
Fees	-212.16
Ending Available Balance	0.00

Vendor registration	6600
Mobile deposits (checks)	600
PayPal fees	-212.16
Total Vendor Revenue	6987.84

*see separate PayPal report

	\$ Actual (22-23)
Conference Budget	
Expenses	
Whova	\$ 2,379.00
Awards	\$ 158.73
Venue Food	\$ 8,136.50
Venue AV & Stage	\$ 840.00
Venue Room set up fee	\$ 3,000.00
Venue Taxes & Service Charge (20%)	\$ 2,721.56
Lodging/travel	\$ -
Speakers Fees	\$ 350.00
Misc	\$ 143.69
Total Expenses	\$ 17,729.48
Income	
Vendors (32x300)	\$ 9,600.00
Attendees (see Whova stats)	\$ 7,200.00
Sponsor	\$ 250.00
Late Fees	\$ 300.00
Scholarship	\$ 3,000.00
Cash attendee	\$ 75.00
Whova Fees	\$ (168.98)
Total Income	\$ 20,256.02
Conference Net Income	\$ 2,526.54

Membership Totals as of January 11, 2023

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	10	0	10
Pre-Professional	26	0	26
Professional	8	330	338
Retired Professional	4	2	6
	48	332	380

Membership Totals as of October 6, 2023

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	10	0	10
Pre-Professional	24	0	24
Professional	2	323	325
Retired Professional	4	2	6
	40	352 325	365

Membership Totals as of March 23, 2023

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	19	0	19
Pre-Professional	36	0	36
Professional	4	349	353
Retired Professional	4	3	7
	63	352	415

Membership Totals as of September 14, 2022

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	29	0	29
Pre-Professional	57	0	57
Professional	4	384	388
Retired Professional	4	4	8
	94	388	482

Membership Totals as of January 6, 2022

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	19	0	15
Pre-Professional	39	0	39
Professional	5	383	388
Retired Professional	4	2	6
	67	385	452

Membership Totals as of June 17, 2021

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	19	0	19
Pre-Professional	38	0	38
Professional	11	421	432
Retired Professional	1	3	4
	69	424	493

Membership Totals as of October 6, 2020

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	13	1	14
Pre-Professional	20	0	20
Professional	7	385	392
Retired Professional	0	3	3
	40	389	429

Membership Totals as of June 6, 2019

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	15	0	15
Pre-Professional	29	0	29
Professional	6	417	423
Retired Professional	0	5	5
	50	422	472

Membership Totals as of January 7, 2018

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	12	0	12
Pre-Professional	29	0	29
Professional	6	403	409
Retired Professional	0	4	4
	47	407	454

Membership Totals as of October 17, 2017

MEMBER TYPE	NOT CERTIFIED	CERTIFIED	TOTAL
Allied Professional	9	0	9
Pre-Professional	26	0	26
Professional	6	379	385
Retired Professional	0	4	4
	41	383	424