

Minnesota ANFP Board Meeting September 15, 2022 5 -7 PM Park Event Center, St. Cloud, MN

MINUTES

Attendees: All board members in attendance Absent: None

Call to Order, General Announcements Called to order at 6:15 pm (followed dinner) Secretary's Report Additions or Corrections to Minutes from June 17 Approval of minutes – Approved Treasurer's Report (See full report that follows) Report on Balances in Bank Accounts – Total \$ 43,562.33 Report of Payments Issued since last report Presentation of budget for FY 22-23 (in process) Presentation of any outstanding board or chapter expenses; (approval by board if needed) - approved Report on status of chapter laptop (Colleen) recycled Approval of Treasurer's Report (Approved) Action Marj Smith President Colleen Secretary Dawn, Treasurer Discussion	Time	Agenda Item	Expected Outcome	Presenter
Called to order at 6:15 pm (followed dinner) Secretary's Report Action Action Action Action Secretary's Report Action Action Action Action Colleen Secretary's Report Action Action Action Colleen Secretary Approval of minutes – Approved Treasurer's Report (See full report that follows) Report on Balances in Bank Accounts – Total \$43,562.33 Report of Payments Issued since last report Presentation of any outstanding board or chapter expenses; (approval by board if needed) - approved Report on Status of chapter laptop (Colleen) recycled Report on Status of chapter laptop (Colleen) recycled Report on Status of chapter laptop (Colleen) recycled Registration = 52 Thursday, 82 Friday Two certificates will be issued, one for each day. Will include prior approval numbers Cancellation Policies Several refunds issued prior to conference most due to Covid or staffing issues – lenient this year Practice of issuing credit for future conference not practical; Policy revision draft to be presented at January meeting (Colleen will draft) Vendor Status of Conference Participation & Feedback 41 tables, 24 companies; some confusion on tables for brokers; Fees for vendors with multiple tables Review and set policy going forward (Jan mtg) Sharing attendance list with exhibitors post conference	5:00 pm	Dinner in Event Center Restaurant		
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### Paper Paper Paper	6:05 pm	Secretary's Report	Action	Colleen
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• (Colleen will send to vendors)		 Sharing attendance list with exhibitors post conference 		
		 (Colleen will send to vendors) 		

Scholarship	Kristi
 Report on scholarship allocation to offset registration & 	
estimate of funds to be transferred after conference	
 \$3000 to be transferred from savings 	
 Plan to be developed on fund raising to replenish 	
fund for next year (Kristi)	
 Report on status of UND student scholarship request 	Kathryn
 Issue dropped - no response from student 	
Awards/Recognition	
Report on ACE Awards; Chapter received	CarieAnn
 Diamond Award for 4th time; 	Marj
 State Achievement Award – Platinum 	
Partner award received by Margene	
 Communication, Govt. Affairs and Membership 	
Status of Chapter Awards for 2022/23	CarieAnn
CDM Spotlight (CDM of the Year)	
Dining Distinction (Dept of the Year)	
Ambassador (Administrator, Vendor, or	
another non-member)	
, and the second	
Horizon (CDM of less than 5 years) For applications this year.	
Few applications this year Some applications need revision (CDM of the	
 Some applications need revision (CDM of the 	
Year & Newcomer)	
 Plan to share winners on FB pages & in next 	
newsletter Parks for Award Winners 22	CarieAnn
Perks for Award Winners??	CaneAnn
Motion approved to provide additional reward for	
award winners – free state conference	
registration for members; possible gift card for	
non-member winners – confirm at Jan meeting	
One night hotel for national award winners (approved in June)	
(approved in June)	
Communications Status of Newslatter for EV 22 22	Sherry
Status of Newsletter for FY 22-23 Allies a will assist Charm. New/Dectarget.	(Allison)
Allison will assist Sherry – Nov/Dec target Lindate on Conveniention	
Update on Canva subscription	Dawn
 Renewed for next year; account transferred to 	
Dawn's address (treasurer) Password same as Gmail account	
T 1 1 11 (1A)	Dorothy
 Technology - Use of Whova for conference Whova will be discontinued after this conference 	Colleen
New app to be discussed at Jan. 23 mtg.	
	Sherry
 Update on Social Media Posts Facebook – Status of merging duplicate pages & 	Allison
updating administrators	
Not discussed – revisit in Jan	
 Also have Instagram & LinkedIn accounts 	Kathryn

	Membership	1	Kathryn
	Past ANFP Board Chairs Initiative (Colleen to report)		Raunyn
	Omar launched initiative to contact new members		
	as high percentage of members who don't renew		
	occurs during 1st 3 years of membership		
	List to be spin between active past chaire		
	 Process of maintaining certification may be 		
	confusing to new members; chairs will mentor		
	MN ANFP Member Status		Kathryn
	 Approximately 2 dozen MN ANFP members 		,
	inactive as of September 1		
	Member Longevity Recognition		
	 Kathryn will hand out key chains at registration 		
	 Will be mailed to member not present 		
	 To share list in next newsletter 		Colleen
	Government Affairs/Brand Ambassador		Dorothy
	 Colleen announced webinar on CMS updates - Sept 20 		Dorottiy
	by Barb Thomsen – encouraged members to listen		
	 National Govt. Affairs – more input by trustees 		
	 No news on Food Code update 		
	Workforce Development		D
	 Update on Pipeline, Career Force Culinary training 		Dorothy
	 Dorothy attending various group meetings 		
	ANFP Apprenticeship Waiting on national Lina Foldt to be contact.		
	 Waiting on national – Lisa Feldt to be contact Working with Presbyterian Homes in MN (Kristi) 		
	 UND initiative 		
	 Julie Z in new position; search for her 		
	replacement as director for CDM program		
	 Julie to work with apprenticeship program 		
	Strategic Plan		Alliana
	ANFP focus on membership recruitment and engagement		Allison Marj
	o Partnerships with culinary programs and ACF		iviaij
	Pushing out to states3-year plan underway		
	3-year plan underway		
6:45 pm	Old Business (ongoing from previous meeting)	Information	Board
	 Status of Rebate Requirements for this year 		Members
	 Current; 1st half received - \$1365 	Discussion	Dawn
	 Chapter Champions – report and contribution for 22-23 		
	 Money used for grants 		
	 \$400 approved for 2022-23. Dawn will process. 		
	Ongoing Recruitment of Leadership Positions – updates	Action as	Marj
	 Still recruiting – will promote during conference 	needed	Jessica
	 Secretary (Colleen temporary) 		
	 Treasurer-Elect – no candidates 		
	 Co-chair for Membership – Colleen will assist 		
	Update on progress of Chapter Goals for 2022-23		Mori
	 Partnership with Leading Age on "Safe Care for Seniors" 		Marj Dawn
	Dawn/Julie to launch during conference		Dawii
	presentation		
	 Creating awareness of CDM/ANFP with administrators 		
	and associations		
	Has ANFP developed ads that we can use?		
	- Has AINER developed and that we can use?	I	

	Not discussed		
	 Creating more awareness at schools 		
	 Update on development of presentation that 		
	members can just pick up and use for schools		
	 Not discussed – tabled for January mtg. 		
7:00 pm	New Business		
	Policy Manual Updates	Information	Board
	 List of suggestions (Colleen to provide) 	Discussion	members
	 Tabled for January mtg 		
	Upcoming Meetings/Conferences		
	 MN Consultant Dietitians – October 6 @ General Mills 		
	 Was publicized along with this conference 		
	 Care Providers Conference 		
	 Not participating – no benefit 		
	 Upper Lakes show in November 		
	 Not participating 		
	 Leading Age in February 		
	 Motion approved to participate and pay \$500 fee 		
	 Discussion of replacement of supplies for 		
	tabletop exhibit – to be arranged by Jessica		
	Review of MN members serving on national level		
	Discussion of administrator confusion about CDM requirement &		
	how to best reach administrators; board members to ask their		
	administrators for advice		
	 Also, how to obtain list of all MN NH for communique 		
	Next Meeting Date		
	 January 6 at CORE Foodservice 		
7:30 pm	Adjourn – meeting adjourned at 7:40 PM	Action	
	Board Mixer followed meeting		

Treasurer's Report – September 2022 – Dawn Nickelson

Actions approved at June Board Meeting

Chapter ACE attendee \$1147.83 ACE award winner hotel \$147.08

Balances (8/31/2022)

St. Cloud Credit Union Checking \$13,754.46
Bremer Bank Checking \$10,252.03

Total Checking \$24,006.49

St. Cloud Credit Union Savings \$19,555.84

Total MN Chapter \$43,562.33

Other Actions

Bremer checking account has a \$2500 minimum balance. The \$10 fee in prior months was the low balance fee. The ongoing monthly fee should remain at \$15.

Karen Jacobs, past Treasurer, forwarded the <u>You didn't file a required annual tax return</u> letter from the IRS. I sent in the Form 990 confirmation and updated the mailing address. The payment method for Canva was changed to the Bremer checking account with the Treasurer's address.

Continue to build budget and waiting for Conference income and expenses. The annual conference is the majority of the budget.

<u>Future</u>

Transfer savings from SC Credit Union to Bremer Bank.
Transfer remaining checking to Bremer Bank after Fall Conference is finished.
Update ACH Agreement for ANFP national. Send form to Abigail.

St. Cloud Financial Credit Union - Checking

<u>Date</u>	Number	<u>Payee</u>	<u>Amount</u>
6/1/2022		Opening balance	18,975.73
6/6/2022	5187	Transfer to Bremer Account	(5,000.00)
	5191	Mileage Jess W	(57.33)
	5190	Mileage Allison J	(122.27)
	5188	Mileage Marj S	(81.32)
	5189	Mileage C Williams	(11.72)
6/30/2022		Ending Balance	13,703.09
7/1/2022		Opening Balance	13,703.09
	5192	Mileage Dorothy R	(18.72)
	5193	Jess ACE	(1,147.83)
	5194	Colleen ACE (Margene hotel)	(147.08)
7/31/2022		Ending Balance	12,389.46
- / . /			
8/1/2022		Opening Balance	12,389.46
	ACH	Deposit ANFP Rebate	1,365.00
8/30/2022		Ending Balance	13,754.46

Bremer Bank - Community Business Checking w/ Interest

<u>Date</u>	Number	<u>Payee</u>	<u>Amount</u>
6/1/2022		Opening Balance	5,010.05
6/6/2022	mobile	Transfer from SCCU	5,000.00
		Account Fee	(15.00)
		Deluxe checks	(25.75)
		Interest	0.07
6/30/2022		Closing Balance	9,969.37
7/1//2022		Opening Balance	9,969.37
		Account Fee	(15.00)
7/31/2022		Interest	0.08
			9,954.45
8/1//2022		Opening Balance	9,954.45
	mobile	Wells Fargo class action suit	11.94
	mobile	Vendor Show - Brakebush	300.00
		Account Fee	(15.00)
8/31/2022		Interest	0.64
			10,252.03