



**Minnesota ANFP Board Meeting
January 6, 2023 10 AM -2 PM
Core Foodservice Brooklyn Park MN**

AGENDA

Attendees: Marj, Jessica, Dawn, Jeff, CarieAnn, Dorothy, Colleen, Bea
Absent: Allison, Kristi, Sherry, Kathryn

Time	Agenda Item	Expected Outcome	Presenter
10:00 AM	Call to Order, General Announcements <ul style="list-style-type: none"> • Called to order at 10:10 am 	Action	Marj Smith President
10:05 AM	Secretary's Report <ul style="list-style-type: none"> ○ Additions or Corrections to Minutes from Sept. 15, 2022 ○ Minutes – Approved 	Action	Colleen Secretary
10:10 AM	Treasurer's Report (See full report that follows) <ul style="list-style-type: none"> ○ Report on Balances in Bank Accounts \$44,371 total <ul style="list-style-type: none"> ○ Checking \$27,807 ○ Savings \$16,564 ○ Includes balances from both Bremer & SCCU ○ Will close out SCCU in near future ○ Report of Payments Issued since last report (in full report) <ul style="list-style-type: none"> ○ Approved debit card hotel charge (clarified expense) ○ Reviewed conference financials – net +\$2527 after expenses and transfer from savings (+\$3000) ○ Review of budget for FY 22-23, amend as needed <ul style="list-style-type: none"> ○ Dawn continues to build financial history that will assist for future planning ○ Presentation of any outstanding board or chapter expenses; <ul style="list-style-type: none"> ○ New expense report – IRS mileage now at \$.655/m ○ Checks written to board members for one-way mileage as submitted ○ Treasurer's Report Approved 	Information Discussion Action as Needed	Dawn, Treasurer
10:20 AM	Committee Reports <ul style="list-style-type: none"> • Education <ul style="list-style-type: none"> ○ Final discussion/comments re fall conference ○ Plans for next conference <ul style="list-style-type: none"> ▪ Jeff/Jessica to seek St. Cloud options, ▪ Plan to promote Milwaukee Spring Regional with possible chapter support for attendees ▪ Use of Whova has been discontinued; Plan to use Eventbrite with exploration of features that will work for chapter (Colleen, Jeff) ○ Upcoming Educational Opportunities <ul style="list-style-type: none"> ▪ Food and Consumer Science Professionals Conference on Feb 24 announced; 4 CE's 	Information Board Action as needed	Jeff Dawn Bea CarieAnn

	<p>available with 2 in food safety; discussion about getting prior approval for CDMs. Dawn will contact FCSP and offer to do prior approval</p> <ul style="list-style-type: none"> • Vendor <ul style="list-style-type: none"> ○ Final comments re vendor participation in fall conference <ul style="list-style-type: none"> ▪ Vendors liked venue and splitting attendees into 2 groups ▪ Need to better clarify vendor needs for electricity, those that have wall displays, and plan for door prize contributions ▪ Vendor has been updated to reflect changes since last in-person conference in 2019 ▪ Bea and Marj will check food show dates for distributors and communicate to avoid conflicts • Awards/Recognition <ul style="list-style-type: none"> ○ Chapter Awards for 2023 <ul style="list-style-type: none"> ▪ Process for submission – not to use Survey Monkey in future ▪ Suggested Awards <ul style="list-style-type: none"> • CDM Spotlight (CDM of the Year) • Dining Distinction (Dept of the Year) • Ambassador (Administrator, Vendor, or another non-member) • Horizon (CDM of less than 5 years) ▪ Discussion included: <ul style="list-style-type: none"> • Notify nominees and promote better throughout the year • Promote at fall conference and in social media • Options for certificates or plaques • Display better, & make a bigger deal • Compile list of past winners, • Application should include CDM # title and phone number on application • Have information out at Leading Age – perhaps picture board of past winner, idea about QR code for members to scan at Leading age – to take to application ○ Perks for Award Winners – discussed in policy review • Scholarship <ul style="list-style-type: none"> ○ Review plan for replenishing fund for next year <ul style="list-style-type: none"> ▪ Discussion on hold pending ANFP directives • Communications <ul style="list-style-type: none"> ○ Status of Newsletter – need to get one out to members ASAP <ul style="list-style-type: none"> ▪ To facilitate, Jeff has started one in Canva ▪ Requested submissions from board ▪ Sherry will proof 		<p>Kristi</p> <p>Sherry (Allison)</p> <p>Kathryn</p> <p>Colleen</p> <p>Dorothy</p> <p>Allison/Marj</p>
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	<ul style="list-style-type: none"> ○ ANFP Apprenticeship update <ul style="list-style-type: none"> ▪ Update in January from Joyce ▪ 2 people in MN (Pres homes) ▪ Shared copy of email from St. Paul College about possible participation in program ○ New director at UND for CDM program – Kelly Jo Zellmann ○ ANFP would help with grant applications in future opportunity arises <ul style="list-style-type: none"> ▪ Chapter members would still bear responsibility for developing plan of action, and completing work (large task) ▪ Grant application time often too short ▪ Long-term concern of maintaining funding ○ Pipeline project involvement continuing ○ Provided list of schools with accredited programs <ul style="list-style-type: none"> ▪ Industry going to certificate programs rather than AA degrees ▪ Provided contact info for Rob Lowe – Career Pathways Director at MN Dept of Education ● Strategic Plan <ul style="list-style-type: none"> ○ New vision & Mission from ANFP – email sent to members; foundation has new vision and mission as well – Marj will share future developments 		
1:00 PM	<p>Old Business (ongoing from previous meeting)</p> <ul style="list-style-type: none"> ● Status of Rebate Requirements for this year – reviewed status – all on track <ul style="list-style-type: none"> ○ Submit bank statements for the month of October to ANFP Headquarters – Due November 30 - done ○ Chapter Bylaws – Due January 15 (review annually) <ul style="list-style-type: none"> ○ Colleen will submit after review completed ○ Policies & Procedures - Due January 15 (review annually) – Colleen to submit after meeting review ○ Bi-Annual Chapter Rebate Achievement Report - Part 2 - Due January 15 - Marj to complete ○ Required earlier – all completed <ul style="list-style-type: none"> ○ 990 ○ Affiliate Agreement ○ Financial Code of Conduct ● Plan of action for recruitment of Leadership Positions <ul style="list-style-type: none"> ○ Retainment of current board members – let Jess know if willing to continue ○ Look through membership list for recruits <ul style="list-style-type: none"> ▪ Colleen will email list of members to group for review – need to know how much time they would have to commit ● Update on progress of Chapter Goals for 2022-23 <ul style="list-style-type: none"> ○ Partnership with Leading Age <ul style="list-style-type: none"> ▪ “Safe Care for Seniors” ▪ Gift card at booth approved \$50 ▪ Discussion on items for exhibit <ul style="list-style-type: none"> ● Scope of practice 	<p>Information</p> <p>Discussion</p> <p>Action as needed</p>	<p>Various board members</p> <p>CarieAnn</p> <p>Marj</p> <p>Marj</p>

	<ul style="list-style-type: none"> • Career path handout • Awards information • Spotlight CDM vs. CFPP ○ Creating awareness of CDM/ANFP with administrators and associations ○ Creating more awareness at schools <ul style="list-style-type: none"> ▪ Update on development of presentation that members can just pick up and use for schools – colleges and tech schools – not discussed – next meeting? ○ Partnership with ACF – attend a meeting and present pathways • Diamond Award Submission Plan <ul style="list-style-type: none"> ○ What members are doing out there – promote video, Angel, highlight what CDMs are doing, Dawn will seek permission regarding video use, Colleen will assist Marj with completing application. Due April 30 		
1:30 PM	New Business <ul style="list-style-type: none"> • Scholarship discussion – more direction from ANFP will be forthcoming • Policy Manual Updates - Board reviewed and approved changes to manual <ul style="list-style-type: none"> ○ National policy as model for most ○ Bylaws are ok as is ○ Colleen will submit by Jan 15 deadline • Upcoming Meetings/Conferences <ul style="list-style-type: none"> ○ Leading Age – RiverCenter St. Paul Feb 8-10 ○ Pride in Foodservice Week – Feb 6-10 ○ ACE Leadership Institute – February 2023 ○ Member Appreciation – April 3-7 ○ ANFP Spring Regional Mtg – Milwaukee April 20-21 ○ ACE New Orleans – June 25-28 • Status of Exhibit Materials – Jess/Jeff to order – expense approved by board • Next Meeting Date – March 30 at Core Foodservice office 	Information Discussion	Board members
2:00 PM	Adjourn – 3:25 pm	Action	