



	<ul style="list-style-type: none"> <li>○ Reviewed financial summary for 2021-22; accounts were reconciled.</li> <li>○ Dawn will draft budget based on prior year income and expenses <ul style="list-style-type: none"> <li>▪ Jessica requested funds for marketing materials since banners, etc. can't be located</li> </ul> </li> <li>○ Dawn will investigate Bremer Bank fees incurred for clarity</li> <li>○ Colleen will take old laptop for review and recycling</li> <li>○ Treasurer's report approved</li> </ul>	Board Action	Board members
10:30pm	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Scholarship</b> <ul style="list-style-type: none"> <li>○ Discussion of decision (April 2022) to use scholarship fund to offset registration fees for fall meeting <ul style="list-style-type: none"> <li>▪ To replace dues grants this year</li> </ul> </li> <li>○ Board approved \$75 conference fee for all with \$\$25 discount per member attendee – funds allocated from scholarship (savings) account <ul style="list-style-type: none"> <li>▪ To be listed on registration form and promoted in conference marketing materials</li> </ul> </li> <li>○ Discussion of plan to replenish scholarship funds <ul style="list-style-type: none"> <li>▪ Board approved plan for 5% of any future conference profits to go back to scholarship fund starting in 2023</li> </ul> </li> <li>○ Discussion of UND student scholarship given in past <ul style="list-style-type: none"> <li>▪ Chapter scholarships had been suspended after discussions at 2019 fall conference business meeting; some confusion</li> <li>▪ Was still being promoted in letter Kathryn sends to students; UND student inquired <ul style="list-style-type: none"> <li>• \$250 reimbursement</li> </ul> </li> <li>▪ Kathryn requested direction; and review of letter sent to students</li> <li>▪ Kristi to work with Kathryn to determine action</li> </ul> </li> </ul> </li> <li>• <b>Education - Fall Conference Sept 16</b> <ul style="list-style-type: none"> <li>○ Conference update – refer to conference plan attached <ul style="list-style-type: none"> <li>▪ Includes estimated budget</li> <li>▪ Still looking for speakers – contact Jeff if members have a suggestion or topic</li> </ul> </li> <li>○ Whova app administrators have been set up (Colleen, Jeff, Dorothy, Dawn) - will use this year <ul style="list-style-type: none"> <li>▪ ANFP using different app for ACE 2022</li> <li>▪ Whova – substantial increase in cost this year</li> <li>▪ Technology committee will investigate options for MN Chapter (Dorothy lead) going forward</li> </ul> </li> <li>○ Colleen will start drafting Whova messages to members and vendors; need to be sent out soon</li> <li>○ Goal to open registration by end of July</li> </ul> </li> </ul>	Information & Action as needed  Board action  Board action	Board Liaisons Kristi          Refer to Kathryn's report       Jeff – report sent post-meeting Marj reported

	<ul style="list-style-type: none"> <li>• <b>Vendor</b> <ul style="list-style-type: none"> <li>○ Bea in process of finishing vendor notifications; board requested copy of notification for review</li> <li>○ Colleen will contact Bea and work with her on communications to vendors through Whova</li> <li>○ Board approved Increase to \$300 per table</li> </ul> </li> <li>• <b>Awards/Recognition</b> <ul style="list-style-type: none"> <li>○ Chapter will receive the following awards at ACE <ul style="list-style-type: none"> <li>▪ Platinum State Achievement</li> <li>▪ Membership</li> <li>▪ Govt Affairs</li> <li>▪ Communication</li> <li>▪ Diamond Award Nominee &amp; Finalist</li> <li>▪ Marj will receive for chapter at Volunteer event</li> </ul> </li> <li>○ Colleen will submit request for reimbursement of hotel expense (1 night) for Margene Reno, ACE award recipient, following ACE</li> <li>○ Status of Chapter Awards for 2022/23 <ul style="list-style-type: none"> <li>▪ Reviewed ANFP awards and recommended awards chapter will promote these this year: <ul style="list-style-type: none"> <li>• CDM Spotlight (CDM of the Year)</li> <li>• Dining Distinction (Dept of the Year)</li> <li>• Ambassador (Administrator, Vendor, or another non-member)</li> <li>• Horizon (CDM of less than 5 years)</li> </ul> </li> <li>▪ Survey monkey will be used as before, Dorothy to assist CarieAnn</li> <li>▪ Historically solicited nominations June through July 30; CarieAnn will initiate right away</li> <li>▪ Discussed promotion throughout the year and at Leading Age &amp; Care Providers</li> <li>▪ Dorothy will submit recommendation how state awards could be better coordinated with national and ask that chapter members who serve on national board communicate those recommendations</li> </ul> </li> </ul> </li> <li>• <b>Communications</b> <ul style="list-style-type: none"> <li>○ New Co-Chairs were not in attendance <ul style="list-style-type: none"> <li>▪ Sherry has confirmed, waiting to confirm Mary</li> </ul> </li> <li>○ Newsletter discussion – frequency, content, etc. <ul style="list-style-type: none"> <li>▪ Chapter pays for Canva currently</li> <li>▪ More time needed to learn and fully utilize</li> <li>▪ Current policy frequency is 2 per year but 4 preferred – 3 done last year <ul style="list-style-type: none"> <li>• ANFP requirement is 3 per year</li> <li>• Recommendation to amend chapter policy to follow ANFP</li> </ul> </li> <li>▪ Allison will work with new co-chairs to delegate responsibilities and train</li> </ul> </li> </ul> </li> </ul>	<p>Board action</p>	<p>Bea (absent) Marj reported</p> <p>CarieAnn</p> <p>Colleen</p> <p>CarieAnn &amp; Dorothy</p> <p>Mary D &amp; Sherry J (both absent) Marj and Allison reported</p> <p>Input by board members</p>
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- Discussion of Social Media posts – administrators and frequency of posts, content
  - Facebook - Jeff is administrator
    - Dorothy & Allison can create posts
    - Sheila should be removed
    - Mary & Sherry to be added
    - Chapter has multiple pages w/ similar names (MN ANFP, Minnesota ANFP)
    - Dorothy will determine how to merge
  - LinkedIn - Dorothy is administrator
  - Instagram page – Allison created
  - Encourage postings by members
  - Recommendation to record list of social media pages in policy manual appendix with details
  - Gmail account to be monitored by communications co-chairs
    - [mnanfp@gmail.com](mailto:mnanfp@gmail.com)
    - Password is \*Mnreader16
    - Lots of junk mail & ads
- Technology subcommittee (use of Whova, Canva,)
  - Committee = Dorothy, Colleen, Dawn, Jeff
  - Dorothy will lead review as previously discussed
- **Membership (recruiting for co-chair)**
  - Recognition of dues increase for 2022-23
  - MN ANFP Chapter Members as of June 14, 2022
 

▪ Allied Professional		24
• Non-Certified	24	
• Certified	0	
▪ Pre-Professional		51
• Non-Certified	51	
• Certified	0	
▪ Professional		403
• Non-Certified	3	
• Certified	400	
▪ Retired Professional		6
• Non-Certified	4	
• Certified	2	
▪ <b>Totals</b>		<b>484</b>
• <b>Non-certified</b>	<b>82</b>	
• <b>Certified</b>	<b>402</b>	
  - Membership award report submitted – award received;
  - Contact with dropped members is ongoing, over 50% of have not/do not respond to email, phone messages, or have inaccurate contact information listed.
  - Key chains are finally gone, just send welcome email at this point rather than order more
  - Emails sent in May (discussing profession, benefits, date of annual meeting, recent updates with links and asking

Kathryn -absent  
(Report submitted in advance of meeting)  
Colleen/Marj reported

	<p>for volunteers) to all new members, students, or people that have passed their exam since the beginning of 2021; only one person (there were approximately 100 emails sent) responded who volunteered to assist with the Strategic Planning Committee. (Jessica to follow up)</p> <ul style="list-style-type: none"> <li>○ Asked board to discuss email sent to UND students that offered \$250 reimbursement upon completion of course work if they live or work in Minnesota. Student had contacted her about applying for it. Link to apply no longer active. Asked board for direction. <ul style="list-style-type: none"> <li>▪ See discussion in Scholarship report</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● <b>Government Affairs/Brand Ambassador</b> <ul style="list-style-type: none"> <li>○ CMS Requirement for CDM (in absence of RD as director) will stay in place; CMS has withdrawn proposal to revise; wait on official announcement before sharing</li> <li>○ Collaboration to occur between CMS &amp; CDC on strengthening infection control oversight in facilities</li> <li>○ FDA Food Code 2021 full update – no further info</li> <li>○ General discussion on difficulty of implementation of CDM requirement; nursing homes in crisis; concern for future of industry</li> </ul> </li> <li>● <b>Workforce Development</b> <ul style="list-style-type: none"> <li>○ Dorothy continues to work with Pipeline, Career Force and will keep chapter updated on initiatives</li> <li>○ Discussion on ANFP Apprentice program – designed for 18-23 years old as a mentoring/shadowing program <ul style="list-style-type: none"> <li>▪ Waiting on national ANFP lead with it</li> </ul> </li> <li>○ To focus on getting programs into colleges/tech schools</li> <li>○ Discussion of low unemployment – shrinking workforce and effect on members and facilities</li> </ul> </li> <li>● <b>Strategic Plan</b> <ul style="list-style-type: none"> <li>○ Allison as agreed to chair this committee</li> <li>○ Membership recruitment and engagement is ANFP focus</li> <li>○ Will coordinate with membership committee</li> </ul> </li> </ul>		<p>Colleen</p> <p>Dorothy (sharing from ANFP PAC committee mtg)</p> <p>Dorothy</p> <p>Allison</p>
1:30 pm	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>● Upper Lakes show feedback. Jeff and Allison attended (May). Handed out “Save the Date” for fall conference, scope of practice. Interactions included lapsed members seeking info regarding retesting, recording clock hours, etc.</li> <li>● ACE details <ul style="list-style-type: none"> <li>○ Review of delegate expectations and expenses covered by chapter if needed <ul style="list-style-type: none"> <li>▪ Jess will be covered by chapter – hotel, air (official delegate)</li> <li>▪ 7 attending – Marj, Jeff, Jessica, Dorothy, Colleen, Kristi, and Margene</li> </ul> </li> </ul> </li> </ul>	Information  Action as needed	Various Board Members
2:00 pm	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>● Rebate Requirements, Responsibilities and Timeline</li> </ul>	Information	Marj &

	<ul style="list-style-type: none"> <li>○ Jeff compiled a timeline for chapter year which includes deadlines and meetings</li> <li>○ All things required for rebates so far are done</li> <li>● Brief discussion of how to best share documents between board members. Members to think about best methods – revisit later</li> <li>● Other updates/discussion on Fall Conference <ul style="list-style-type: none"> <li>○ Since Jeff not in attendance the board will be updated via email</li> </ul> </li> <li>● On-going recruitment for 2022-23 Leadership Position <ul style="list-style-type: none"> <li>○ Secretary (Colleen temporary – looking for trainee)</li> <li>○ Treasurer-Elect - no candidates</li> <li>○ Co-chair for Membership – Colleen will assist Kathryn</li> </ul> </li> <li>● Chapter Goals for 2022-23 <ul style="list-style-type: none"> <li>○ Partnership with Leading Age on “Safe Care for Seniors” <ul style="list-style-type: none"> <li>▪ Plan to Use Dietary Safety Project (Allergy and Choking Education)</li> <li>▪ Dawn and Julie (Leading Age) to kick off with presentation at fall conference</li> <li>▪ Requested ideas for year-long initiatives and how to engage members in project throughout the year</li> <li>▪ Use for Diamond Award application</li> </ul> </li> <li>○ Creating awareness of CDM/ANFP with administrators and associations <ul style="list-style-type: none"> <li>▪ Could ANFP develop ads that we can use for our associations statewide such as one in ANFP placed in Provider magazine – Marj to pursue</li> </ul> </li> <li>○ Creating more awareness at schools <ul style="list-style-type: none"> <li>▪ Brainstorm to determine structure</li> <li>▪ Put together structured presentation that members can just pick up and use; Kristi, Jessica to lead efforts</li> </ul> </li> </ul> </li> <li>● Next Board Meeting Date – September 15 at conference venue</li> </ul>	Discussion	Board members
<b>2:30 PM</b>	<b>Open forum/Other</b> <ul style="list-style-type: none"> <li>○ Brief discussion of items/forms to add to policy manual (create Appendix) Colleen will start compiling and bring list to next meeting</li> </ul>	Discussion	
<b>2:45 pm</b>	<b>Adjourn</b>	Action	