



Minnesota ANFP Board Meeting
June 9, 2023 9:30 AM - 2 PM
Core Foodservice Office
7115 Northland Terrace N Suite # 400, Brooklyn Park MN

Minutes

Attendees: Jessica Weisbrich, Dawn Nickleson, Kristi Salisbury, Paige Kort, Marj Smith, CarieAnn Williams, Allison Josephson, Bea Peterson, Colleen Zenk
Auditing: None
Absent: Jeff Woulet, Sherry Jacobsen & Dorothy Rademacher

Time	Agenda Item	Presenter
9:30 AM	Call to Order, General Announcements <ul style="list-style-type: none"> ○ Introductions & Welcome to new board members 	Marj Smith Outgoing President
10:00 AM	Installation of New Officers for 2023-24 <ul style="list-style-type: none"> ● President – Jessica Weisbrich ● President-Elect – Jeff Wuollet ● Secretary – Jillian Gessell (declined) Colleen to continue ● Treasurer – Dawn Nickleson ● Treasurer-Elect – CarieAnn Williams ● Past-President – Marj Smith 2022-23 President Marj Smith installed 2023-24 President Jess. Other officers installed by new president, Jessica Weisbrich.	Marj Smith Jessica Weisbrich
9:40 AM	Secretary's Report <ul style="list-style-type: none"> ○ Review of Minutes from March 30, 2023 ○ Secretary's minutes approved ○ Colleen will continue as secretary until a new candidate is found. 	Colleen Secretary
9:50 AM	Treasurer's Report – Full report included at end of minutes <ul style="list-style-type: none"> ○ Report on Balances in Bank Accounts <ul style="list-style-type: none"> ○ St. Cloud Credit Union Checking \$ 5,611.75 ○ Bremer Bank Checking \$21,003.29 ● Total Checking \$26,615.04 ○ St. Cloud Credit Union Savings \$ 10.75 ○ Bremer Bank Savings \$16,570.09 ● Total Savings \$16,580.84 ● Total MN Chapter \$43,195.88 ○ Board expenditures since April mtg included \$100 for a memorial gift for a board member, and \$100 for a gift card for the upcoming NFEF silent auction at ACE ○ Dawn uploaded the April bank statement to ANFP as required and is finalizing the Year End Financial Report (2022-23) which is due by June 15th. ○ Checks for one-way mileage were issued to those board members requesting reimbursement. ○ Dawn presented the actual vs budgeted income & expenses for 2023-24; this will give the chapter a foundation for 2023-24 fiscal planning. ○ Discussed signers on bank account – president-elect & treasurer is customary ○ Discussion of ANFP oversight of bank accounts to come ○ The treasurer's report was approved. 	Dawn Treasurer

10:20 AM	<p>Committee Reports</p> <ul style="list-style-type: none"> • Review of New/Continuing Committee Chairs for 2023-24 <ul style="list-style-type: none"> ○ Brand Ambassador - Dawn will assume leadership; all will participate ○ Communications – Paige will lead with Jeff as mentor ○ Other committees will remain as last year ○ Jess will email updated contact list & calendar for year; tentative board date meetings (before due dates); newsletter dates • Education <ul style="list-style-type: none"> ○ Fall Conference Plan Update <ul style="list-style-type: none"> • October 12-13 at Park Event Center in St. Cloud <ul style="list-style-type: none"> • Room rent is \$3000 • F & B \$8000 • Total commitment \$11,000 • Update on speakers/topics – Jeff still looking for other ideas <ul style="list-style-type: none"> • Ken Hanson suggested for competency presentation • Discussion of how many CEUs to offer – at least 10 • Conference schedule is for a full day Thursday with a vendor show; ½ day on Friday with sanitation topics • Discussion regarding using money from savings account again to offset conference costs – perhaps for speaker fees • Discussion of app – Eventbrite will be used • Colleen will again send the vendor “Save the Date” with info on Eventbrite, possible speakers, ask for door prizes and a tentative RSVP as to attendance • Excess samples will be donated to a food shelf instead of as door prizes to members • Will offer reduced fee for both days and for students and retired members • Registration fee will be \$120 Thurs, \$50 Friday, \$150 for 2-days, \$100 for students/retirees for 2-day; • Deadline Sept 30 for registration; late fee \$25 for both or either • Motion to approve registration fees was approved • Jessica will be convening a couple of conference planning sessions in the near future; Stay tuned. • Vendor <ul style="list-style-type: none"> ○ “Save the date” notices to vendors will be sent again (see above notes) ○ Bea provided new vendors and changes to contact list; Colleen will maintain list and will send communications to vendors ○ Vendor show will be Thursday afternoon ○ Cost to vendors will be \$300 for first table, \$100 for second table ○ Will set up a Fillable pdf for vendor registration and with link to payment ○ Deadline for vendor registration also Sept 30 ○ Each officer will be assigned a group of vendors to thank for their support • Awards & Recognition/Volunteer Recruitment <ul style="list-style-type: none"> ○ Award applications were all sent to ANFP by April 30 as required ○ No notice received of any MN ANFP member receiving a national award at this time ○ Minnesota will be receiving several awards at ACE (Congratulations!) <ul style="list-style-type: none"> • Communication • Membership • Government Affairs/Brand Ambassador • State Achievement Award • Chapter is finalist for Diamond Award ○ CarieAnn reported on the status of the chapter award application process for 2023 <ul style="list-style-type: none"> • Will be using a Google Docs form 	<p>Jessica</p> <p>Jessica led</p> <p>Board member discussion</p> <p>Bea</p> <p>CarieAnn & Kristi</p>
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	<ul style="list-style-type: none"> • 3 awards to be given – Ambassador of the Year, Horizon, and CDM of the Year • Inclusivity pronoun (their) will be used • Winners will continue to receive a plaque as before ○ A review of the requirements of chapter awards (achievement, communications, brand ambassador, membership) will be added to the agenda at each board meeting so all are familiar with report requirements and information is shared to make compiling the report is easier for the responsible board member. • Scholarship <ul style="list-style-type: none"> ○ Still waiting for Guidance from National ANFP • Communications <ul style="list-style-type: none"> ○ Newsletters <ul style="list-style-type: none"> • Discussion of Items to include in next issue <ul style="list-style-type: none"> • Include awards received at ACE ○ Technology Updates (website, etc.) <ul style="list-style-type: none"> • Discussion of national website and keeping chapter portal information current • Most of it controlled by national ○ Paige will handle social media posts; has been added as administrator ○ Page will work with Jeff to do newsletters – goal of 4 for year ○ Colleen will send email blasts for now • Membership <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Member Type</th> <th>Not Certified</th> <th>Certified</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Allied Professional</td> <td>20</td> <td>0</td> <td>20</td> </tr> <tr> <td>Pre-Professional</td> <td>37</td> <td>0</td> <td>37</td> </tr> <tr> <td>Professional</td> <td>4</td> <td>363</td> <td>367</td> </tr> <tr> <td>Retired Professional</td> <td>4</td> <td>3</td> <td>7</td> </tr> <tr> <td></td> <td>65</td> <td>366</td> <td>431</td> </tr> </tbody> </table> • Brand Ambassador (Government Affairs) <ul style="list-style-type: none"> ○ MN Legislature did fund LTC at last minute; details are being reviewed; still need more funds dedicated to wages • Workforce Development <ul style="list-style-type: none"> ○ Update on Apprenticeship program <ul style="list-style-type: none"> • 3 groups participating so far – Pres Homes here on list but not sure they are enrolled in this program <ul style="list-style-type: none"> • Pres Homes – update on their work – struggled to find someone in the age group; looking for someone in facility that can be groomed; Missed deadline for stipend; many questions related to this program; feds set the rules • Facilities seeking funds to put employees through CDM program, especially those that don't qualify for apprenticeship program • Don't have to work for a company to apply for apprenticeship but interested parties should contact Lisa Feltz at ANFP for details • Discussion regarding the young age group the apprenticeship program targets; Restriction to that age bracket is hindrance to applications and to making the program work. However, may help to retain employees and build future CDMs. • Dorothy is asking for meeting to discuss approach in MN ○ Thanks to Marj and Jeff for assistance with govt affairs at national level • Strategic Plan – no report at this time 	Member Type	Not Certified	Certified	Total	Allied Professional	20	0	20	Pre-Professional	37	0	37	Professional	4	363	367	Retired Professional	4	3	7		65	366	431	<p>Paige</p> <p>Kathryn (report emailed)</p> <p>Colleen Jessica</p> <p>Dorothy</p> <p>Allison</p>
Member Type	Not Certified	Certified	Total																							
Allied Professional	20	0	20																							
Pre-Professional	37	0	37																							
Professional	4	363	367																							
Retired Professional	4	3	7																							
	65	366	431																							
11:30 PM	Lunch – provided by CORE – Thanks!																									
12:00 PM	Old Business (ongoing from March meeting) <ul style="list-style-type: none"> • Report from ANFP Spring Regional Mtg – Milwaukee April 20-21 <ul style="list-style-type: none"> ○ Dawn's company exhibited 	Various board members																								

	<ul style="list-style-type: none"> ○ Attended by Dorothy Radermacher, Doug Boser, Sue Zins, Judy Mattox, Ardel Sterns, and Dawn Nickleson <ul style="list-style-type: none"> ▪ 60 or so attended ▪ A lot of engagement at vendor show; group was split and that was advantageous to vendor engagement ▪ Dismay over little national presence by staff or board ▪ Suggestion for joint meeting with Wisconsin ▪ Discussion on value of regional meetings (low attendance) ● ACE New Orleans – June 25-28 <ul style="list-style-type: none"> ○ Review of Members attending <ul style="list-style-type: none"> ▪ Incoming President (Jess) and Immediate past President (Marj) are official delegates; several others attending ○ Review of expenses covered for delegates <ul style="list-style-type: none"> ▪ Marj is covered by national ▪ Jess – chapter will cover flight – other expenses are covered ▪ No recipients of national award at this time ○ Jess is speaking at ACE – <i>The Water Nutrition Sensory Experience</i> ○ Note: MN ANFP is providing an Amazon gift card (value \$100) for the NFEF silent auction at ACE. 	
12:20 PM	<p>New Business</p> <ul style="list-style-type: none"> ● Chapter Goals for 2023-24 <ul style="list-style-type: none"> ○ Have 2 regional meetings – with Wisconsin, perhaps one in New Ulm, one in the north? One day or half day to be determined ○ More engagement with new members by reaching out and making personal contacts ● Rebate Requirements <ul style="list-style-type: none"> ○ Will send out schedule along with board contacts list following the meeting ● Code of Conduct – was signed at this meeting <ul style="list-style-type: none"> ○ Affiliated agreement submitted June 1 ● Upcoming Meetings/Conferences/Recognition <ul style="list-style-type: none"> ○ ANFP Fall Regional Meeting – Sept. 28-29 <ul style="list-style-type: none"> ▪ Costa Mesa CA ● Other member news – MN ANFP members serving nationally for ANFP <ul style="list-style-type: none"> ○ Marj Smith is the new ANFP Treasurer ○ Dorothy Radermacher is the new chair of NFEF Trustees ○ Shona McCue (formerly MN) and Marj Smith serve as NFEF trustees as Immediate Past Chair and ANFP Treasurer ○ Marj Smith serves on the ANFP Finance Committee ○ Kristi Salisbury serves on the CBDM Exam Review Committee ○ Jessica Weisbrich is the Chair of the Chapter Leadership Team and Jeff Wuollet is a team member ○ Jeff Wuollet also serves on the ANFP Government Affairs Committee ○ Allison Josephson and Tamralynn Self, and Paige Kort serve on the CBDM Item Writers Committee ○ Dorothy Radermacher represents NFEF on the Leadership Development Committee ○ Paige Kort and Jeff Wuollet serve on the ANFP Marketing & Communications committee ○ Dorothy Radermacher is chair of the Political Action Committee (PAC) and Marj Smith is a member of the PAC team. ○ Jessica Weisbrich serves on the Professional Development Committee and also on the Program Review Committee ● Next Board meeting will be at Park Event Center the evening before conference (October 11th). Time and agenda to be determined. 	<p>Jessica</p> <p>Board members contributing</p>
1:45 PM	Adjournment	

Treasurer Report – June 2023

Actions approved at March Board Meeting

Memorial gift for board member	\$100
Auction item for NFEF	\$100

Balances (05/31/2023)

St. Cloud Credit Union Checking	\$ 5,611.75
Bremer Bank Checking	<u>\$21,003.29</u>
Total Checking	\$26,615.04
St. Cloud Credit Union Savings	\$ 10.75
Bremer Bank Savings	<u>\$16,570.09</u>
Total MN Chapter	\$43,195.88

Other Actions

- Uploaded April bank statement to ANFP.
- Finalizing 2022 financial report to upload to ANFP by 6/15.
- Finalizing budget from last fiscal year to use for planning future expenses.

Future

- File EZ990 by 7/15.
- Close the SC Credit Union checking and savings accounts (in October).
- Continue building the budget through the fiscal year end.

Submitted by Dawn Nickleson

Note: 2022-23 Budget vs Actual Expenses sent to Board prior to meeting along with YTD financial report with bank account activity detail.