



Minnesota ANFP Board Meeting Minutes
October 11, 2023
Park Event Center – Waite Park, MN

Attendees: MN Chapter Officers: Jessica Weisbrich, Jeff Wuollet, Dawn Nickleson, Colleen Zenk, Marj Smith. **Committee Chairs:** Bea Peterson, CarieAnn Williams, Kristi Salisbury, Paige Kort, Kathryn Hagen, Allison Josephson, Dorothy Radermacher.

Auditing: None

Absent: None

Agenda Item
<p>Call to Order, General Announcements – Jessica Weisbrich Meeting was called to order at 6 pm – Mavericks @ Park Event Center, Waite Park MN</p>
<p>Secretary’s Report – Colleen Zenk</p> <ul style="list-style-type: none"> ○ Board Approval of Minutes from June 9, 2023 - Approved
<p>Treasurer’s Report – Dawn Nickleson</p> <ul style="list-style-type: none"> ○ Report on Expenses paid since June meeting <ul style="list-style-type: none"> ○ Reimbursements for ACE - completed ○ Balances in Bank Accounts <ul style="list-style-type: none"> ○ St. Cloud Credit Union Checking \$ 5,611.75 ○ Bremer Bank Checking \$31,567.96 <ul style="list-style-type: none"> ▪ Total Checking \$37,179.71 ○ St. Cloud Credit Union Savings \$ 10.75 ○ Bremer Bank Savings \$16,581.17 <ul style="list-style-type: none"> ▪ Total MN Chapter \$53,771.63 ○ Update on status of signers on bank account ○ Approval of Treasurer’s Report – Approved ○ Other Actions <ul style="list-style-type: none"> ○ Set up Chapter Pay Pal account to facilitate conference vendor payments ○ Linked Eventbrite to chapter bank accounts to facilitate registration ○ Planning to close SCCU on 10/11 and deposit remaining in Bremer ○ Planning to add CarieAnn as signer on 10/11 ○ Ongoing deposits received from Eventbrite and PayPal for conference ○ Pay outstanding conference expenses and create report ○ Migrating to new ANFP required financial spreadsheets ○ Viewed financial reporting online seminar presented by ANFP <ul style="list-style-type: none"> ▪ Discussion of ANFP’s new chapter Financial Policies and Chapter Financial Report Template – necessary to protect members dues and chapter finances
<p>Committee Reports</p> <ul style="list-style-type: none"> ● Education – Jeff Wuollet <ul style="list-style-type: none"> ○ Fall Conference Update <ul style="list-style-type: none"> ● Reviewed registration numbers – 81 for Thursday, 70 Friday <ul style="list-style-type: none"> ● Discussion – could registration button be added to chapter website page – link to Eventbrite. Would aid those members who have registration notices end up in Spam and are seeking information from ANFP – Jessica to follow up with ANFP

- Eventbrite comments – Colleen Zenk
 - Less features than Whova but suits chapter better
 - Fees passed on to registrants – about 10% added to registration fee
 - Flat fee charged for our flex account - \$49.99 so chapter cost is significantly less than Whova
 - Issues
 - Unable to upload speaker presentations
 - Occasional errors with email addresses
 - 3 notices sent by EB; 3 notes direct from MN Gmail address to minimize messages directed to spam or junk folders (ongoing problem)
 - EB limits # of emails to 250 per day but can send over multiple days to avoid added fees
 - Not used for vendors – see vendor report comments
 - Suggestions for using EB next year
 - Add line for name when registering more than one person on one order or if someone places order other than attendee so registration list has the right names for attendees
 - 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
- Update on financial obligations to Park Event Center - Jessica
 - Should break even on registration \$\$ revenue vs. event center expenses
- Board assignments for conference – Jeff handed out after mtg
- Evaluation & Certificate Process – certificates to be given out at the end of each day at registration table – one for each day
- New member/first timer recognition
 - Colleen pointed out that there were a lot of new members and those with less than 10 years' experience registered – members urged to meet, greet and encourage these
- Photos – Page will take and share on social media – others encouraged to take photos and share
- **Vendor – Bea Peterson**
 - 31 vendors registered – down from last year
 - Used new procedure for vendor registration and invoices
 - Email sent to vendor list with invitation and process
 - Included registration form with needs for electricity/kitchen, etc.
 - Bea collected; Dawn invoiced through Pay Pal
 - Colleen sent emails to vendors & will follow up with registration list for their use
 - All board members urged to thank vendors
 - Procedures for door prizes, exhibit card for members to use
 - Colleen created exhibit card – each vendor to sign square for members visiting their table; used for door prizes
 - Door prizes donated by vendors; winners drawn at end of vendor show
 - Leftover product to be donated to St. Cloud food shelf
- **Awards & Recognition/Volunteer Recruitment – CarieAnn Williams/Kristi Salisbury**
 - Chapter Award applications
 - 2 applicants for Ambassador Award – decided to recognize both
 - Horizon Award to new member and CDM of the Year will both be awarded
 - Used Google Forms for applications rather than Survey Monkey – worked well once figured out

- CarieAnn will tap others to submit chapter award winners to ANFP for consideration of national award at ACE next year in order to avoid duplication
 - Recap of National Awards
 - Minnesota chapter received Communication, Membership, Government Affairs and State Achievement Awards; Finalist for Diamond Award
 - Colleen Zenk received ANFP Legacy Award
 - Volunteer/Officer Recruitment for 2024-25
 - Discussion of adding button to ANFP chapter page “I will volunteer” – to aid in recruitment
 - Look to attendees at conference for possible volunteers
- **Scholarship – Kristi Salisbury, Marj Smith**
 - Still waiting for Guidance from National ANFP – brief discussion; relates to chapter & ANFP tax classification; earmark funds for other purposes; task force suggested
- **Communications – Paige Kort**
 - Newsletters
 - Discussion of Items to include in next issue included conference recap and award recipients, president’s outlook for 23-23.
 - Technology Updates (website, etc.)
 - Discussion of national website and keeping chapter portal information current – newsletters, minutes, conference info
 - Ideas for upcoming social media posts were shared
- **Membership – Kathryn Hagen (see attachment to minutes)**
 - Shared recap of memberships numbers per category from 2017-2023
 - Significant Decline noted – discussion of reasons
 - Aging workforce – retirements
 - Less skilled nursing, more assisted living w/services
 - Confusion about requirements for CDM
 - No response to contacts with inactive members
 - Discussion of ways to engage and retain members
- **Brand Ambassador (Government Affairs) – Dawn Nickleson**
 - News from Care Providers
 - Patti Cullen, president and CEO at Care Providers MN is retiring
 - Sudden death of Doug Beardsley, VP of Member Services
 - Dawn will be presenting at CP AL Conference in November
 - News from Leading Age
 - Kristi is on Education Committee
 - Next conference is Feb 7-8, 2024 - will be 2-day instead of 3
 - \$600 cost for vendor table – approved by board
 - Dawn has hired to analyze AL Food Inspection Reports for LA
- **Workforce Development - Dorothy Rademacher**
 - Discussion of reality of workforce numbers – less workers
 - MN Pipeline Project
 - Grants available to train employees in an occupation for which a competency standard has been identified.
 - Healthcare services qualifies (LTC culinary manager)
 - Grant funds can be used to cover student/employees’ tuition, fees and required materials for the related instruction training. (See attachment sent with minutes)
 - Some \$\$ available to assist people required to renew licenses.
 - Program available to give students high school credit for working in LTC
 - Kristi shared experience with International Institute of MN’s 4-week dietary training program – challenges with language barriers
 - Update on Apprenticeship program

- Dorothy asked for QR codes for use in sharing info and will have those at Foundation booth at vendor show
- Challenges of age limit – apprenticeship is for workers ages 16-21
- Apprenticeship week, Nov 13-19 will feature webinar with detail
- National CDM day has been set for November 28 – watch for details
- Annual report for Foundation is available from NFEF page at ANFP
 - Policies being reviewed
 - # of scholarships awarded is being reviewed
- **Strategic Plan - Allison Josephson**
 - Unsure of what is going to be required of state chapter
 - Focus on member engagement and retention
 - Suggestion for Paige to do video “Why I’m a CDM” – use newer members

Old Business (ongoing from June meeting) – Jessica Weisbrich

- Chapter Goals Progress
 - Possibility of Regional meetings with WI – being discussed
 - Colleen shared conference registration information with neighboring state chapters
 - Engagement with new members – see video suggestion under strategic plan committee report
- Rebate Requirements for FY 2023-24
 - Chapter reports required for awards (membership, communications, brand ambassador, state achievement & diamond award application) to be reviewed at January 2024 board meeting
 - Fall rebate has been received into bank account
- Officer recruitment for 2024-25 (ongoing) – look for new volunteers at conference

New Business – Jessica Weisbrich

- Recap of ANFP Chapter 1:1 conference call with board members in September
 - Same issues with all chapters – MN chapter stronger than most
 - Joyce Gilbert (ANFP CEO) discussed apprenticeship program
 - Member Needs/Satisfaction Survey will be sent out by ANFP on MN ANFP’s behalf – hasn’t been done previously
- Member news
 - Annual ACE conference to be held in MN in June of 2025 – at MOA hotel
 - Chapter help will be needed
- Next Board meeting will tentatively be January 12, 2024
 - Location and agenda to be determined.

Meeting was adjourned at 8:15 pm