



## Association of Nutrition & Foodservice Professionals

Date: 5/12/2020

### Letter from the President

Hello Vermont ANFP members,

I hope everyone is being safe and successful during this Covid19 epidemic. I apologize for not having this letter written sooner but running the department with just 4 of us has been crazy! But all in all, everything that we had to do to make it work and still feed patients and staff worked out so much better than I could have expected.

So, I am sorry to say that this will be my last Letter from the President to you all. Moving forward Brandy Helm will be our President and I know she will do great things and I'm sure will have lots of new ideas. But I will return to Secretary/Treasurer position for 2 years but I will not be moving up the ladder again. With that being said, please consider stepping up and helping out organization by volunteering. It really is a rewarding experience. Please listen to Brandy if she approaches you to take on a volunteer position. Nothing she will ask of you is out of the ordinary. We need someone for Hospitality, Teller, Impact Team, Secretary/Treasurer, President Elect, States Spokesperson, Newsletter editor, Communication person. These are just to name a few. You will not be left alone to do any of these positions yourself. Like I say here at Grace Cottage Hospital, Teamwork Makes the Dreamwork and we really need a Team effort to keep Vermont ANFP going. Please think about it and if you want to join us please let Brandy or myself know.

Reinhart Foodservice once again is hosting out 2020 fall meeting. Cross your fingers that we can have it at that time. It will be October 14, 2020 and it will be held in Essex Vermont. Stay tuned as Teresa is making up Save the Dates and we will get them to you as soon as they are ready. If you are interested in hosting the spring 2021 meeting, please let us know. I am missing our Vermont members badly.

Everyone please stay safe and if you need me you know where to find me.

Peace, Love and Joy

Denise Choleva CDM,CFPP

## Vermont ANFP Chapter Volunteer opportunities!

Role	Current Volunteer	June 2020
Past President		Denise Choleva
President	Denise Choleva	Brandy Helm
President-Elect	Brandy Helm	<b>OPEN</b>
Secretary/Treasurer	Joanne Applebee	Denise Choleva
Spokesperson	Denise Chelova	Denise Chelova
Impact Team	Brandy Helm	<b>OPEN</b>
Newsletter editor	Brandy Helm	<b>OPEN</b>
Nominating Committee	Denise Choleva	<b>OPEN</b>
Webmaster	Brandy Helm	<b>OPEN</b>
Membership Chairperson	Denise Choleva	<b>OPEN</b>
Membership Committee	Joanne Applebee	<b>OPEN</b>
Hospitality	Joanne Applebee	<b>OPEN</b>
Teller	Cindy Rankin	<b>OPEN</b>
Finance Committee (4 positions)		<b>OPEN</b>

Volunteering is not only fun, it is also rewarding and benefits you professionally and personally. As a volunteer, you will gain leadership skills that transfer to your professional and personal lives, foster teamwork, expand your professional network and build your resume by contributing to industry issues. While ANFP wants volunteers to learn and benefit from their experience, we also ask that they conduct themselves in a professional manner during their term while they serve as ANFP representatives.

## WE NEED VOLUNTEERS TO HELP US KEEP OUR CHAPTER THRIVING AND INCREASE OUR MEMBERSHIP!

### Role of the President

- Have a working knowledge of officer and committee roles and be willing to help other volunteers understand their duties
- Create agenda for board and business meetings
- Chair board and business meetings and do so using 'Robert's Rules of Order'
- Oversee committee activities
- Train president-elect to competently take over after your tenure
- Communicate with membership on a regular basis (e.g. via the newsletter)
- Submit required chapter forms to ANFP Chapter Relations (see chapter minimum standards)
- Delegate required chapter forms (or appropriate sections) to board members
- Understand and communicate expectations of affiliate agreement to board members
- Lead chapter
- Establish annual goals

## Role of President-Elect

- Learn president's responsibilities
- Assume duties of president in her/his absence or disability
- Oversee activities of district officers, program committee, and tellers committee
- Make every effort to attend national board of directors meeting at ANFP's Annual Conference in order to learn as much as possible about organizational goals, objectives, policies, and procedures.
- Attend all chapter board and business meetings
- Serve as a member of chapter's finance committee
- Appoint committee chairs and members the spring before your year as president
- Write tasks of each committee and explain these to volunteers. These can include goals, budget, objectives, etc.
- Actively recruit volunteers during your term. Succession planning is essential to continue an active chapter.
- Create a plan to implement plans immediately upon installation.

## Role of the Secretary

- Notify invitees of board/business meetings at least 10 days in advance
- Take, prepare and distribute meeting minutes.
- Update chapter policies and procedures when needed. Forward document to ANFP Chapter Relations.
- Oversee activities of newsletter editor and membership committee
- Assist president-elect in staying updated on district activities (if applicable)
- Invite students to state and district meetings and explain the benefits of ANFP membership and being a CDM
- Oversee ballot preparations and voting procedures
- Collaborate with membership committee to contact new, dropped, and potential members

## Role of the Treasurer

- Prepare annual budget
- Maintain financial records
- Complete IRS Form 990 annually (for tax exemption)
- Responsible for reimbursement, paying bills, financial reports, etc.
- Report financial condition of chapter to board and membership
- Develop use for excess funds to benefit ANFP members
- Understand state's policies and procedures for: bonding, signing checks with more than one signature, authorizing bills prior to payment, reimbursing officers and committee members, handling accounts for chapter meetings, depositing excess funds into interest-bearing accounts
- Have all accounts audited before passing books to incoming treasurer

## Standards of Conduct for ANFP Volunteers

As an ANFP volunteer, you are expected to:

- Use only legal and ethical means in all association activities.
- Use every opportunity to improve public understanding of role of ANFP.
- Promote and encourage highest level of ethics within the industry and profession.
- Refuse to engage in activities for personal gain at the expense of ANFP, the industry, or the profession
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of my office or appointment.
- Maintain loyalty to ANFP and pursue its objectives in ways that are consistent with the public interest.
- Serve all members of ANFP impartially, provide no special privilege to any individual member and accept no personal compensation from the association, a member, or a vendor except with the knowledge and consent of my association's executive board.
- Always communicate association internal and external statements in a truthful and accurate manner.
- Cooperate in every reasonable and proper way with allied associations' elected and appointed leaders and work with them in the advancement of ANFP, the industry, and the profession.
- Recognize and discharge the responsibility of my elected or appointed office upholding all rules and regulations relating to ANFP bylaws and policies and procedures.
- Maintain the highest standard of personal conduct.
- Reflect pride in membership with ANFP by wearing pin and displaying certificate, if allowed by employer.

# Learn About Each Way to Support NFEF

[NFEF@ANFPonline.org](mailto:NFEF@ANFPonline.org)



## Member Counts as of May 12, 2020

### *Vermont ANFP Chapter*

Member Type	Not Certified	Certified	Total
Allied Professional	2	0	2
Pre-Professional	5	0	5
Professional	0	27	27
	7	27	34

**PLEASE** e-mail or call if you have some time you can dedicate to keeping our **VEMRONT** chapter **STRONG!**

[bhelm@cottagehospital.org](mailto:bhelm@cottagehospital.org) 603.747.9139

[DCholeva@gracecottage.org](mailto:DCholeva@gracecottage.org) 802.365.3607



## Treasurers Report

Monthly account fees= \$10.00 per account

### **Olive Robinsons/Balance = \$34.46**

Check # 115– void  
Check # 116 Vitoria Roman, CDM Course-\$ 225.00  
Check # 117 Walmart/ Nationals EDU-\$200.00  
Check # 118 Sabrina Raymond/ Books- \$150.00  
Monthly Maintenance fee = \$7.50  
Dep– fall meeting dues \$140  
Check #119 VOID  
Check #120 \$100 (PAC donation)  
DEP Fall Raffle \$255  
DEP Spring Raffle \$200  
Check # 121 Lap top/shipping \$323.00

### **ANFP Account/Balance= \$587.99**

Check # 134 M resort/ nationals- \$855.00  
Check # 135 Fine Awards Plaque- \$107.63  
Check # 136 Speaker gifts/ Raffles-\$ 104.82  
Check # 137 Stamps / board vote- \$29.40  
Deposit- \$770 Spring Meeting  
Check # 138 Reimburse Denise- \$870.00  
Check # 139 VT /ANFP ADD- \$250.00  
Check #140 Gifts/Raffles- \$57.06  
Check # 141 Springfield Hosp. \$175.21  
Check # 142 airline \$222.60  
Check # 143 Donation \$100.00  
Check #144 condolence basket \$119.98  
DEP fall Dues- \$840.00  
Check #145 Robin Rustics (nationals) \$464  
Check # 147 Orlando Room \$950.63  
Check #148 Reimbursement President \$385  
Check # 149 VOID  
Check # 150 ANFP Merchandise \$307.15  
Check # 151 FTD \$62.00  
Check #152 Quilt/raffle \$75  
Check #153 Water Bottles \$150.00  
Check #154 Vermont Veterans Home Food \$319.22  
DEP Spring dues \$750  
Check # 155 VOID  
Check #156 Nationals \$100  
Check #157 Room Regionals \$466.74  
Check# 159 Laptop upgrade \$99.00  
Check #160 Audit Books/Lunch \$48.98  
Check #161 VOID (error)





Check out all the Resources ANFP has put together for its members!



<https://www.anfponline.org/news-resources/covid-19-resources>

