***VOTING MEMBERS PRESENT:***  Carlene Thomas (President), Crista Galvin-Cox (President Elect), Cindy MacIntyre (Treasurer), Nicole Brown (Nominating & Bylaws Chair/Past President), Shari Goldsmith (Delegate), Bernice Akinbileje (Member Services Chair), Lesley McPhatter (Public Policy Coordinator), Angie Hasemann (State Policy Representative) , Teresa Lucas (Northern President), Frances Elwood (Richmond President), Kristen Chang (Southwest President)

***VOTING MEMBERS ABSENT:*** Laura Cason Spicer (Blue Ridge President), Jennifer Hoffman (Tidewater Co-President), Kameo Snyder (Tidewater Co-President)

**NON-VOTING MEMBERS PRESENT:** Dana Cullen (Secretary/Strategic Planning Chair), Jillian Davis (Executive Director), Lisa Shkoda (Alliances Chair- Saturday Only), Nana Ofosu-Benefo (Richmond DLR- Saturday Only), Devon Golem (Professional Education Chair- Saturday Only), Jean Harnisch (Treasurer Elect-Saturday Only), Andrew Lamar (Legislative Consultant- Friday Only)

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| TOPIC (PRESENTER) | REPORT | ACTION | WHO | WHEN |
| Carlene (President) | **Welcome & Vision for Year***Word for the Year: Focus*Every decision we make should be based on the strategic plan. We need to think about *what* we are doing and *why* we are doing it. Any new decisions should be based on whether it meets our goals and if it’s efficient.Create systems towards targets and decisions.Optimize visibility🡪 PR Training held Wednesday, June 29th. Jillian sent out materials from presentation.Leadership training for voting board members was changed this year & budget was updated. Voting board members participated in PRINT test.**Open Positions**Open Positions: AND Foundation Chair, Assistant Membership Chair, Professional Education Co-Chair, Reimbursement Advisor; Liaison: AND 2nd Century (Commitment of June 2016-2018, 2-3 hrs/month)*(Update: Shari has agreed to fulfill the position of AND 2nd Century.)***Board Meetings**Calendar: Coming soon! Dates may change based on board meetings. We will utilize Doodle Pool to see what works for the majority and what is convenient. Will try to avoid weekends. Attendance is very important. Voting members need to attend/call into all meetings. If you are not able to attend, please send a proxy in your place. Important to RSVP by the RSVP date to help with planning.Robert’s Rules will be used for voting purposes. First board member will state “I move that we ---“(Be Specific!). A second board member needs to 2nd the motion. Discussion board and amendments will be held, and then the motion will be re-stated. Voting (approve or not approve) will take place. Consent Agenda will be emailed prior to the meeting. Please review this documents before the meeting. If further discussion is needed, you can ask for it to be added to the meeting agenda. The consent agenda will be voted on at the beginning of the meeting. Huddle reporting will be instituted this year. Each member will have 1- minute to update the board on position. If you need more than one minute, please ask for time on the agenda. The purpose is to keep everyone informed, but focused on larger topics.**Task List**A task list will be created. Each item on the task list will be assigned a point person and deadline. This reduces responsibility ambiguity and sets dates on to do list schedule.**SLACK**SLACK is a free, private messaging/communication app for computer and phone. It is searchable up to a certain period. It removes back and forth of email and email overwhelm. Single IM like conversation. **Update Board Roster Information****Conflict of Interest Form****Policies & Procedures Manual**It is time for it to be updated. Need to establish a committee for review and updates. It is going to take a long time and it has to be done this year.**District Funding**We have a policy for special projects, yet it is not complete. The policy dates back to 2007. Those requesting funding needs to complete the research and it needs to be consistent with what we do with the strategic plan. The requester needs to make “the case”. It is not the board’s responsibility. A report after the fact (or blog, presents at meeting, write-up for newsletter) should occur after event or project. Need to develop a blue print for the future in terms of grant approval process. | If you know anyone who would be interested, please have them contact Carlene.Attend all board meetings or send proxy in place. Be sure to RSVP by date requested.Read consent agenda items.Email Jillian if you need to update contact/position information.Please review policy and sign Conflict of Interest Form and return to Jillian. Update as needed.Need to establish committee; include historical perspective, create Doodle poll. | All board membersAll voting board members; non-voting board members as applicable.All voting Board MembersAll Board Members.All Board Members. | Prior to all board meetings.As soon as possible |
| Jillian (Executive Director) | **Cvent Update**Cvent is the event management company we signed a 5 year contract with last year. It is the same event management contract AND uses. We utilized it this past year for the annual meeting and Northern paid a fee to use it for an evet. Jillian attended training/discussion event hosted by Cvent. We are realizing it has a lot of capabilities. Email created specifically for Cvent and events: events@eatrightvirginia.org**VAND Headquarters**VAND Headquarters are now located in Ashburn, Virginia. **VANDPAC**VANDPAC was established in 2000. Current funds are $6475.00. Jackie Darling is the current VANDPAC Chair. Funds are located in separate account. **Membership**Current number of VAND Members: 1264 as of now(expect this number will increase with AND registration). More members means more money for VAND (VAND receives $46.80 from each AND membership if designated state is Virginia; ~$50,000 total). We need to strategize how to target new members or those who are not yet members. We have access to database of members and non-members. Districts can use to recruit/target new membership. Important for districts to send district list to Executive Director. **Types of Membership**Discussion held regarding “Friend of District”—non-RD member; “Associate Member”—not member of AND, but want to be member of district. District Presidents to have meeting to further discuss this idea.**Website**Board has dedicated page on website. Downloads🡪Board. Access to forms, meeting minutes, and board reports. | Send district membership lists to Jillian. Meeting to be held to discuss different types of memberships at district level. | District PresidentsDistrict Presidents |  |
| Shari (Delegate) | Shari will be providing monthly eBlast updates as the Delegate. Two focal points1. 200 year vision (2nd Century)
2. Organizational Development, better communication- understanding the people in the organization better.

Will know more at FNCE |  |  |  |
| Cindy (Treasurer) | **Treasury Update**VAND has two accounts. One operating fund and a fund solution (investment account). Both are housed at Wells Fargo. 1. Investment account: $160,000
2. Operating Fund: $50,000

Fiscal year runs from June 1st- May 31st. Current expected income is $145,000. Academy recommends 50-100% of funds available. VAND is 501-6 Non-profit to maintain tax status. **Calendar of Treasurer Events** July: an audit of finances (inside/internal audit); when Treasurer switches an external audit occurs.October: Finance committee meets to develop FY budgetNovember: Proposed budget is reviewed at Board Meeting.January: Approval of proposed budget at Board Meeting. (In past, we have struggled to get this approved by set deadlines.)April: Report on financial statusMay: Request financial Taxes are $500 to do**Disbursement/Budget Line Item**Board members need to know your budget line item and use it on disbursement form. Expenditures by board members exceeding 25% or $150 (whichever is great must have board approval). Budget can be amended mid-year based on changes in our needs, but should be kept to a minimum.Disbursement form to be added to new website. Email Cindy if you need a copy. It’s important all items are completed on form and itemized receipts are included. Crista asked to update form with more lines (not enough room). **Travel**Travel needs to be approved prior. Academy has website/tool for expected expenses based on hotel, food, transportation, etc. can utilize for travel budgeting purposes. Registration, transportation, mileage (government rate), one bag, lodging-double occupancy (if two people are going) + no alcohol reimbursement. Submit travel form as soon as possible.**District Budgets**Districts operate their own budget. They follow standardized accounting procedures which are consistent with VAND financial procedures and approved by VAND. This includes an annual audit by committee or professional, report needs to be made available to VAND. Liability insurance available from Academy; can cover an event.Each district is external from VAND. **Relationship document due in August.**Hospitality and donations to VAND may be accepted by individuals and firms of suitable nature.All outside groups requesting funding from VAND should be asked to provide current financial report, names of groups from which have been previously receive and what funds benefit.**VANDPAC**VANDPAC is in separate operating account as previously noted for legal reasons. VANDPAC Chair cannot be Treasurer. Jackie Darling is VANDPAC Chair. Questions? Email Jackie at darlingj1024@gmail.com. | Add more budget lines to Disbursement form. | Cindy |  |
| Nicole (Nominating Committee Chair/By-laws Chair; Immediate Past President) | Nicole provided review of the past year. This past year we developed a Sponsorship Committee & policy, updated the Strategic Plan, started blogging and added webinars, vision surveys, new logo introduced, Cvent contract signed, revealed new website, gained order writing privileges as of 1/14/16, hired a new executive director and ANDHII VAND pilot.  |  |  |  |
| Angie & Lesley(State Public Policy & Public Policy Coordinator); Andrew Lamar (Legislative Consultant) | Public Policy team comprised of Lesley, Angie, Andrew Lamar (Legislative Consultant), Alex Wahlberg (Assistant SPR), Kelsey Guth (Consumer Protection), Lisa Shkoda (Alliances Chair), Sara Mastrantonio (State Regulatory Specialist/BRAND DLR), Kristen Crosby (NVAND DLR), Cindy MacIntyre (Federal), Nana (GRAND DLR), Kristen Dehr (SVAND DLR), Sarah Dill (TAND DLR)Action Alert Update: Do it! Currently the Virginia is 7th (9.4%) of members participating in Child Nutrition Action Alert. Only 30 members since June 1st participating in Treat Obesity action alert.PPW Wrap up- focus on Child Nutrition and talking with legislators. Eighteen members from Virginia attended. VAND had 7 scheduled visits (5 with house and 2 with Senators). Had the opportunity to meet with two legislators; dropped off 6 packets. Child Nutrition Reauthorization (both Senate and House bill): Senate happy, House with four provisions that made dietitians unhappy. House suggested moving threshold from 40 to 60%, which would require more paperwork for families), block grants- set amount of money and piloted (only certain places), does not require science based standards, 98% of schools have met new standards (want to remove standards), and want to remove “fresh” from fruit and vegetables. Chronic diseases-access to RDN- provide or led services for chronic disease prevention and treatment. Idea for funding: $1 for ANDPAC and $1 for VANDPAC, could be $1200 if everyone gave a dollar. Lesley working on commercial for completing action alert. When speaking with legislators, the more you get to know them, the easier at the end of the day, they are just like us. Aide is the secret to the whole process. Also, try not to read off of paper and give tid bits of information regarding the legislation of concern.Encourage district meetings to have one piece of public policy. BRAND is planning to include a piece in October. Invite local legislators to meetings.**Virginia State Legislation Update**Nutritional genomics-wording change, updated terms.Physical activity 20 minutes daily for K-5 kids, approved.IBS (etc, identification card) carried over to 2017.Patient centered medical home advisory council and VAND included at our request, referred to finance committee for evaluation senate finance committee for funding 2017.Mandated health insurance coverage for treatment of inborn errors of metabolism-referred to health insurance commission for evaluation and recommendation to carry over to 2017.Breakfast After the Bell- fully funded per governor’s request to incentive programs over 1 million annually.Healthy Food financing program- 2.5 million over 10 years, senate funded but house removed those fund for economic development programs and did not make it to final budget- will try again next year.An organic food specialist position created for VA Dept of Agriculture Consumer Services-governor’s request, joined the Virginia Grocery Fund Coalition.Virginia Medicaid Pharmacy and Therapeutics Committee has approved requests for coverage of CF related enteral feeding and enzymes as of July 1, 2016. Will make it easier to prescribe different types of enzymes for CF patients, hopeful private insurance will follow suit.VAND had representation at Hunger Doesn’t Take a Holiday 2015- out of school nutrition summit in December. Nancy Farrell was appointed to First Lady Dorothy McAuliffe’s Council for Bridging the Nutrition Divide**VANDPAC**Strategy behind where the money is going. Factors considered- bipartisan, who is going to be re-elect, when we last gave to, and giving money to all districts. Currently, VANDPAC is at $6475. Needs to be at $7500 or it loses money.**Neighborhood Assistance Program Tax Credit- Free Clinics**No dietitian listed and lists other licensed professionals. Adding RDs would require legislation and need to discuss whether we want to move forward to present legislation. | Have a segment of district meetings devoted to Public Policy; contact Lesley and Angie.Gain better understanding of free clinics, poll/survey to how they utilize nutrition and if they use dietitians, how many dietitians do this work and who would take advantage of tax credit. | District Presidents |  |
| Devon Golem & Kristen Chang (Continuing Education) | **Update on Webinar System**Webinars utilize new Webex system. It is better integrated with the Cvent system. Devon created YouTube videos on how to register for webinars and how to log in/use webinar system. Once registered for webinar, some systems require you to enter a password. This is found in the registration email. Highly recommend using a computer to listen to webinar. If you only audio conference, it may not recognize you and you may not get CPE. System does not alert or have capabilities to track audio users.If non-members interested in webinar, can contact Devon. |  |  |  |
| Kristen Chang (SVAND President) | **Annual Meeting Update – March 26-28th in Blacksburg**Kimberly Lunsford and Carrie P. Co-Chairs of Annual Meeting. Currently, they have a committee of 7-8 members and working on assigning committee members roles and delegating responsibilities. Meeting location is the Inn at Virginia Tech. Northern District suggested committee meet every month to go over everything. |  |  |  |
| Bernice (Member Services) | **Member Spotlight**Member Spotlights need to be VAND members. Spotlight should include where they work, how they fit into the VAND world, and fun facts. Pull in new members as well as a variety of different types of members (experience level, number of years as a member, etc.). Suggestion made--if members ask for funding, could require them to be a spotlight.**Boosting Membership**Brainstorming session held on different ways to increase membership. 1. Create running list of benefits and marketing terms to be a member
2. Create list of where listening tours have occurred and where they need to occur. List of hospitals and contact information for Clinical Nutrition Manager.
3. Email greeting new members/automatic welcome
4. Involve PR Chair🡪Facebook + Twitter to promote events
5. Create formal process of inviting other district members to other district meetings
6. Provide non-member contact information to districts. (*See above under Jillian’s agenda line*)
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| Dana (Strategic Plan) | **Strategic Plan**Major revision occurred last year. Strategic Plan current through 2018. Minor edits can occur annually. Voting Board Members fill out quarterly form via Google Doc Form. Link to form is sent out in advance. Needs to be completed one week prior to quarterly board meetings. Only fill out areas that are designated to your position. | Review Strategic Plan and provide suggestions for minor edits.Submit quarterly report | All Board MembersAll Voting Board Members, Jillian + Dana | By Fall Board MeetingOne week prior to quarterly meetings |
| Nicole (Nominating Committee Chair/By-laws Chair; Immediate Past President) | **Visioning Survey**Susan Moore led a committee and VCU interns. VCU interns did analysis of results. Surveys were sent to 1352 members and 1347 nonmembers. Total # of responses 177 members and 152 nonmembers; % of response 13% and 12%, respectively. Survey results available in Members Only Section of website🡪Members Only Download🡪 Surveys (Results)VAND members participating more sub-groupsMain findings:Visibility of VANDVariety of Continuing EducationEngage conversation with VAND, local leadership |  |  |  |
|  | **Task List**Action Alerts- Increase participationSLACKNew District/Special Project Funding PolicyPolicy and Procedure Manual UpdateNeighborhood Assist Tax CreditTypes of District Membership (Affiliate/Friend)Increase MembershipPP Team to talk to DistrictsIncrease funds for ANDPAC/VANDPAC |  |  |  |