

AzDA-North: Officer Transition Meeting

June 27th, 2007

Members present:

Mary Ellen Rivero – outgoing President
Stacey Hitesman – incoming President
Joanne Schreiber – President-elect
Sarah Klein-Mark – Secretary/Treasurer
Kathleen Williams – Membership Benefits Chair
Gail Bruno – outgoing Nominating Committee Chair
Andrea Grondwalski – incoming Nominating Committee Chair
Gayle Baingo – Nominating Committee
Carole Ryan – Nominating Committee

Meeting called to order at 2:45pm

Old Business:

- Job Descriptions
 - Mary Ellen to send updated copies of job descriptions to executive committee members via e-mail
 - Kathleen Williams presented the new Member Benefits Chair Job description for approval. It was suggested to remove the time of service guideline but otherwise was approved.
 - Kathleen will submit the revised description to Mary Ellen
- Bylaws
 - Bylaws need to be changed to match Member Benefits Chair description (add time limit for serving)
 - Bylaws otherwise have been approved by all members of AZDA-North district
 - Bylaws have been submitted to the State, waiting for approval
 - MaryEllen will electronically send out the Bylaws to Stacey to keep on file
- Membership Drive, Member Benefits Chair
 - Kathleen to send out membership application via e-mail to all current members. by the end of July. The Saguaro newsletter will also have membership information in it and that is sent out in late Aug, early Sept each year by State
 - Idea brought up to have a Welcome letter/confirmation letter sent when new members join; President to draft letter; letter may also serve as a receipt of membership
- National Nutrition Month
 - Information on reimbursement to be put in a Welcome letter.
 - We reviewed the procedure that was approved at the last business meeting, applications for reimbursement to be sent to Secretary/Treasurer before March and the executive committee will decide how to allocate funds
 - \$300 allocated for reimbursement each year

- An idea was brought up to have the awarded bring display a poster session at Spring Conference to show off what they did with the funds
- We will remind the members of the new procedure at the Oct meeting

New Business:

- 2007 AZDA-North District Fall Conference
 - October 12th, Flagstaff
 - McGee Auditorium has been booked at Flagstaff Medical Center
 - Meeting to be held in conjunction with the State, Joanne will coordinate with the state CPI officers: Sheila Walsh and Laura Trujillo. Joanne will also coordinate with the Yavapai interns starting in July for planning.
 - Projected budget:
 - \$1000 (plus \$500 from State) = \$1500 total
 - \$400 for food
 - \$100 for supplies
 - \$1000 for speakers

-ideas: botanicals/phytochemicals or other food sciences, community nutrition, business/management/leadership, disaster preparedness, ethics and end of life, DTR's and their relationships with RD's. HACCP, MNT topics, Analysis of the HB 2544 Junk Food Bill, Nutrition Care Process, Vegan Diets and China Study, Public Policy Update

-goal of 50 in attendance! (marketing, advertisements, emails?), consider making a flyer to give out at the Central and Southern meetings announcing the conference. Stacey to contact Patty at the AZDA office and have the date placed on the website calendar

- we discussed decreasing CEU hours to 4; add more networking "get to know you" time. The board liked this idea but wanted to keep the conference at 5 credit hours by making one of the hours more interactive yet still educational.

-we discussed having a social hour the night before the conference; RSVP on registration form for social hour. The committee liked this idea and suggested that the board could "sponsor" the event, at least in part, if it worked with the budget

-Mary Ellen to see if pictures from 2007 Spring Conf can be posted on AZDA website
- Goals:
 - monthly email contact from President to all AzDa-North members via email
 - state sponsored teleconference in another location . Kingman was thought to be a good idea for this year. A clinical topic might be favored. Stacey will ask at the state meeting if they are planning to sponsor this idea again.
 - Teleconferencing for board and planning meetings is still desired by most. This will have to be worked into the budget this year.
 - Stacey proposed to work with the secretary to create a "contact list" for the AZDA-N members with names, phone, email and focus areas. This could be a good resource for our members. Sarah to prepare the list to hand out at Fall Conference.
 - public policy involvement was discussed; no one present was interested in working on this specifically this year.

- officer goals (sec/treas, membership, nominating, pres-elect)
- Nominations for State Awards 2008, it was proposed that the Nominating committee take on this task for 2008; the board agreed that this would be a good role for them and they will seek out nominations through-out the year.
- Secretary to send member list to Nominating Committee in January to elicit new officers
- State Transition meeting July 13th, Stacey to attend

Next Executive Committee meeting tentatively scheduled for September 27th in Williams, AZ