

## NDFMGA Board Meeting Minutes – Saturday, February 3, 2018

### Grand Hotel, Minot, ND

**Call to Order/additions and changes to agenda – Hero Barth called the meeting to order at 3:40 pm**

#### **Roll Call – Holly Mawby**

**Present:** Hero Barth, Roberta Thorson, Roberta Hunt, Mike Pretzer, Danielle Mickelson, Daniel Rugroden, Janel Anderson, Ross Lockhart, Bonnie Munsch, Stephanie Blumhagen, Holly Mawby, Jamie Good

**Not Present:** none

**Introduction of New Board Members** – Introductions were done during voting at the annual meeting so this agenda item was disregarded.

#### **Approval of Minutes from Last meeting – Hero Barth**

**Motion:** Ross Lockhart moved to approve the minutes from the previous meeting as written.

**Second:** Bonnie Munsch seconded.

**Motion passed.**

#### **Treasurers Report – Holly Mawby**

**Motion:** Janel Anderson motioned to approve the treasurer's report as read.

**Second:** Ross Lockhart seconded the motion.

**Motion passed.**

#### **Old Business -**

- **Newsletter Proposals** – Hero Barth directed board members that the two proposals received in our RFP for the newsletter were in their handouts. Hero Barth asked board members to review both proposals so a discussion could follow. Discussion points included that the proposal from Sue Balcom was difficult to determine the final cost or compare to the Transcript proposal because there was not final or total cost listed.  
**Motion:** Mike Pretzer moved to award the newsletter work to Sue Balcom for the term of one year to do a quarterly newsletter with number of pages to be determined each quarter.  
**Second:** Daniel Rugroden seconded the motion  
**Call for discussion:** Board members felt that the proposal from Sue Balcom left a lot of questions such as total cost, what type of webpage updates she would be doing and they did not feel she responded to all points in the RFP. Some members felt they liked the format of the Transcript proposal better as it was easier to determine the final cost. One board member suggested putting a cap on the costs for the year but then recanted that suggestion even though one other board member still felt it was a good idea.  
**Move to Amend the Motion:** Daniel Rugroden moved to amend the motion to add a cap of \$6,500  
**Second:** Ross Lockhart seconded the motion to amend  
**Further discussion:** one board member asked for clarification on the original amendment.  
**Motion to amend passed with one board member abstaining**  
**Vote on amended motion: passed with one board member abstaining**
- **Website** – Holly Mawby gave an update on where the association is at with transferring to the new website. She will meet with Robert Tolar in the coming weeks to move into phase 2 of this project.
- **Ratification and Adoption of bylaws change** – Hero Barth noted that the amendment to the bylaws had been ratified at the annual member meeting and was now in effect.
- **Memorial for Chuck Fleming** – Hero Barth /Holly Mawby  
The family of Chuck Fleming has suggested a school garden grant program or scholarship as the best way to memorialize Chuck and his work for the NDFMGA and agriculture in North Dakota. Board members discussed the cost of each and whether or not it should be a one-time memorial and an ongoing cost for the Association.

**Motion:** Roberta Hunt moved to offer a one-time \$500 Chuck Fleming memorial school garden grant

**Second:** Mike Pretzer seconded the motion

**Motion passed**

**Discussion:** Board members discussed the appropriate way to offer the scholarship. Holly Mawby will contact the Fleming family to tell them of the decision. The grant will be advertised along with the new vendor and mini grants we offer each year. Holly Mawby will use the application from prior school garden grant years to construct a new application.

**Motion:** Mike Pretzer moved to empanel a subcommittee to review the applications and select a recipient

**Second:** Daniel Rugroden seconded the motion

**Motion passed**

**Subcommittee volunteers:** Mike Pretzer, Danielle Mickelson, Daniel Rugroden, Holly Mawby

- **Board Training Manuals and Board Training** – Holly Mawby instructed board members that they had been given the latest copy of the NDFMGA Board Training Manual. They should read it over, sign the first page and return the signed copy of that page to Holly Mawby.
- **NDRRC Donation** – Holly Mawby told the board that she had received communication from NDRRC asking for an update on what their donation to the NDFMGA had accomplished in the previous year and asking if the NDFMGA would need further assistance. After working with Hero Barth, Holly Mawby wrote up a letter to be signed and mailed to NDRRC by Hero that explained all the educational opportunities, marketing to consumers, and grants the NDRRC funds had accomplished. The decision was made not to request additional funding at this time as the previous donation had not yet been expended and no new specific project had been identified.

#### **New Business -**

- **Elections** – Hero Barth opened nominations for president, and vice president of the NDFMGA Board
  - Motion:** Daniel Rugroden nominated Hero Barth for President.
  - Second:** Stephanie Blumhagen seconded.
  - Hero accepted the nomination but indicated this would be his last term as president.
  - Motion:** Roberta Hunt nominated Stephanie Blumhagen for Vice President
  - Second:** Mike Pretzer seconded the nomination
  - Stephanie Blumhagen declined the nomination for President
  - Motion:** Robert Hunt moved to cease nominations for President
  - Second:** Janel Anderson seconded the motion.
  - Vote:** Hero Barth was elected to the President's position
  - Motion:** Janel Anderson moved to nominate Stephanie Blumhagen for Vice President
  - Second:** Ross Lockhart seconded the motion
  - President** Hero Barth called for additional nominations, none were brought forward.
  - Vote:** Stephanie Blumhagen was elected Vice President
- **2018 Plan of Work – Hero Barth/Holly Mawby**
  - a. 2018 grants – close loop holes: individual members purpose for receiving mini grants and different each year?
    - uses of new vendor grants, legality of use, relevance to their market
    - Motion:** Roberta Thorson moved to keep the grant programs the same of previous years with minor changes to the applications to ensure loopholes are closed.
    - Second:** Bonnie Munsch seconded the motion.
    - Motion passed.**
  - b. 2018 workshops were discussed.
    - Motion:** Daniel Rugroden moved to have Holly Mawby look into workshops that could be offered in 2018 and report back to the board.

**Second:** Stephanie Blumhagen seconded the motion.

**Discussion:** Ross Lockhart asked that we look into doing workshop around the state in different locations.

**Motion Passed**

c. 2018 marketing – The board discussed marketing efforts in 2017 - RRFN, ND Living, and others that have been done in the past such as Prairie Public Broadcasting and Social Media tools. The board decided they would like to continue the RRFN 30 second spots and the ND Living ads. Jamie Good will work with his supervisors at the NDDA to see if he can assist again in 2018 with the coordination of the RRFN spots. Holly will look into ND Living ad rates for 2018 as well as opportunities with Prairie Public Broadcasting and social media ads and report back to the board at the next meeting.

d. Other new activities – The board decided that we need to look into the suggestions by members at the annual meeting to find additional tasks to be completed in 2018.

- **Reimbursement for board members and volunteers – Hero Barth**

In the past, board members have been paid a stipend to assist in covering registration costs, hotel accommodations and/or mileage depending on travel distance. In 2017, this amount was \$255 for board members and volunteers were paid on a reimbursement system for their hotel, food, and mileage.

**Motion:** Roberta Hunt motioned to provide board members with a \$255 stipend for the conference as has been done in the past.

**Second:** Stephanie Blumhagen seconded the motion

**Motion passed**

**Motion:** Roberta Hunt moved to reimburse volunteers for lodging, food, and mileage at the state per diem rates.

**Second:** Janel Anderson

**Motion Passed**

**Discussion:** Daniel Rugroden noted that he had not originally seconded the motion for volunteer reimbursement because proper procedure had not been followed. Ross Lockhart noted that he should not receive the \$255 stipend as he was being reimbursed as a speaker. Jamie Good noted that we needed to remember Hannah Dewey as she volunteer a lot of time in finding local foods for the conference. Jessica Marshall, Holly Mawby, and Amy Koehler from DCB will also receive volunteer reimbursement for the assistance with the conference.

- **Market Manager Course – Amy Koehler of Dakota College at Bottineau presented a proposal asking the NDFMGA to partner with DCB in a Farmers Market Promotion Program grant to update the Market Manager online course material and to conduct a market/consumer survey to gather information on local foods in North Dakota.**

**Motion:** Bonnie Munsch moved to partner with Dakota College to apply for the Farmers Market Promotion Program grant and supply them with the requested funding (per written proposal provided at meeting) to accomplish the grant goals as outlined in the proposal as long as all materials, surveys, advertisements and work product contain the NDFMGA logo, contact information and/or tag line.

**Second:** Ross Lockhart seconded the motion.

**Motion passed**

- **Accounting– Holly Mawby explained that she has become uncomfortable doing the IRS and state non profit filings for the Association and would be more comfortable if the NDFMGA would hire an accountant to take on these tasks. She has contacted one accountant but will contact more for pricing and bring this back for board discussion at the next meeting.**

- **Food Safety Workshops through DCB**– Holly Mawby noted that the NIFA Food Safety workshops were scheduled and had been widely advertised at the conference. Board members were encouraged to assist in marketing the classes. Board members were also asked for input into the curriculum.
- **Next year's conference location and date** – Jamie Good noted that the ease of working with the Grand Hotel had not been the same in 2018 as the previous time we held the conference there. It was difficult to work with the hotel staff to get the local foods and there had been several staff changes in conference managers since we began planning the conference. Jamie asked the board if they felt the coordination with the NDWGA was a good idea and the board felt it was beneficial for the conference and something that should continue if possible. Mike Pretzer and the board thanked Jamie for all of his hard work on the conference. Hero Barth will work with Jamie to determine a location for the 2019 conference as the original place we had reserved may not be big enough to accommodate both the NDFMGA and the NDGWA.

#### **Adjourn**

**Motion:** Bonnie Munsch moved to adjourn

**Second:** Janel Anderson seconded the motion

**Meeting was adjourned**