



Board Meeting Minutes

Friday, August 16, 2025

12:00pm

Microsoft Teams

Members Present:

Members Absent:

1. Call to order –President Brooke Biederstedt called meeting to order
 - a. Introductions

2. Secretary’s Report –
 - a. Review and approve previous meeting minutes (06/24/2024)
 - i. Motion
 - ii. Second
 - iii. Discussion
 - iv. Motion Carried

3. Treasurer’s Report – Nate Anderson
 - a. Investment account update
 - b. IRS status:
 - i. 501c3 approved starting in October 2023.
 - ii. Update the donation/solicitation form and any other documentation.
 - iii. Update website.
 - iv. Will look into renewal fee for a non-profit organization yearly. 990EZ form
 - c. Update on process for uploading items to reduce hard copies.
 - i. Record retention is 7 years.
 - d. Constant Contact Cost
 - i. Nonprofit Discount
 - ii. Annual Payment vs monthly recurring payment
 - iii. Maximizing benefits

4. Committees & Assignments
 - a. Conference Committee: Chair Kristi and Vice Chair Katie
 - i. How to solicit more members – is there a templated email that can be sent out to partners to blast across agencies?
 - b. Standards Committee Chair: Sara, Brooke
 - i. Board and Conference Committee Applications have been made fillable
 1. Conference Committee Application includes NDFBSA Member Signature, can we walk through process
 - ii. Website updated on both applications
 - iii. Will review forms to ensure website is updated on all
 - iv. Revision of Board Bio to be reviewed by Board
 - v. Conversation about Mentorship Program through Scholarship process
 - c. Nominating Committee Chair: Katie
 - i. Current Board Members



1. Brooke Biederstedt, President
 2. Sara Kapp, President Elect
 3. Kristi Ventzke, Past President
 4. Nate Anderson, Treasurer
 5. Katie Roach, Secretary
 6. Kat Roemmich, Parent Representative
 7. Christine Litzinger, Director at Large
 8. Emily Althoff, Director at Large
 9. Kristin Wentz, Director at Large
 10. Katrina Strasner, CFSTC Partner
 11. Brenda Wilson, Director at Large
 12. Lindsey Burkhardt – Director at Large
 13. Diana Weber, Ex Officio
 - ii. New Board Appointment
 1. Sarah Deyonge-Director at Large
 - a. Motion
 - b. Second
 - c. Discussion
 - d. Motion Carried
 - iii. Open Board Position – 2
 - iv. Review Contact List to validate Appointed, Elected, Outgoing
 - v. Outgoing Board Members (?double check with board)
 1. Kristi Ventzke
 2. Christine Litzinger
 - d. Membership Committee Chair: Emily, Katrina
 - i. Constant Contact Utilization Plan
 1. Should we be sending out a save the date, etc
 - e. Public Relations Committee Chair: Brooke, Kristin
 - i. Silent Auction
 1. Begin thinking about recipients
 2. Donations may look different with 501©3
 - ii. Apparel and Giveaway Ideas
 1. Shirts for board
 2. Bags for speakers
 - iii. Update website with new board members
 - iv. Website-awards
 1. Change to view current recipients first
 - v. Thank you to sponsors on social media
5. 2024 Annual Post Conference Report
- a. Post Conference Report was reviewed at Board Retreat
 - b. Continue discussion of printing

MISSION OF THE NDFBSA

Believing that all families have inherent strengths and can best be served in their own environment, the North Dakota Family Based Services Association is committed to investing in the preservation and affirmation of families through: Advocating the development and expansion of family based services; Promoting a family-based philosophy throughout North Dakota and Providing forums for education, networking, policy development and support.



- c. Update on Katie and Nate access to the drive
 - d. Continue conversation about DJ/cost related
6. Budget for 2025 Conference
- a. Vote to Approve
 - i. Motion
 - ii. Second
 - iii. Discussion
 - iv. Motion Carried
 - b. Transfer money from Gate City Bank to Investment Account
 - i. Motion
 - ii. Second
 - iii. Discussion
 - iv. Motion Carried
 - c. Nate and Brooke are now on Gate City Bank Account
7. 2025 Conference
- a. Items to bring forward to conference committee
 - i. Maximizing the use of constant contact
 - ii. How honoring sponsors if we move away from printing
 - iii. Pursue additional printing options
8. Additional Business
- a. CE Brokers Conference 2024 Updates
9. Board Education
- a. Committee Depictions
 - i. 3.7.1 Membership Committee:
 - 1. The Membership Committee shall be chaired by a Board Director at Large. The committee shall conduct an annual membership drive. The committee shall research and promote membership policies and standards as directed by the Board of Directors.
 - ii. 3.7.2 Conference Committee:
 - 1. The Conference Committee will be chaired by a Board Director at Large, and the Past President will serve as Vice Chair. The committee shall plan and implement a suitable program for the Annual Meeting and Conference. The committee will establish a budget and spending plan and negotiate contracts for facilities and trainers with Board of Directors approval. The committee will complete an Annual Post Conference Report to the Board of Directors and make recommendations for the following year.
 - iii. 3.7.3 Standards Committee:
 - 1. The Standards Committee will be chaired by the President Elect. The committee shall promote the development of professional,

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paraprofessional, and volunteer standards for family based service workers. The committee will promote certification, recognition, and other awards for family based service providers and programs. The committee will devise, review, and revise other standards as directed by the Board of Directors.

iv. 3.7.4 Nominating Committee:

1. The Nominating Committee will be chaired by a Board Director at Large. The committee will establish a slate of candidates with diverse representation for the general ballot. The committee will present the slate to the Board of Directors thirty days prior to the annual meeting for the Board of Directors' preparation and distribution. The committee will conduct other activities as directed by the Board of Directors.

v. 3.7.5 Newsletter and Public Relations Committee:

1. The Newsletter and Public Relations committee will be chaired by a Board Director at Large. The committee may publish and distribute a quarterly NDFBSA newsletter. The committee will be responsible for coordination and display of NDFBSA materials at meetings, workshops, and conferences. The committee shall conduct other activities as directed by the Board of Directors.

10. Adjourn

- a. Time:
- b. Motion
- c. Second
- d. Discussion
- e. Motion Carried

NDFBSA Board & Committee Meeting Schedule (3rd Friday of the month). All meetings are TEAMS meetings unless other specified

- September 20th Conference Committee mtg 10-2
- October 18th Conference Committee mtg 10-12/board mtg 12-2
- November 15st Conference Committee mtg 10-2
- December 20th Conference Committee mtg 10-12/board mtg 12-2
- January 17th Conference Committee mtg 10-2
- February 21th Conference Committee mtg 10-12/board mtg 12-2
- March: in-person Conference Committee mtg in Fargo at Holiday Inn to finalize everything date TBD
- March 31st to April 6th Conference Week

Future NDFBSA Conference Dates:

- March 23rd to March 27th, 2026 – contract signed with Holiday Inn
- March 29th to April 2nd, 2027 – contract signed with Holiday Inn
- March 27th to March 31st, 2028 - date held with Holiday Inn
- April 9th to April 13th, 2029 – date held with Holiday Inn

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NORTH DAKOTA
Family Based Services

Board Meeting Agenda

- April 1st to April 5th, 2030 – date held with Holiday Inn

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