

**Mississippi Dietetic Association
Board of Director's Meeting Minutes
September 18, 2009**

1. Telephone Conference: Called to order by Gina Wack, MDA President at 10:00 a.m.

Those present in the MDA office in Jackson: Heather Crawford, Brent Fountain, Karen Lewis, Pam Roberts, Sheila Triggs, Carolyn Turley, Gina Wack

Those attending by conference call (888-617-3400, code 223208): Diane Tidwell, Emmy Parkes, Tiffany Grant, Laurel Lambert, Kathy Yadrick. Veronica Martin was able to call in for the last several minutes of the meeting.

2. Quorum was established

Attendees: See Attendance and Report Code Spreadsheet

3. Consent agenda was accepted

4. Minutes from the previous BOD meeting on July 31, 2009

Discussed: no corrections noted.

Motion to accept minutes as presented to the BOD: Laurel Lambert

Motioned 2nd: Emmy Parkes

Motion carried

5. Reports of Officers

a. Treasurer's report presented by Heather Crawford, Treasurer

Current assets: \$36,550.02 in checking account

\$15,714.79 in savings account

\$43,807.76 in CD

b. Other: None were discussed. Reports are available online at

<http://www.eatrightmississippi.org/reports.php>

6. Old Business

a. Annual Meeting Committee, Pam Roberts, President-elect reported: The annual meeting is tentatively scheduled for April 1 – 2, 2010 in Jackson, planning for the annual meeting in on-going. Pam Roberts talked with the Viking Cooking School in Ridgeland but 38 people is the largest number the Viking Cooking School can accommodate. Discussion of having a theme such as "Obesity" and several conference attendees suggested a specific aspect such as wellness, weight management, and including such topics as dietary supplements. Attracting vendors is a concern and teaming up with the Dietary Managers, or another MDA-compatible group may be a good option to increase attendance at the annual meeting.

b. Policy & Procedure Manual, Gina Wack, President, reported that reviewing and updating the Policy & Procedure Manual was the main focus of the previous meeting on July 31, 2009. Gina Wack encouraged all officers and BOD members to review officers' descriptions and bring to her attention anything that should be changed or if changes in officers' roles have occurred but those changes have

not been reflected in the officers' current descriptions as written in the MDA Policy & Procedure Manual, this needs to be addressed. Gina will send out BOD officers' descriptions for any changes to be reviewed by the BOD. The Bylaws Chair position needs to be filled.

c. Other. Diane Tidwell stated that the last meeting on July 31, 2009, did not have a quorum and the minutes from the May 15th meeting had not been formally accepted by the BOD. Sheila Triggs made a motion that the minutes be accepted. Heather Crawford 2nd the motion. No discussion. Motion carried.

7. New Business

a. COER Position Description

Emmy Parkes, COER chair-elect, reported that clarifications should be made to the COER position description regarding the fee schedule, how approved hours are reported to MDA, and what is needed for licensed dietitians to verify their CEUs. Brent Fountain stated that David Kweller at the Mississippi State Department of Health requested a sign-in sheet for each meeting (with only licensed dietitians signing it) be sent to his office in Jackson to verify their attendance. David Kweller also needs a list of approved CEU activities from MDA. Certificates that are given to RDs may also be given to LDs.

Policy/Procedure for fees to approve continuing education hours: These need to be posted on the website. Fees to advertise on the website are waived for those who pay to have CEs approved. Fees as voted and approved by BOD: \$30 for single continuing education activity for 1-5 credits; \$60 for single CE activity for 6-10 credits; \$80 for single CE activity for 11 or more credits; \$20 additional charge for extension of a continuing education activity approval or for each repeat of the same activity with a 1-yr period; \$10 per session for journal clubs and study groups; \$20 late fee for requests after the 4-wk deadline (no exemptions for discounts). From Brent's email archives: *"We concluded that MDA should charge a full fee to non-MDA members, a 25% discounted fee to members of MDA, and no fee for MDA or its District Affiliate CPEU activities. We agree to enforce an application deadline of 4 weeks prior to the activity (this is already in place, but not enforced). Therefore, we propose a late fee charge in all cases, including MDA & its District Affiliates.*

We favor the following fee structure:

\$30 to review a single continuing education activity for 1-5 credits

\$60 to review of a single continuing education activity for 6-10 credits

\$80 to review of a single continuing education activity for 11 or more credits

\$20 additional charge for extension of a continuing education activity approval or for each repeat of the same activity within a 1-year period

\$10 per session for journal clubs and study groups

\$20 late fee for requests after the 4-week deadline (no exemptions or discounts)

We ask MDA to establish a foundation or tax-exempt account for these funds. We also support the idea of MDA selling its mailing list, selectively, for the promotion of continuing education activities, with the proceeds to be held in the same tax-exempt account. Currently, MDA makes its mailing list available without any charge. Another idea that surfaced in the discussion was the possibility of a car license plate for RDs, again with the proceeds to go into this tax-exempt fund."

Laurel Lambert noted procedures were lacking for poster sessions at the MDA annual conference which is in the duties and responsibilities of COER chair. Carolyn Bailey noted that graduate students had posters at MDA in Vicksburg but it was not formally organized but was well accepted. Laurel Lambert

volunteered to write procedures for a poster session for the annual MDA meeting. Kathy Yadrick said that it would be a great opportunity for graduate students and faculty to present their research and it could bring more attendees to the MDA annual meeting.

Laurel Lambert discussed the two categories of awards – Outstanding Student and Outstanding Educator and she will send out the information to accredited Mississippi dietetic programs (university department heads/chairs and dietetic program directors) in October and the due date for nominations will be November 30, 2009. The awards committee consists of district presidents unless there are conflicts of interest.

Laurel Lambert also noted that the COER position listed the COER chair as being a member of the MDA Long Range Planning Committee which is chaired by the MDA president, and if that needed to be changed. Gina Wack stated she thought it is important for the COER chair to be a member of the Long Range Planning Committee and there was no opposition or discussion.

b. Change in Washington staff. Karen Lewis discussed the change in ADA's Washington staff and strongly encouraged everyone to visit the ADA website and contact their representative and senator. The website is

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/advocacy_22657_ENU_HTML.htm

Karen Lewis advocated that we all send our congressman a letter, even if it is a brief letter about health care reform and the impact that dietitians have in preventive care. Several members agreed that we should all be involved and knowledgeable with Health Care Reform as it will impact our profession.

c. Executive Director's position

Gina Wack discussed the importance and urgency of organizing a standing committee to address the MDA Executive Director's resignation effective December 31, 2009. Several members of MDA were staying at the MDA office in Jackson today to discuss the job description for an executive director. The executive director does not necessarily have to be located in Jackson, the accounting work could be contracted out possibly, a cell phone for the director to answer calls would be helpful for MDA, and Gina Wack and others asked questions such as: Do we want someone with grant writing experience, technology experience, should a post office box be rented for MDA, be in charge of having the MDA Diet Manuals copied? All members were invited to work on the executive director position and assisting with the difficult task of replacing our current Executive Director, Rusty Haydel.

d. Other: None

8. Adjourn: Meeting adjourned at 11:25 p.m.

Respectfully submitted, Diane Tidwell, Secretary