

## **DCMAND Executive Committee Board of Directors Meeting**

Thursday, January 21, 2016 – 8:00 PM

Teleconference

### **Board Members Present**

Tricia Psota, President

Carolyn Wait, Past President

Robyn Douglas, President-Elect

Sarah Fisher, Recording Secretary

Lindsey Proctor, Corresponding Secretary

Lindsey Palmer, Treasurer-Elect

Meagan Divito, House of Delegates Representative

Shayne Geneva, Nominating Committee Chair

Kris Sollid, Professional Development Committee Chair

Paige Einstein, Professional Development Committee Chair-Elect

### **Non-Voting Board Members Present**

Rachel Griffin, Community Initiative Chair

### **OPENING**

Tricia Psota opened the meeting. The meeting will focus on Nominations, RD Day and the Annual Meeting. Tricia Psota asked Board members if they had any other big items to discuss. There was no response.

Carrie Kiley is on vacation and will be back next week. Tricia Psota thanked Board members for their input and feedback on the Member survey. Carrie Kiley will be sending the survey out soon. The member survey results will provide guidance for DCMAND moving forward. Tricia Psota stated that Rachel Griffin will give an update on the NBC4 Expo event at the next full Board of Directors meeting.

### **NOMINATIONS – SHAYNE GENEVA**

Shayne Geneva sent an email to Board members with the Slate of Nominees for the upcoming election. There was a last minute rush to get nominations for all open positions. There are at least two nominees for each position except President-elect. According to the Bylaws, the slate of nominees must be submitted to the Board 10 days prior to starting the election. If there are not any issues with any of the nominations, then DCMAND can move forward with the elections.

Shayne Geneva moved to submit the Slate of Nominees to the Board for approval. Carolyn Wait seconded the motion. All approved. No opposed.

Shayne Geneva asked if Carrie Kiley would be setting up the voting form process. Tricia confirmed that Carrie Kiley would be doing so and asked Shayne Geneva to follow-up with Carrie Kiley when she returns from vacation on January 26<sup>th</sup>. DCMAND elections will be February 1-29<sup>th</sup> which coincides with the AND elections. Get out the Vote e-blasts will cover both elections.

Tricia Psota commended Shayne Geneva on the slate of nominees this year. She also acknowledged the networking involved and being able to get this done on such a short time line this year.

### **RD DAY – RACHEL GRIFFIN**

RD Day will not be at IONA this year due to renovations. Rachel Griffin looked into using a cafeteria space used by her work – the Red Cross Building in DC. The space is free but all food must be ordered from her employer. The budget for RD day is less than \$1000. Her employer would need at least a

\$1000 food budget for them to consider it. Tricia Psota expressed concern about the food cost because that would change the agenda that was already discussed for RD Day.

Rachel Griffin stated that the NBC4 Expo event came in under budget and suggested moving the extra money to the RD Day event thereby increasing its budget to \$1000.

Rachel Griffin asked if there were suggestions for other venue options. Tricia Psota suggested Rachel Griffin and Carrie Kiley work together to explore the use of community centers or recreation centers in DC. Tricia mentioned that some apartment buildings have community rooms, but most of the members who live in those type of buildings are in Arlington. She would like to keep the venue in DC. If the event was at a bar or restaurant, we would be limited to their food and alcohol.

Meagan Divito works for Kaiser and suggested the Center for Total Health which is downtown DC near Union Station. The space can be rented but not sure of the cost – Meagan Divito will get details. Tricia Psota asked Meagan Divito to find out if outside food and drink is allowed. She also suggested asking if Kaiser would donate the space (in-kind donation). In return Kaiser would be acknowledged in the invitations/e-blast for the event.

Rachel Griffin hopes to get most of the food for RD Day donated if possible. RD Day is March 9<sup>th</sup>.

Rachel Griffin will get with Erica Walther to see how to transfer money from one event budget to another. Tricia Psota suggested including Carrie Kiley on the conversation to see if a vote is required by the Board for the transfer. Carolyn Wait stated that approval from the Board would likely be needed to approve the transfer. Tricia Psota motioned to transfer the remaining NBC4 Expo funds to the RD Day budget. Carolyn Wait seconded the motion. All approved. No opposed.

### **ANNUAL MEETING – KRIS SOLLID**

Kris Sollid sent a Draft Agenda for the upcoming Annual Meeting to the Board. He asked Board members to look at it when you get a chance. He is open to feedback/suggestions/comments.

Kris Sollid gave a quick update.

- Two speakers are confirmed – one from the FDA who will speak on the nutrition facts panel (stand alone speaker); and one from the USDA food research group who will talk about NHANES data (stand alone or panel speaker).
- The venue is secured for April 29<sup>th</sup>. The contract is signed and deposit made.
- There are a few errors in the program (i.e. DCMADA vs DCMAND) but those will be corrected.

Kris Sollid will work with Tricia Psota to identify someone from Let's Move! to speak at the event.

Kris Sollid is looking for a behavioral economist, urban planner, or social engineer to speak at the event. Ideally this speaker is concerned with how we can promote overall activity and better health. If they have some connection to the healthcare field or nutrition science that would be great. Several Board members had connections to urban planners and will be reaching out to them. A suggestion for contacting Capital Bikeshare was made as they may have an urban planner or something they base their information on. This potential speaker will be on a panel discussing Behavior and Obesity if that comes together (see Draft Agenda DCMAND 2016). Tricia Psota suggested that someone from the Let's Move! Cities, Towns and Counties initiative would be a good fit for the panel. She will follow up on that contact.

Alana Moshfegh is happy to present either as a stand-alone speaker or on a panel. She will be speaking at the Virginia AND (VAND) meeting in the Spring – is that a conflict? Repetitive? Tricia Psota was not sure if many of our members go to the VA meeting. Shayne Geneva said the biggest possible overlap in the meetings would likely be from students/interns. Robyn Douglas said that the annual meeting for

VAND is in Fairfax this year and she plans to attend. Tricia Psota asked if Alana Moshfegh would be presenting the same program. Kris said it would be different. He would ask her to adapt her topic into one of themes for our meeting. Robyn Douglas mentioned that VAND does not do much with policy.

Paula Trumbo, the speaker from FDA, is confirmed. She will talk about the Nutrition Facts Panel (NFP). She has been very much involved in the makeover of the NFP. The caveat is even though the FDA has publicly stated that their goal is to announce and finalize the new NFP in March, if it doesn't happen then she can only talk about the NFP proposal and not anything that has been determined. If that happens, Kris Sollid has a backup plan. He will ask Paula Trumbo to elaborate a little bit more on the science behind the NFP – i.e. what goes into setting the criteria for why something can or cannot appear on the nutrition label. There are a lot of things that go on behind the scene that members may be interested in knowing. Carolyn Wait liked the backup plan and suggested asking the speaker if the FDA does any consumer testing on the NFP. Kris Sollid also had that idea and stated that the FDA actually did do extensive consumer research on the NFP.

Tricia Psota commented that it all sounds really good including the contingency plans.

Paige Einstein, who is also on the planning committee, had no additional comments. She is still brainstorming for the session she is working on. She has a couple of contacts for potential speakers.

Kris Sollid is working on the timeline leading up to the event. They have an extra 2-3 weeks this year to plan the event so still working out the schedule. There are a lot of behind the scene details that they will need help on such as:

- Contacting Internship Directors and coordinating student posters. This will be done this month.
- Working with Carrie Kiley to finalize the program and submit CEU info to AND. This needs to happen in February.
- Save the Date and Early Registration notifications to drive attendance.
- Raffle and Gift Bag giveaways. Megan Smith is leading the sponsorship effort. Kris Sollid is working with her to collect things for the event and to get sponsors. Tricia Psota suggested that Kris Sollid send a reminder email to the full Board requesting raffle/gift bag donations as well as suggestions/contacts for sponsors.

Kris Sollid asked if a decision was made about breakfast offerings at the event. Tricia Psota thought we decided not to cut breakfast this year but will do so gradually next year. Carolyn Wait didn't remember a specific vote regarding the breakfast. She suggested it may come down to budget. Kris Sollid is projecting some savings with regard to speaker costs this year so there may be money in the budget for breakfast this year. Tricia Psota asked Kris Sollid to review the budget to make a determination.

Tricia Psota asked if Kris Sollid would appreciate feedback from Board members on the program agenda? Kris Sollid stated he is always open to feedback and if members can help identify possible speakers that would be beneficial too. Tricia Psota asked members to review the agenda and send ideas to Kris Sollid over the next week. Also include any contacts you may have that would be beneficial.

## **CLOSING**

Tricia Psota is working on a Top Priority List for Carrie Kiley when she returns from vacation. Items include:

- Work with Megan Smith on fundraising for donations and sponsorships for RD day and the Annual meeting
- Help Rachel Griffin to secure a location for RD day
- Work with Shayne Geneva to get the vote out for elections

Tricia Psota concluded the meeting.