Board of Directors Orientation Manual

2019-2020

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Welcome to the 2019-2020 Board of Directors

Congratulations on being elected to the Florida Academy of Nutrition and Dietetics Board of Directors. Your readiness to volunteer and serve is highly admirable. Thank you for your commitment to carrying out the mission, vision, and values of our organization. The Dietetic Professionals of Florida have elected us to represent them and together we have the responsibility of leading and advocating for our profession.

The Board of Directors works as a team and along with members of the Administrative Council and FAND Headquarters staff we have the responsibility of empowering our members to promote optimal nutrition and health for all Floridians.

The role as a member of the BOD at times will be challenging however, the rewards are priceless! This experience will provide you with much success in reaching your personal goals as well as our organizational goals. We are ‘All In’ this journey together and we need everyone ‘All In’ to achieve our goals.

This Manual has been developed to serve as a reference and guide for you throughout your service and reflects the current Strategic Plan.

I look forward to the opportunity to work with you through the coming year. I welcome your talent, ideas, concerns, opportunities, and fellowship that you can bring to our organization.

Let the hard work and fun begin!

Melissa Payne, MS, RDN, LD/N
FAND President 2019-2020
Melissa.Payne@orlandohealth.com
407-928-0011
## 2019 - 2020 Proposed Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
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<tbody>
<tr>
<td>September 13-14, 2019</td>
<td>BOD/Strategic Planning Meeting, Orlando</td>
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<tr>
<td>TBD-Sept BOD Call</td>
<td>BOD Conference Call</td>
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<td>October 26-29, 2019</td>
<td>Academy FNCE, Philadelphia, PA</td>
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<tr>
<td>TBD – Oct BOD Call</td>
<td>BOD Conference Call</td>
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<tr>
<td>Fall Fundraiser w/CFAND</td>
<td>November 7-Orlando Brewery</td>
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<td>TBD- Nov BOD Call</td>
<td>BOD Conference Call</td>
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<td>January 14, 2020</td>
<td>2020 Legislative Session begins</td>
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<td>January 18, 2020</td>
<td>Mini Symposium, Tallahassee</td>
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<tr>
<td>TBD-Jan BOD Call</td>
<td>BOD Conference Call</td>
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<tr>
<td>February 23-24, 2020</td>
<td>Potential BOD/Strategic Planning Meeting, Tallahassee</td>
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<tr>
<td>February 24, 2020</td>
<td>FAND Legislative Workshop, Tallahassee</td>
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<td>March 1, 2020?</td>
<td><strong>Nominations due for AND awards</strong></td>
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<tr>
<td>March 13, 2020</td>
<td>2018 Legislative Session ends</td>
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<tr>
<td>TBD-Spring Mini Symposium</td>
<td>Possible mini-symposium (Orlando?) Possible mini-symposium (South FL)</td>
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<tr>
<td>TBD-March BOD Call</td>
<td>BOD Conference Call</td>
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<tr>
<td>July 10, 2020</td>
<td>BOD Meeting/District President Training, Boca Raton Resort &amp; Club</td>
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<tr>
<td>July 11-14, 2020</td>
<td>Florida Food and Nutrition Symposium, Boca Raton Resort &amp; Club, Boca Raton, Florida</td>
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<tr>
<td>July 13, 2020</td>
<td>FAND Annual Business Meeting, Boca Raton Resort &amp; Club, Boca Raton, Florida</td>
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Challenges and Opportunities for 2019-2020

Goal from the 2018-2023 Strategic Plan:

1. Build and sustain an aligned, engaged and diverse membership
   a. Increase communication and increase usage of social media platforms.
   b. Utilize CDR email listing to communicate with the dietitian community. Commit to reaching out to non-members

2. Operate the association to yield a strong financial position
   a. AND Rebate Initiative
   b. FNCE Committee
   c. Consider flat rate for all events-regardless of membership status

3. Cultivate future leadership
   a. Provide a robust leadership ballot for members
      i. Organize awards
      ii. Connect with students
   b. Mentor emerging leaders to take on leadership roles
   c. Increase Board communication

4. Advocate for key food, nutrition and health initiatives
   a. Partnerships with like-minded advocacy groups

5. Empower members to succeed in a rapidly changing and competitive environment
   a. Provide 3 mini-symposiums for the 2019-2020 year
      i. Hot topics: keto diet, CBD oil, oncology, leadership, culinary medicine
   b. Leverage virtual learning opportunities

6. Increase demand for services provided by members
   a. Reimbursement improvement opportunities
A Brief History of FAND

The Florida Dietetic Association (FDA) was founded in 1935 in Jacksonville, Florida, by twenty-four dietitians. They adopted a constitution and voted to affiliate with the American Dietetic Association (ADA) now known as the Academy of Nutrition and Dietetics (AND). FDA formerly changed its name to the Florida Academy of Nutrition and Dietetics (FAND) August 2013.

May Tracy, Food Service Director at Florida State University for Women (now Florida State University) was the first president. Miss Tracy later went on to become the twenty-second president of AND in 1938-1939. At this time three other FAND members have gone on to become president of AND: Nancy Wellman, PhD, RD, FADA in 1989, Judy Rodriguez, PhD, RD, FADA, LD/N in 2010, and Lucille Beseler, MS, RDN, LDN, CDE, FAND in 2016.

Milestones

1935 | FDA (now FAND) was established with twenty-four members
1940 | First FAND newsletter
1940 | Became a supporting organization of the Florida Statewide Public Health Committee
1940 | First statewide conference was held at Florida State College for Women (now Florida State University)
1942 | The Florida governor issued a proclamation calling for the observance of Nutrition Week
1949 | The newsletter is renamed the “Orange Blossom”
1950 | The Association Reserve Fund was $38.12
1952 | The AND conference was held in Miami
1964 | The St. Petersburg Dietitians started Dial-A-Dietitian
1970’s | FAND Central Office was established in Orlando
1973 | The first Executive Director was hired
1973 | The first FAND Bylaws were drafted
1980’s | State districts were established
1981 | FAND membership reached over 1,400
1984 | The first legislative consultant was hired
1984 | Tallahassee Headquarters was established
1998 | First Strategic Plan was developed
1999 | The FAND Foundation was established
2001 | The first monthly “President’s Update” was published
2003 | Awarded “Association of the Year” by the Tallahassee Society of Association Executives
2005 | Online Diet Manual was published
2006 | RD Legislative Consultant Position was established
2006 | FAND Reserve Fund is over $80,000
2006 | FAND operating expenses are over $350,000
2006 | FAND membership is over 3,200
2006 | Legislative Workshop for students is established
2007 | The first Board of Directors retreat was held
The Strategic Plan was rewritten
FAND Headquarters’ staff increased to include a 35 hour/week bookkeeper and a 32 hour/week administrative assistant in addition to the full time executive director.
FAND Annual Symposium exhibits reach 107
Second Affiliate Membership established
2008
Subscriber status was established
2009
Latino Food Lover’s Glossary was published
2010
First Diversity Task Force was established
Website was redesigned
75th Anniversary Issue of Focus was printed
Facebook page was established
Building Fund was established
2011
FAND members were invited to First Lady Michelle Obama’s “Let’s Move” first anniversary event held in Orlando
2014
Florida licensure law challenged by alliance for natural Health FAND negotiated with the Academy for funding to hire a lobbying group
The Advocacy Group (TAG) was retained by the Academy to represent FAND
2015
FAND introduced amendments to the licensure law to allow dietitians to be privileged to write diet orders as well as recognize the CNS and Diplomat exams to satisfy the licensure exam requirement
FAND website redesigned and new logo adopted
2016
Video newsletters initiated by the FAND president, a you tube video regarding the diet manual was created and midyear meetings were held in Hollywood, Jacksonville and Lakeland
Efforts to defeat the passage of a licensure bill by the Diabetes Educators were successful
Efforts Begun to Reorganize Districts
2017
Mid year (mini symposiums) continue in Orlando and Jacksonville
First FAND fundraising Soiree held in conjunction with Florida FANS 2017
The Advocacy Group Contract cancelled due to financial concerns
Diabetes Educator bill defeated again
District Task Force Established
2018
Advocacy Group Contract Reinstated for the 2018 Legislative Session
Bill introduced to change Practice Act to title act by Representative Gonzalez (Defeated)
Deposition regarding Lawsuit Against Florida Surgeon General/Dietetic Practice Act conducted in Gainesville
Strategic Plan and Organizational Chart revised
Gail Kauwell Scholarship established
2019
Lawsuit decided in our favor
Districts consolidated into 7 regions
Headquarters consolidated from 4 offices to 2
Staff hours reduced
The Advocacy Group contract put on hold
Healthcare Communities Manual published
FAND and District Membership

AND members who select Florida as their affiliate are automatically considered members of FAND. A percentage of AND dues comes back to Florida for each member with a Florida address. Currently, FAND has 2,800+ members. Membership in the district associations is voluntary, but requires AND membership. District membership usually requires an additional membership fee determined by the district. Currently, there are 7 districts. Please refer to the FAND website for the current district map.

In an effort to increase membership and revenue FAND established a Second Affiliate Membership program. Any Academy member who is affiliated with another state who would like to keep up with nutrition happenings in Florida can join FAND as a Second Affiliate. The fee for this membership is $35. It entitles the person to FAND email blasts, state listserve information, access to the Member’s area on the website, state newsletters and mailings. Membership applications are on the web site.

Each district has a board of directors who manage the affairs of their members, as well as other activities aimed at promoting good nutrition to the public. Each district is represented by its president as a voting member of the Administrative Council (AC).
FAND Headquarters

Since 1988 FAND has maintained a physical presence in the state capitol of Tallahassee. Today the FAND headquarters is staffed by:

Christine Stapell, Executive Director (cstapell@eatrightflorida.org)
Cindy Crisp, Bookkeeper (ccrisp@eatrightflorida.org)
Jacque Mitchell, Administrative Assistant (jimitchell@eatrightflorida.org)

In addition, FSU students rotate through FAND headquarters assisting with a variety of projects.

The FAND Headquarters contact information is:

Florida Academy of Nutrition and Dietetics
PO Box 12608
Tallahassee, FL 32317-2608
(850) 386-7818
info@eatrightflorida.org

Currently, FAND contracts with an accounting service, a Diet Manual Editor and Webmaster.

RJS Accounting Services, LLC prepares tax returns, W2’s, W3’s and 1099’s. They work closely with the FAND Bookkeeper.

Diet Manual Editor is Catherine Christie, PhD, RDN, LDN, FAND. The Editor is responsible for ongoing review and update of the diet manual. The online manual is updated at least quarterly and the print copy every two years.

The Webmaster is Creative People Consulting, Inc. They are responsible for maintaining our website and diet manual along with headquarter staff Cindy Crisp and Jacque Mitchell.

www.eatrightflorida.org

All BOD members should regularly visit the website and provide feedback to FAND Headquarters on content. All committees should have up to date information posted. Please review the sections for areas within your responsibility.
The FAND Foundation

The Florida Academy of Nutrition and Dietetics Foundation (FANDF) supports our scholarship program as well as any other charitable activities approved by the board. The Silent Auction at the Annual Meeting is our major fundraising activity each year and is under the direction of the Executive Director.

Financial Planner – Pamela Ghezzi with the GCWM Advisors in Altamonte Springs, FL manages the FANDF account. The Treasurer maintains liaison with the Financial Planner.

Tax Exemption Classification

FAND is classified as a 501© (6) non-profit trade organization. This allows the organization to engage in unrestricted lobbying and political activities.

FAND Foundation (FANDF) is classified as a 501 © (3) non-profit organization. This is an educational/charitable organization. This status allows for all contributions to be tax deductible.

The FAND and the FANDF maintain separate budgets and separate financial accounts.
Board of Directors (BOD)

The BOD is the governing body of FAND. It is comprised of seven members elected by the membership. The positions include: President, President-elect, Treasurer, Secretary, Chair of District Presidents, Chair of Delegates, and Member-at-Large.

The Executive Director of FAND and a president-appointed mentor serve as ex officio members of the BOD. They do not have voting privileges. The president only votes in the case of a tie. There are no proxy votes on the BOD.

The BOD usually meets three times during the operating year. The schedule for the 2019-2020 operating year is:

- September 13-14: Kickoff Meeting at Hyatt Regency Orlando
- February 23-24: BOD/Committee Chairs Meeting in Tallahassee
- July 10: BOD/District President’s Boca Raton Resort & Club

The purpose of the BOD is to determine administrative policies, manage the property and activities of the association and correlate the association’s program of work with that of its affiliated districts and AND. It will consider business recommended by the Administrative Council (AC) and established committees. The BOD is obligated to act on all proposals. The BOD makes all final decisions for the organization and controls its budget.

BOD Ethics (Responsibility and Accountability)

Of particular concern for all not-for-profit organizations is its ethical governance. Both the policies you set and the leadership behavior you display will determine the perception of ethical operations of the association as a whole. Practices that may generally be acceptable in a business setting may not be considered ethical for a not-for-profit organization. Board members who may not be aware of these areas may unknowingly cross ethical boundaries.

Although there are many reasons volunteers choose to serve on the board, many want to serve because they strongly believe in the mission of the organization and desire to further its cause. Individuals also serve because of what is referred to as “enlightened self interest”, in that they believe in the organization, but also want to gain personal benefits. Ethical issues and conflicts of interest usually arise when the wish for personal gain is the driving force. However, ethical issues can also arise through actions or lack of actions unbeknownst to board members. Areas of potential ethical problems can occur when board members do not meet expected standards. Board members are expected to:

- Display loyalty to the organization and its members
- Avoid conflicts of interest that would result in direct or indirect gain to a board member due to actions
or decisions requiring Board authority such as a Board member, close friend or family member receiving a contract with the organization or assisting a third party dealing with the organization resulting in preferential treatment.

- Deal with staff, the public, clients and peers fairly
- Not use individual authority
- Foster positive relationships among the members and staff
- Maintain confidentially of Board business

In addition, as a Board member you are expected to:
- Attend all Board and AC meetings and functions
- Be aware of the organization’s mission, policies, services and programs
- Be prepared for Board meetings by reviewing agenda and supporting materials prior to the meeting
- Offer to take on special assignments
- Support fundraising activities
- Promote the organization to others
- Recruit future leaders of the organization through mentoring
- Remain current in the field
- Refrain from making special requests from staff
- Be competent in reviewing financial statements
- Listen, analyze, comment and work creatively and harmoniously with other Board members

Being elected to the FAND Board of Directors attests to the confidence and trust your peers have in you. In this position you will have many challenges to deal with; just remember: “The assumption in the law is not that you must make the correct decision, but that you make the decision correctly.”
Administrative Council (AC)

The AC consists of the seven members of the BOD the Presidents from each of the active districts, and the second delegate. The Executive Director serves as an ex-officio member of the AC.

Committee Chairs, other liaisons and members may be invited to the AC meetings at the discretion of the President. FAND members are welcome to attend AC meetings but participate only at the discretion of the President and do not hold voting privileges.

The AC usually meets twice a year. This year the meetings are scheduled:

- September 13-14: Hyatt Regency Orlando
- July 10: Boca Raton Resort & Club

The purpose of the AC is to develop and adopt objectives, set priorities, and implement programs and maintain fiscal accountability as directed by the Board to further the objectives of the Association.

Activities of the Association are discussed and fiscal reports are given at the Council meetings. The Council may make motions to present as recommendations to the Board. Only AC members have voting privileges for AC business, but the President only votes in the event of a tie. The Ex-officio does not vote. A proxy may participate in meetings as long as the President has received the written proxy notice in advance.
Committees

FAND has a committee structure established in order to carry out the work of the organization. Chairs of these committees are appointed by the President-elect. Committee chairs often serve for multiple years, but there is no assumption of intent from year to year. It is only by the request of the President-elect that a Chair continues to serve.

Board members assume responsibility for oversight of assigned committees. They will form a liaison relationship with the assigned committee(s) and are expected to make formal committee reports at each Board meeting. The Committee Chair is expected to work through their oversight Board member.

Committee Chairs are encouraged to recruit committee members and function as a committee. The President may be able to help with recommending committee members.

Please refer to the FAND Dropbox or Members website at www.eatrightflorida.org for:

- FAND organizational chart
- Position Descriptions
- Committees and Committee Chairs
- Districts and District Presidents
- Updated Strategic Plan
- Financial planning policies, procedures, and forms
- FAND Bylaws
Conducting Business

Business meetings are conducted both live and online via email and Dropbox. All meetings will be chaired by the President. A quorum (2/3’s of the members) is required to conduct business therefore the expectation is for all Board members to make every effort to attend all meetings.

In the event you are not able to attend a meeting the following is required:
1. Have all assignments completed.
2. Prepare a written report to be submitted at the meeting.
3. Arrange to talk with the President prior to the meeting to discuss your report.

Consent Agenda
In order to make the best use of everyone’s time, a consent agenda is used. A consent agenda allows items to move freely to a vote without further discussion. Items needing further discussion are placed back into the agenda. This can be accomplished by request of either a Board member or the President.

Motions
The business of the organization is accomplished via motions. A motion is a formal step to introduce a matter for consideration by a group.

Motions during a LIVE meeting:
- Any member of the Board, except the President, may make a motion.
- The motion needs to be clear and inclusive.
- Once a motion has been made there is no other discussion until a second is made.
- Once the second has been made then the discussion can ensue until all have had their say.
- Once the President has determined the discussion is complete, she/he can call for a vote OR the topic may be “tabled” for further discussion later. A motion that has been “tabled” must be revisited at a later time.
- The Secretary must record the motion as well as who made it. She/he must also record the results of the vote and any pertinent discussion.

Motions during an online meeting:
The rules of business are the same whether live or online however all Board members must be clearly on record for ending their discussion, therefore, send an email if you have “no discussion” or if you have completed your discussion state “no further discussion”. Also, please, hold your vote until called for by the President!