

AGENDA



BOARD OF DIRECTORS MEETING FEBRUARY 16, 2022 | 5:30 PM CST

<https://us06web.zoom.us/j/88985612274?pwd=QU9KSlh1Yis3cXplRjBjMHphK2ZnUT09>

- I. 5:30pm Call to Order
- II. Roll Call - Membership Roster - pg. 2
- III. 5:30pm Executive Director's Review - pg. 3-4
- IV. 5:45pm Kim Hemphill Community Engagement Manager at Unite US
- V. 6:00pm Executive Session
- VI. 6:15pm Mission Moment - [NDMOM Video](#)
- VII. 6:20pm Old Business
 - A. 2022 Plan - pg. 5-6
 - B. 2022 Budget - pg. 7
 - C. 2022 Officer Elections - Nominating Committee
- VIII. 6:45pm Reports
 - A. Staff
 - B. Members-at-Large & Partners
 - C. Programs
 - i. Kids Without Cavities - Brush-It! Pilot - pg. 8
 - ii. Bright Futures in Dentistry - 2021 Report & Recommendations - Chanel - pg. 9-15
 - iii. Friendraising - Giving Hearts Day - Kami - pg. 16
 - D. Executive Committee
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary - 12/08/2021 Minutes - pg. 17-20
 - iv. Treasurer - Financial Reports & Accounts' Totals - pg. 21-26
- IX. 7:00pm New Business
 - A. Board Officer Elections Policy - Nominating Committee - pg. 27-28
 - B. Board Term Limits (Bylaws for Reference) - Nominating Committee - pg. 29-33
- X. Next Steps
- XI. 7:15pm Adjourn

2022 Board of Directors Roster

Bylaws: Any board member joining after July 9, 2019 shall not exceed 3 [4] consecutive 3-year terms... Current board members as of July 9, 2019 shall be grandfathered into serving terms based on their desired length of service not to exceed 6 [12] consecutive years... The number of board members shall not exceed 15 members with up to 4 of those 15 being from non-dental-related industries... All Executive Board Terms shall consist of 2 years.

Chair, Executive Board

Dr. Rob Lauf
Goose River Dental
12 Broadway N. #305
Fargo, ND 58102
701.261.5974
drroblauf@gmail.com
2nd Exec Term: 2018 - 2021
Max Board Term: 2015 - 2027

Vice Chair, Executive Board Bylaws & Policy Committee Chair

Dr. Kristin Kenner
Kenner Family Dentistry
PO BOX 220
Devils Lake, ND 58301 701.351.3331
kristinkenner@gmail.com
3rd Exec Term: 2020 - 2023
Max Board Term: 2015 - 2029

Treasurer, Executive Board Finance & Investment Chair Grantmaking Committee Chair

Dr. John Clayburgh
Spectra Health - Dental
1900 13th Ave NE
Grand Forks, ND 58201
218.791.3640
jclayburgh1@msn.com
3rd Exec Term: 2019 - 2022
Max Board Term: 2015 - 2028

Secretary, Executive Board Nominating Committee Chair

Carla Schneider
Mark W Nelson Dentistry
PO Box 1193
Hettinger, ND 58639 701.928.1275
carlaschneider@me.com
3rd Exec Term: 2020 - 2023
Max Board Term: 2015 - 2029

Member-at-Large, Exec Board

Mike Kudrna
New Vision Dental Creations, Inc.
402 14th Ave NE
Jamestown, ND 58401
701.320.5072
mike@daktel.com
2nd Exec Term: 2018 - 2021
Max Board Term: 2015 - 2027

Member-at-Large, Exec Board

Luke Trapp
Patterson Dental
403 11 1/2 St NW
Valley City, ND 58072
701.212.8105
Luke.Trapp@pattersondental.com
1st Exec Term: 2018 - 2021
Max Board Term: 2015 - 2029

Director

Shelly Peterson
ND Long-Term Care Association
1900 North 11th St.
Bismarck, ND 58501
701.220.1992
shelly@ndltca.org
2nd Term: 2018 - 2021
Max Board Term: 2015 - 2027

Director

Bright Futures in Dentistry Chair
Chanel Malone
ND State College of Science
800 6th St. N.
Wahpeton, ND 58076
701.866.3151
chanel.malone@ndscs.edu
2nd Term: April 2019 - April 2022
Max Board Term: 2016 - 2028

Director

**Friendraising Committee Chair
ND Mission of Mercy Vice Chair**
Dr. Kami Dornfeld
Sincere Smiles Williston
2120 8th Ave East
Williston, ND 58801
701.770.2329
kamidornfeld@gmail.com
1st Term: July 2019 - July 2022
Max Board Term: 2019 - 2028

Director

Kids Without Cavities Chair
Dr. Chris Schmaltz
Northern Lights Dental Fargo
325 Liberty LN
Horace, ND 58047
701.799.4898
docschmaltz@nldentalfargo.com
1st Term: July 2019 - July 2022
Max Board Term: 2019 - 2028

Director

1 Million Brushes Chair
Brenna Lindemoen
Patterson Dental
4821 45th St S
Fargo, ND 58104
701.261.2104
Brenna.lindemoen@gmail.com
1st Term: May 2020 - May 2023
Max Board Term: 2020 - 2029

Advisor, NDDoH Ex-Officio





Cheri Kiefer
ND Department of Health - OHP
600 E. Boulevard Ave., Dept. 301
Bismarck, ND 58505
701.328.4930
ckiefer@nd.gov

Executive Director, Ex-Officio

Mike Little, MBA
4141 28th Ave S
Fargo, ND 58104
701.610.0571
mike@niddental.org

Vacancies:

- Dental Rental Chair
- Director
- Director
- Director

Status	Description	Assignment	Goal Due Date	Progress	Details
Board Management					
	Create and implement 28/28 non-negotiable board policies (Duty of obedience, duty of loyalty, and duty of care) as recommended by High Impact Board Training.	Mike	4/30/2021	Did not achieve goal	Have generic policies ready, just need to use NDDF language & pass through committee.
	Coordinated Executive Committee's BFID decisions.	Mike	Oct - Dec	Completed	
Financial & Asset Management					
	Manage budget monthly.	Mike	Monthly	Completed	Behind in monthly financials.
Friendraising (Since 2018 we've increased total fundraising by 166% from \$17,734 to \$47,197).					
	Launch 2x / month video newsletter for "Friends of the Foundation"	Mike	4/1/2021	Completed	Sent first email newsletter on 3/26/2021.
	Conduct statewide engagement tour with 100 individuals to build personal relationships with dental community and program beneficiaries as measured by Board Friendraising Chair.	Mike	6/30/2021	Completed	Visited with at least 102 dental professionals across ND. One visit resulted in a \$1,000 gift.
	Raise funds through Giving Hearts Day.	Mike	2/11/2021	Completed	From 2019-2021 we increased dollars raised by: \$13,041, \$22,310, & \$27,530
	Host NDDA President's Mixer party.	Mike	9/16/2021	Completed	From 2019 - 2021 (skipped 2020) dollars raised when from \$13,726 to \$15,752.
	Partnered with the Barry Foundation, PaY program at Fargo North to raise funds for IMB.	Mike	5/11/2021	Completed	Received \$1,000 grant.
Strategy Development & Impact Evaluation					
	Co-Host a State Oral Health engagement meeting .	Mike	5/6/2021	Completed	
	Conduct social media survey of kidswithoutcavities.com campaign.	Mike	2/26/2021	Completed	No survey participation. Learned about what to do differently next time.
	Conduct Feedback survey from engagement tour	Mike	12/31/2021	Completed	
	Forge close community relationships.	Mike	12/31/2021	Completed	Mike has become involved in: Eastern ND AHEC as Board Chair, Fargo Gateway Lions Club 2nd Vice Chair, FarGo Givers, FMWF Chamber 2021 Leadership Program.
	Launch online clothing store with ShirtsFromFargo	Ashley	5/7/2021	Completed	
Administrative Oversight					
	Hired and on-board summer intern (Marlee Louden).	Mike	6/30/2021	Completed	



2021 REVIEW

Status	Description	Assignment	Goal Due Date	Progress	Details
↑	Hire and on-board Executive Administrator (Kelsey Beyer).	Mike	8/9/2021	Completed	
↑	Partnered with Emerging Prairie's Emerging Digital Academy to custom code a dental rental web app.	Ashley	4/30/2021	Completed	
Program Management					
↑	1MB: Give away a total of 70,000 toothbrush kits.	Kelsey	12/31/2021	Completed	We co-hosted a toothbrush kit packing event with Patterson Dental.
↓	Bright Futures in Dentistry: Increase # of licensed DAs from 687 to 700 as measured by NDBDE.	Mike	12/31/2021	Did not achieve goal	Recruited DAs in Bowman at the T4 Conference. Total 2021 licensed DAs = 678
↑	Bright Futures in Dentistry: Provide reimbursement for at least 6 chairside-trained dental assistant requests.	Mike	12/31/2021	Completed	Reimbursed 6 total requests for DANB prep & exams.
↑	ND MOM: On Oct 1-2, we provided 703 dental visits, 395 fillings, 753 extractions, and 45 interim tooth-replacement appliances. The value of this care totaled \$556,480.	Mike	10/3/2021	Completed	
↑	Dental Rental: Recruit at least four dentists to develop new pathways to provide charitable dental care as measured by NDDF's Board Charity Care Chair.	Mike	11/30/2021	Completed	LegacyChildren's Foundation 8/4/21, Dr. Crystal Schmidt 6/24/21, Dr. Nick Dorsher 4/30/2021, & Dr. Carrie Orr.
↑	Kids Without Cavities: Develop a new kids oral health education exhibit with Gateway to Science.	Mike	12/31/2021	Completed	
↑	Grantmaking: Manage gifts to Apple Tree Dental, Family Healthcare, & Dental Lifeline Network.	Mike	12/31/2021	Completed	



2022 Q1 PLAN

Status	Description	Assignment	Due Date	Progress	Updates
Board Management - Establish baseline of at least 90% on a board satisfaction survey by 3/31/2022.					
	Convene Board Policy Committee to update all board policies to match HIB training.	Mike	3/31/2022		
	Convene Board Policy Committee to review Bylaws.	Mike	3/31/2022		
	Draft New Board Member Onboarding Packet.	Mike	3/11/2022		
	Build the Bench of Potential Board Members and Future Board Leaders.	Mike	2/25/2022		
	Set all 2022 Board Meetings and Sub-Committee Meetings.	Kelsey	2/20/2022		
Financial & Asset Management - Maintain 100% of budgeted contribution margin by 12/31/2022.					
←	Apply for at least one grant to support a NDDF program.	Mike	3/31/2022	2/11/2022	Applied for a DTA Foundation grant of \$125,000 to develop high school DA curriculum.
←	Prepare for Accountant Sandy's retirement.	Mike	2/18/2022		
Friendraising - Increase funds raised from \$47,000 to \$57,00 by 12/31/2022.					
→	Increase Giving Hearts Day fundraised dollars from \$27,000 to \$30,000 by 2/11/2022	Mike	2/11/2022	2/11/2022	Raised \$21,380 on GHD.
	Plan VIP Social in Fargo for Q2 (in future: GF, Minot, & Bismarck)	Kelsey/Mike	3/31/2022		
→	Increase Giving Hearts Day Employee Matching Sponsors from 7 to 14	Mike	2/11/2022	2/11/2022	Recruited only 6 GHD Employee Match Sponsors
	Fully implement and use DonorDock CRM	Kelsey	1/31/2022		
	Create new handout materials for Engagement Meetings.	Kelsey	3/11/2022		
Strategy Development & Impact Evaluation - Host a board retreat to create 3-year strategic plan by 5/31/2022.					
	Co-Lead OHC Access Subgroup to: Conduct a landscape assessment to assess access to oral health services in ND.	Mike	3/31/2022		Planning with Bobbie Will & NDOHC
	Conduct statewide survey among Friends of the Foundation.	Mike	3/11/2022		
	Collect patient stories to provide anecdotal evidence of impact.	Kelsey	3/31/2022		



2022 Q1 PLAN

Status	Description	Assignment	Due Date	Progress	Updates
	Map the Impact Value Chain for each NDDF program.	Mike	3/31/2022		
Administrative Oversight - Create a volunteer program with quarterly engagement activities by 12/31/2022.					
	Post for a fellow/intern position.	Kelsey	3/31/2022		
	Chair Eastern ND Area Health Education Center Board and serve on HOSA committee.	Mike	3/31/2022		
↑	Fully utilize Asana.com for all project and Getting Things Done boards.	Kelsey/Mike	1/15/2022		
	Organize and declutter all digital files.	Kelsey	2/28/2022		
	Update all information on nddental.org, ndmom.org, and Facebook.com	Kelsey	3/31/2022		
Program Management - Ensure program excellence as measured by Board Dashboard by 12/31/2022.					
	Bright Futures in Dentistry: Create custom "Intro to Dental Careers" curriculum for high schools.	Mike	3/31/2022		
	Bright Futures in Dentistry: Explore feasibility of supporting Minot DA program with a capital campaign.	Mike	3/31/2022		
↑	Bright Futures in Dentistry: Create "hands-on" dental careers kit and have dental practices use in high school career fairs to target Sophomores.	Mike	3/31/2022	2/9/2022	Assembled kit for Northern Cass Scrubs camp sched 2/11/22, but rescheduled.
	ND Mission of Mercy: Wrap up reporting to sponsors & granting agencies.	Mike	2/28/2022		
	Dental Rental: Plan a Q2 outreach dental event in a rural location (Hazen or Northern Cass).	Mike	3/31/2022		
	Kids Without Cavities: Pilot "Brush-It" program in Eagles & Jefferson Elementary Schools.	Mike	3/31/2022		Videographer & singer/song-writer secured.
	1 Million Brushes: Plan a Q2 Toothbrush Drive across ND.	Kelsey	3/31/2022		
	Grantmaking: Promote NDDF grantmaking cycle deadline of March 1st to drive at least 5 applications.	Kelsey	2/28/2022		

North Dakota Dental Foundation
Operating Budget for Year Ending December 31, 2022

DRAFT (2/16/22)

	2021 Budget	2021 Est. Actual	2022 Draft Budget
Revenues and Other Support			
Investment Income, Gains, and Losses			
Dividends	\$ 3,000.00	\$ 5,341.79	\$ 3,000.00
Interest	1,000.00	756.37	1,000.00
Realized Gains (Losses), net	1,000.00	5,145.03	1,000.00
Investment Management Fees	(1,200.00)	(1,366.43)	(1,200.00)
Change in Unrealized Gains and Losses	13,000.00	24,506.80	13,000.00
Total Investment Income, Gains, and Losses	<u>16,800.00</u>	<u>34,383.56</u>	<u>16,800.00</u>
Contributions and Other Income			
Gifts and Contributions	-	23,150.98	-
Net Assets Released from Restrictions			
For Operations	198,082.00	218,035.75	255,221.85
For ND Mission of Mercy	115,000.00	108,871.54	-
For Kids without Cavities	13,000.00	4,582.00	-
For 1 Million Brushes	-	-	-
For Bright Futures in Dentistry	28,000.00	2,392.43	-
For Dental Rental	3,000.00	-	-
Membership Dues	5,000.00	3,965.00	-
Miscellaneous Income	-	2,800.00	-
Gifts in Kind Revenue - MOM	60,000.00	-	-
Total Contributions and Other Income	<u>422,082.00</u>	<u>363,797.70</u>	<u>255,221.85</u>
		-	
Total Revenues and Other Support Without Donor Restrictions	<u>438,882.00</u>	<u>398,181.26</u>	<u>272,021.85</u>
Expenses			
Purchased Services - Employee Comp	136,745.00	123,499.70	154,620.00
Purchased Services - Accounting	13,200.00	13,200.00	13,200.00
Postage and Copying	300.00	714.68	800.00
Professional Development	500.00	1,460.00	1,000.00
Fundraising	1,000.00	2,557.43	2,500.00
Grants/Charitable Gifts/Scholarship Expense	19,462.00	19,562.00	20,000.00
Bank Service Fees	-	-	-
Memberships, Dues, and Subscriptions	850.00	1,609.63	1,200.00
Mileage	-	869.46	-
Meetings	2,000.00	1,422.82	2,000.00
Board Retreat	3,000.00	-	2,000.00
Recognition	250.00	107.77	200.00
Program - Kids Without Cavities	13,000.00	18,333.62	3,500.00
Program - 1 Million Brushes	-	-	10,000.00
Program - ND Mission of Mercy	115,000.00	108,871.54	-
Program - Gift in Kind Expense - MOM	60,000.00	-	-
Program - Bright Futures in Dentistry	28,000.00	14,942.23	15,000.00
Program - Dental Rental	3,000.00	-	3,000.00
Maintenance - Computer and Website	300.00	112.83	300.00
Minor Equipment	-	227.92	-
Travel and Education - Staff	4,000.00	4,158.11	4,000.00
Professional Fees	3,275.00	6,449.27	3,275.00
Marketing	5,000.00	3,392.10	6,126.85
Supplies	500.00	408.57	500.00
Insurance	1,200.00	1,482.00	1,500.00
Occupancy	6,500.00	10,500.00	10,500.00
Depreciation	33,877.78	32,305.11	9,625.82
Total Expenses	<u>450,959.78</u>	<u>366,414.71</u>	<u>264,847.67</u>
	<u>\$ (12,077.78)</u>	<u>\$ 31,766.55</u>	<u>\$ 7,174.18</u>
Revenues less investment revenues, net			\$ 255,221.85
Expenses less depreciation			<u>255,221.85</u>
Balance			<u>\$ -</u>



VIDEO STORYBOARD

Video: Brush-It!

Scenes: Castle

Actors: Dragon, Fairy Godmother (FGM), kids, & James Bergman

Vibe: Fast-paced, quick transitions, upbeat tempo, magical

BRUSH-IT!

[A dragon is in his lair feeling sorry for himself for not being at the royal party]



[There is a party off screen]

Dragon: Boy I wish I was at the royal party with everybody. Too bad I can't join them.

[In pops Fairy Godmother FGM]



Dragon: Whoa! It's my Fairy Godmother!

FGM: Did somebody say they want to go to a party?

Dragon: Yeah, I want to go, but I can't.

FGM: Why not child?

Dragon: Because the King & Queen say that my breath is too strong.

FGM: We can fix that!

Dragon: How?!

FGM: With good brushing habits! Ally-ka-zam!

[A brush-it kit magically pops into Dragon's mouth.]

Dragon: That's fire!

[Dragon looks into kit, then looks at FGM]

Dragon: What do we do next?

[In pops James Bergman]



Dragon & FGM: Whoa! It's singer/songwriter James Bergman!!!

James: Hey guys, let's... Brush-It!

[James sings a song as the dragon + kids brush teeth]:

If you wanna have clean teeth then 'don't you dare rush it
What you got to do is take 2 ' minutes so you can brush it

Take your tooth/brush out and then you get set

To turn on the water so that you can make it wet

Take your tooth/brush out and put on toothpaste

Don't use too much because you don't want it 'to go to waste.

Place that toothbrush on your teeth like you should

And you brush it, brush it real good.

Start at the top with big circles all around
So that every single one of the sugar bugs can be found.

Now keep it going and take it to the side
We're going to find them in all of the places that they could hide.

Now keep going on the top and the sides
the way you should
And then brush it, brush it real good.

Now take your toothbrush and work the bottom
Of your teeth and be happy and celebrate that you got 'em.
And when you're done with that, start working the inside
So when it's time for you to smile, you can smile wide.

And then the next thing your toothbrush has to do

is brush on part of your teeth you use to chew.

And after that you'll wanna brush off your tongue

And get out the floss to finish what you've done.

Dragon: My breath is fresh and my teeth feel great! I want to do that again!

FGM: You can! Brush your teeth at least twice a day for 2 minutes over the next month, and you will become...

Brush-It! Royalty!

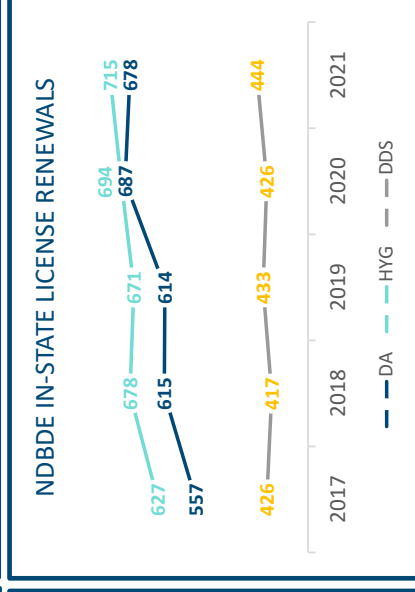
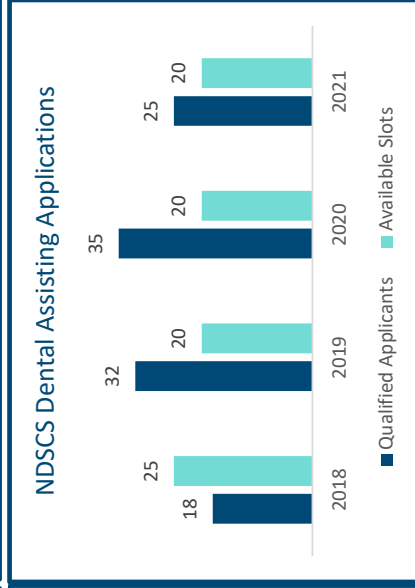
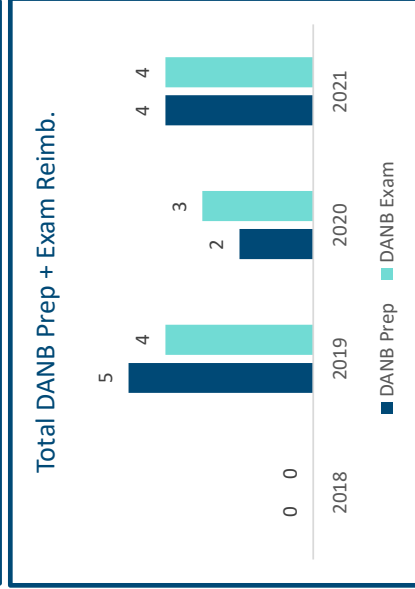
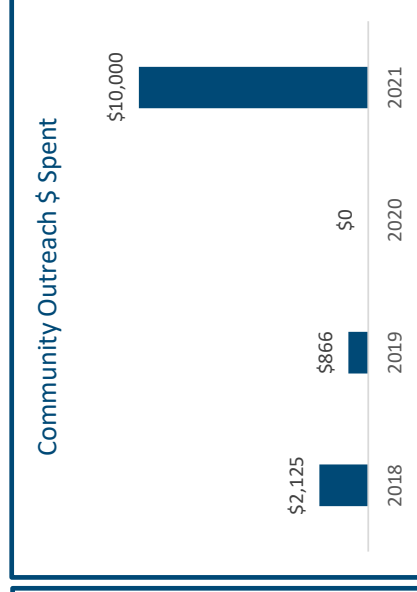
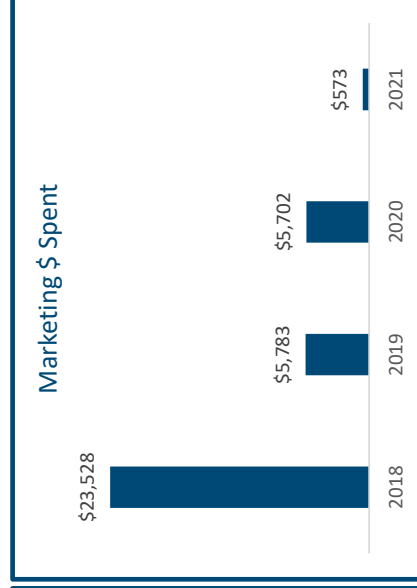
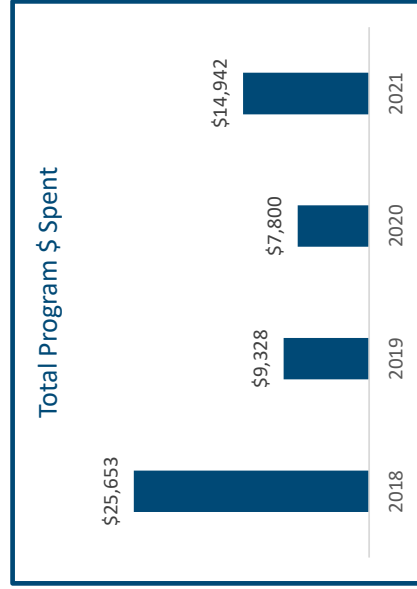
[FGM magically pops a crown onto Dragon's head].



Dragon: Thanks FGM now I can go to the royal party!

FGM: Now it's your turn kids. Let's Brush-It!

[End: James Bergman's song plays during credits.]



Bright Futures in Dentistry is a program supported by: North Dakota Dental Foundation, North Dakota Dental Association, & North Dakota State College of Science. Discover more at: brightfuturesindentistry.com.

MINUTES

North Dakota Dental Foundation
Bright Futures in Dentistry Committee
January 17, 2022 | 5:30 PM CST

<https://us02web.zoom.us/j/9175589974?pwd=bms3MjN4d2oxVVVuK3BieEFhcWRIQT09>

- I. Call to Order - 5:31 PM
- II. Roll Call - Chanel Malone, Carla Schneider, Kami Dornfeld, & Mike Little
- III. Approve Minutes - The 4/16/2021 committee minutes were approved as distributed without any objections.
- IV. New Business (Recommendations to NDDF Board)
 - a. Skills USA Sponsorship - This program is geared toward high school students choosing tech careers. Mike is waiting on an event sponsorship proposal from Tracy Becker, ND Career & Technical Education Trade, Industry, Technical & Health Sciences Education Supervisor.
CONSENSUS - Mike will share more details when he receives them.
 - b. HOSA Sponsorship - HOSA is a high school organization geared toward promoting health careers. NDDF sponsored the ND HOSA Leadership Conference last year at the Gold level and plan to do that again this year in March. The gold-level sponsorship price doubled from \$1,000 to \$2,000, but we are grandfathered in to the \$1,000 amount this year.
CONSENSUS - NDDF shall pursue this sponsorship opportunity.
 - c. ND Job Service - Mike presented to all ND Job Service Workforce Innovation and Opportunity Act - On the Job Training Directors. They said they would share our bright futures information with their outlets and we can share their resources on our website too:
<https://www.jobsnd.com/job-seeker/training-opportunities>
CONSENSUS - NDDF shall place a link to ND Job Service on the Job Training materials on: brightfuturesindentistry.com.
 - d. Dakota College of Bottineau in Minot - Discussion was held as to where this program is at with progress on starting a school and raising funds. Mike shared that the college's leadership is looking to create an advisory board. Chanel shared that we wished this school would have partnered with NDSCS which could have reduced their total funding needs. Mike shared that NDDF currently does not have the resources (people or money) to serve as the primary capital campaign fundraiser for this new school.
CONSENSUS -NDDF shall maintain communication with the school's leadership through Mike to update the NDDF board and BFID committee on progress and potential future funding needs.

MINUTES

- e. Be More Colorful Proposal – The committee reviewed a proposal from Matt Chaussee to create a virtual experience for a job-seekers to see what it’s like inside a dental practice. A dental practice in Devils Lake is using this technology.
CONSENSUS – Do not purchase Be More Colorful’s serves for NDDF and do not promote on brightfuturesindentistry.com.
 - f. Golden Path Solutions Partnership – The committee reviewed information from Patrick Mineer on this company which connects high school students to possible actual careers to start straight out of high school. While there may be a benefit for schools and individual employers to sign up for this service, NDDF does not seem to have a clear role with it.
CONSENSUS – Do not purchase membership/products from Golden Path Solutions and do not promote on brightfuturesindentistry.com.
 - g. DANB Reimbursement Request
CONSENSUS – Approve full DA Chairside-training prep/exam reimbursement request of \$484.10 to Jordyn Hofland.
 - h. High School Curriculum
 - i. DANB Support Request – Review Laura Skarnulis Email – Carla shared that NDDF should pause on this until the ND Board of Dental Examiners votes on the QDA hours and DANB’s Entry Level Dental Assisting (ELDA) programming requirements.
CONSENSUS – NDDF shall maintain a connection with DANB to share NDDF programs to fulfill community service activities for ND students and decline all other DANB requests for funding: (\$40,000 for skill sheets & instructor guides, program fees \$1,500 per student, & outreach efforts to promote ELDA).
 - ii. New Custom High School Curriculum – Mike and Chanel brainstormed the idea of creating NDDF-owned curriculum to be used by high school students through ND Career & Technical Education virtual programs and centers. We would need to determine the total credits/time for the curriculum, what the curriculum would cover, how much time would be spent within a dental clinic, & who would serve as the industry mentor.
CONSENSUS – Chanel will talk with her new VP at NDSCS mid-February 2022 about including this in the Fargo Career Center. Mike will connect with Tracy Becker at ND CTE to look into how to create virtual CTE curriculum & see if grant funding is available to hire a dental professional to oversee a virtual offering. Mike will then prepare to post for someone to develop the curriculum.
- V. Next Steps – Committee shall meet again late February/early April 2022.
- VI. Adjourn – 6:59 PM

Application: 22_-0000000456

Mike Little - mike@nddental.org
DTA Foundation Grants

Summary

ID: 22_-0000000456
Status: Preliminary Application Process Review
Last submitted: Feb 11 2022 06:06 PM (CST)

Application Form

Completed - Feb 11 2022

Proposal Summary

Organization Name

North Dakota Dental Foundation

Contact Information

Name:	Michael Little
Title:	Executive Director
Phone:	701-356-3132
Email:	mike@nddental.org

Projected Budget Total (tentative estimate OK at this point)

\$ 225000

DTA Foundation portion of budget

\$ 125000

[CLICK HERE](#) to read the preliminary proposal guidelines and criteria for instructions and funding restrictions.

Project Title: (one sentence)

Leveraging Dental Curriculum in High Schools to connect with local dental professionals and empower spreading oral health education into elementary schools.

Impact of Project (the demographic or community served and the potential reach of project): (one sentence)

113,858 students are enrolled in public school k-12 in North Dakota in the 2021-2022 school year.

How does this project broaden awareness of oral health care's impact on overall health and/or increase access to oral health care? (one sentence)

By incorporating this message into the high school dental class curriculum & then being shared by these high-schoolers with with elementary students.

How will DTA Foundation funding be used? (One sentence or list)

Curriculum development, 1st year new state-wide oral health CTE-online educator position (linked to this initiative & not already budgeted), materials, & travel

Have you been awarded DTA Foundation Grant monies before? If so, please list when and what project(s). (One sentence or list)

No

Why is this project scalable (able to be replicated in other parts of the country)? (One sentence)

The curriculum developed and the structure for mobilizing high school students to educate elementary students can also easily be scaled to any public school.

How will this project be sustainable (able to attract long term funding or sustain operations)? (one sentence)

After a proof of concept there could likely be state CTE dollars to support a dental professional to oversee the online program.

What makes this project innovative compared to similar projects (why and how is it different from other existing programs)?

This project employs a multiplier effect by connects high school students closely to local dental professionals & empowers them to spread key oral health messages to elementary school students.

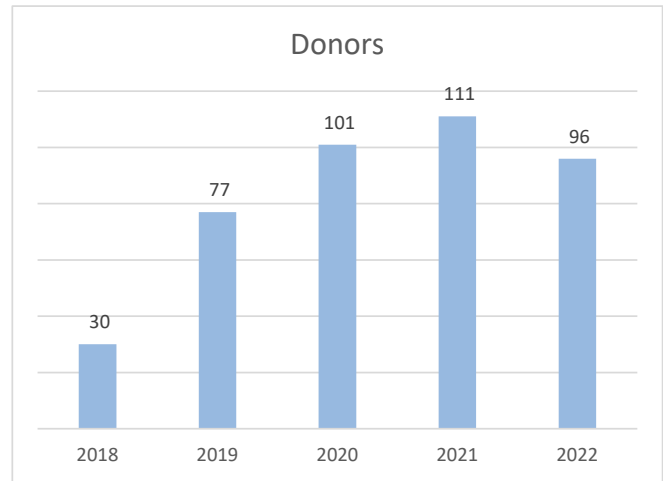
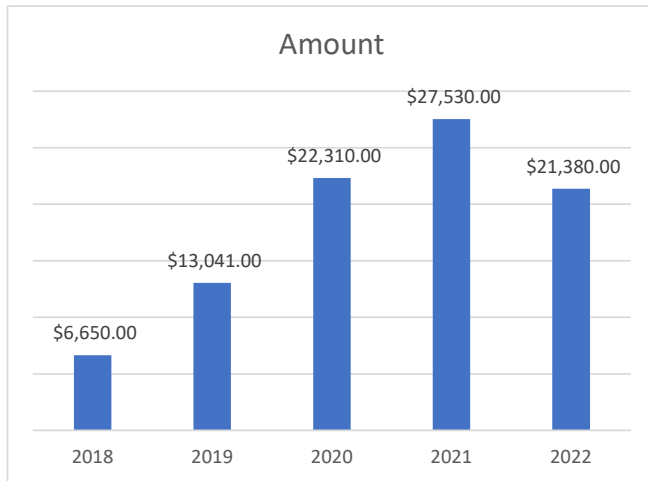
Please list any currently planned or active partnerships / collaborations for this project.

Active partnerships include: The North Dakota Dental Association and the North Dakota State College of Science. Together with these two organizations, the North Dakota Dental Foundation has formed a program called Bright Futures in Dentistry (brightfuturesindentistry.com) which focuses on recruiting high school students into dental careers, increasing licensed dental assistants in ND by reimbursing Dale Foundation prep courses and DANB exams, & reimbursing professionals for attending high school career fairs.

Planned partnerships include: North Dakota Career and Technical Education to create a new course that would be available to students online, North Dakota Department of Public Instruction, North Dakota Area Health Education Center, ND Job Service, & local dental professionals in each city with a participating high school.

Giving Hearts Day 2022 Analysis - NDDF

Year	Amount	\$ Change	% Change	Donors	Goal	Goal Var	Match
2018	\$ 6,650.00			30			\$ 4,000.00
2019	\$ 13,041.00	\$ 6,391.00	49%	77	\$ 10,000.00	\$ 3,041.00	\$ 4,000.00
2020	\$ 22,310.00	\$ 9,269.00	42%	101	\$ 20,000.00	\$ 2,310.00	\$ 4,000.00
2021	\$ 27,530.00	\$ 5,220.00	19%	111	\$ 25,000.00	\$ 2,530.00	\$ 9,518.18
2022	\$ 21,380.00	\$ (6,150.00)	-29%	96	\$ 30,000.00	\$ (8,620.00)	\$ 8,450.00



- Weakness One major donor gave \$3,000 less in 2022 than 2021.
- Weakness We raised \$1,068.18 less in general match sponsorships.
- Weakness We recruited one less employee match sponsor than last year.
- Weakness Didn't utilize volunteers or board enough to make personal asks via social media, emails, or phone.

- Strength After accounting for the first 3 weaknesses, only \$701.82 is left unexplained as a variance from 2021.
- Strength Good utilization of match among match for Badger Dental, Hagen Dental, & Northern Lights Dental.
- Strength Kelsey organized a good social media presence the week of GHD.
- Strength Called donors who gave last year, but not this year & resulted in 27 more donations valued at \$2,685.

- Opportunity Raise general match sponsorships among businesses who would like to connect with dentists.
- Opportunity Personally connect with those who visited with us during summer engagement tour
- Opportunity Utilize ND MOM volunteer list to reach out.

Board of Director's Meeting

December 8th, 2021

<https://us06web.zoom.us/j/86295295316>

- I. Call to order by Rob at 6:04pm
- II. Roll Call - Carla Schneider, Chanel Malone, John Clayburgh, Shelly Peterson, Brenna Lindemoen, Brent Homan, Kami Dornfeld, Kristin Kenner, Rob Lauf, Cheri Kiefer, Luke Trapp, Chris Schmaltz, Mike Little, and Kelsey Beyer
Rob transferred the meeting over to Vice Chair Kristin to run the meeting.
- III. Executive Session
- IV. Reports
 - A. Executive Committee Reports:
 - i. Chair – none
 - ii. Vice Chair – none
 - iii. Secretary - Motion to approve April 26th, 2021 Board of Directors Special Meeting – motion made by John and seconded by Carla – **MOTION CARRIED.**
 - iv. Treasurer – John reported
 - a. John stated – our goal is to provide significant charitable grants –currently we target \$15,000 – thinking for the Foundation to up the yearly dollar amount to \$75,000 – the grant committee will be presenting this I the future for the board to consider.
NDDF Account Balances 12/8/21:
 - Endowment - \$9,443,551.89
 - Wealth MGMT - \$343,832.23
 - ICS Interest - \$301,328.92
 - Checking - \$97,582.85
 - B. Report from Cherie Kiefer – Oral Health Program
 - i. In the process of writing a grant for HRSA- 32 states will be awarded a grant in the amount of \$400,000 yearly between September 2022 and August 2026. The grant is due the end of January 2022 – she thanked Mike for his help on the grant proposal and also Brent for the connection with Marsha K and the Red River Valley project. She mentioned the following projects: Dr. Jackie Nord - dental school students; build a recruitment base; reciprocity agreements with area states for ND dental students; replicate Red River Valley Access Program in other areas of our state; training in long term care facilities; dental provider for the Lakota Nursing home; expand acceptance of Medicaid.

MINUTES

C. Programs

- i. 1 Million Brushes – Kelsey Reported
 - a. Kelsey: Packed 16,704 kits to be donated to the Great Plains Food Bank – packed at Patterson Dental - ran out of brushes.
 - b. Mike – Thank you Kelsey, Brenna, Luke and Leah Dalton (Patterson) –many community members volunteered for the project. Great turn out!
- ii. Kids without cavities – Mike reported
 - a. Mike - He and Chris came up with an idea – presenting to Eagles Elementary and Jefferson Elementary about 60 students per school. The FMWF Chamber Leadership program approved this as their CCI project.
- iii. Bright Futures in Dentistry – Chanel Reported
 - a. DANB is not going to be expanding their pilot program for dental assistants and is unsustainable at this time.
 - b. Looking at a high school program for dental assisting class -use a CTE program – Tracy Becker is the contact person – there are virtual options.
 - c. Mike reached out to job service – on-the-job training programs – will be presenting to job service. Program expansion into Minot – cost estimates \$700,000 - \$2,000,000.
 - d. We still have dollars available for the DANB/DALE exams, courses and testing. Forms are on the website.
- iv. Outreach - Dental Rental & ND MOM
 - a. Dental Rental - equipment has been used through seal ND program – we are under budget for use of dental rental.
 - b. ND Mission of Mercy – Mike reported
 - i. Mike reported on final totals of \$113,865 and possibly (only) \$400 over budget.
 - ii. The video – voice over by Dr. Seeley and video by DMF will be placed on the website – ndmom.org
 - iii. Brent thanked the following for their participation and dedication to the success of the 2021 ND MOM. Luke and Patterson Dental; Carla, Kami, Kelsey, Chanel and her sister Sydney and their mother as well as the dental hygiene students.
- v. Friendraising – Kami & Mike Reported
 - a. Annual fund raiser was very successful.
 - b. Our next fund raiser is the Giving Hearts Day on February 11, 2022. Last year we had 7 dental practices that matched their employees giving of at least \$10. Hoping to obtain more this year.
 - c. Dollars for doers program through Patterson Dental– use as match dollars for Giving Hearts Day.

MINUTES

d. Possibly come up with a goal for giving amount – 2021 \$27,000.00 raised for Giving Hearts Day.

vi. Grantmaking – John reported

a. Made one grant this past spring– Apple Tree Dental – endodontic handpiece

D. Staff

i. Mike stated that he serves as chair for the eastern ND Area Health Education Center, they're the parent organization that oversees HOSA which is the health occupations, occupation services of America group who is related to high schools and finding health careers. Haven't made an ask from them yet, but we did connect with the career technical education groups and they have the Skills USA Program.

ii. Skills USA program – Mike states he asked for sponsorship information about their events as well to connect to the high school level. Looking into career options and how to connect with T4 trades. In presenting in Bowman we saw the high school sophomores are the key group to make career presentations.

V. New Business

A. Affirm email vote – Grantmaking Committee Recommendations

i. Motion to affirm the email vote to approve the Donated Dental Services program

a. Dental Lifeline – headquartered in Denver, CO – they have 109 dentists in North Dakota that provide 'free' dental care to patients.

b. Grant made \$5,712 – purposes of Laboratory fees the state – not for administrative use – they have not accepted this grant.

c. Mike is in communication with the Dental Life Line staff – they are grateful for the award of \$5,712. Although stated there's an increased need for funding to cover lab expenses. They are hoping that more volunteer labs will be able to donate this year. The budget provided with the proposal projected \$1,000 to adequately serve the lab needs of the 73 patients who they will serve this year.

d. Motion made by Rob and seconded by Kristen to remove the stipulation made on the initial vote, **MOTION CARRIED.**

B. Nominating Committee Recommendation

i. Motion to extend an invitation to Lyndsie Jo Gryskiewicz as a new board member to the Foundation made by Carla and seconded by Brent – **MOTION CARRIED.**

C. 2022 plan and 2022 budget presentation

MINUTES

- i. Motion to table the 2022 plan and budget – moved by Kami and seconded by Carla – **MOTION TABLED.**

D. 2022 Executive Committee Elections

- i. Move to have a policy and procedure for the nominated to help clarify the nominating committees roll.
- ii. Motion to table by Kami and seconded by Rob – **MOTION TABLED.**

VI. Next steps

- A. Have a poll sent out for our next board meeting the end of January 2022.

VII. Adjourned

Account Balances as of 2/15/2022

NDDF

Wealth Management	\$325,346.77
ICS Treasury	\$301,431.27
<u>Checking</u>	<u>\$82,919.04</u>
Total	\$709,697.08

DMF

DMF Endowment	\$9,009,179.67
---------------	----------------

North Dakota Dental Foundation
Statements of Financial Position
October 31, 2021 and 2020

DRAFT

Notes	2021	2020
ASSETS		
Current Assets		
1 Cash Checking - Bell State Bank	\$ 161,044.99	\$ 61,594.36
2 Treasury ICS - Bell State Bank	244,946.40	343,957.27
3 Prepaid Expenses	-	11,000.02
Total Current Assets	405,991.39	416,551.65
4 Equipment, Net	14,809.18	48,377.94
5 Board Designated Funds		
Cash and Cash Equivalents	56,333.00	56,333.00
Long-Term Investments	343,271.04	285,212.90
Total Board Designated Funds	399,604.04	341,545.90
Total Assets	\$ 820,404.61	\$ 806,475.49
LIABILITIES AND NET ASSETS		
Current Liabilities		
6 Accounts Payable	\$ 41,380.67	\$ 40,292.87
Bell Bank Credit Card Payable	110.25	83.40
7 Deferred Grant Revenue - Dental Rental	-	10,703.50
Total Current Liabilities	41,490.92	51,079.77
Long-Term Liability		
8 Pledge Payable - Gateway to Science	37,750.91	37,750.91
NET ASSETS		
Without Donor Restrictions		
9 Change In Net Assets Without Donor Restrictions	457,035.10	437,937.05
	34,156.28	(12,640.68)
	491,191.38	425,296.37
With Donor Restrictions		
10 Restricted - Future Operations	208,209.59	149,436.25
10 Restricted - ND Mission of Mercy	36,768.11	142,506.72
10 Restricted - Dental Rental	10.00	-
10 Restricted - Kids Without Cavities	2,983.70	-
10 Restricted - Bright Futures in Dentistry Initiative	2,000.00	405.47
Total Net Assets	741,162.78	717,644.81
Total Liabilities and Net Assets	\$ 820,404.61	\$ 806,475.49

North Dakota Dental Foundation
Notes to Statements of Financial Position
October 31, 2021 and 2020

DRAFT

STATEMENTS OF FINANCIAL POSITION:

1. **Cash Checking – Bell State Bank**—funds held in checking account for funding ongoing operations.
2. **Treasury ICS – Bell State Bank**—consists of an Insured Cash Sweep (ICS) account. Funds in the account are placed at multiple banks across the ICS network in amounts that stay within the FDIC deposit insurance limit (\$250,000) at each bank, thus allowing the Foundation to be eligible for total amounts of deposit insurance that are greater than the traditional FDIC limit for any one bank. The ICS account is also an interest-bearing account.
3. **Prepaid Expenses**—Prior to October 1, 2021, amount consisted of event venue deposit for Mission of Mercy 2021 (\$11,000) which was held in October 2021.
4. **Equipment, Net**— consists of the following:

	October 31,	
	2021	2020
Dental equipment, computers, and website	\$ 161,137	\$ 162,167
Less: Accumulated depreciation	(146,328)	(113,789)
Equipment, Net	\$ 14,809	\$ 48,378

5. **Board Designated Funds**— consists of funds designated by the Board for future projects, including \$15,000 for Mission of Mercy events, as well as operating and programming needs, and growth of the Foundation. Long-term investments are held with Bell Wealth Management.
6. **Accounts Payable** – Consists of payables to Dakota Medical Foundation for third quarter management services (\$33,275); Milestone Electric LLC for electricity at Mission of Mercy site (\$2,168); Face & Jaw Surgeons, PC for volunteer at Mission of Mercy hotel room reimbursement (\$218); Impact Foundation for videography work at Mission of Mercy (\$5,540); Henry Schein for Mission of Mercy supplies (\$180).
7. **Deferred Grant Revenue – Dental Rental (formerly NDDH Teledentistry)** – the Foundation was awarded a grant from the North Dakota Department of Health (NDDH) totaling \$43,874 in September 2017. The Foundation recorded the grant amount as a receivable and deferred revenue. In November 2017, the Foundation was advanced the full grant amount from NDDH. In December 2020, the Foundation recorded grant revenue and reduced deferred grant revenue for qualifying expenditures made by the Foundation.
8. **Pledge Payable – Gateway to Science** – Represents amount pledged and not yet paid to Gateway to Science for its capital campaign. The Foundation has pledged \$10,000 per year over a five-year period. The first \$10,000 installment was paid in September 2020. The pledge payable has been discounted to present value using a discount rate of 4%. The Foundation made a \$20,000 payment on the pledge in November 2021.
9. **Change in Net Assets Without Donor Restrictions** – difference between unrestricted Revenues and Expenses – results of unrestricted operations.
10. **Net Assets With Donor Restrictions** - net assets whose use by the Foundation has been limited by donors to a specific time period or purpose. Net assets with donor restrictions are limited for the following purposes:
 - Future Operations – represents the unspent amount received from the DMF NDDF Endowment Fund and donor restricted contributions for operations of the Foundation.
 - ND Mission of Mercy – restricted for future two-day free dental clinic events.
 - Dental Rental – restricted for providing portable equipment for dental outreach.
 - Kids Without Cavities – restricted for improving oral health habits of kids to create a #CavityFreeND.
 - Bright Futures in Dentistry Initiative – restricted for the reimbursement of individuals who pass the exam and become certified as a dental assistant. 2

North Dakota Dental Foundation
Statements of Activities
Ten Months Ended October 31, 2021 and 2020

Ten Months
 Ended
 October 31, **DRAFT**

Notes	Ten Months Ended October 31, 2021			2021 Annual	Ten Months Ended October 31, 2020	
	Actual	Budget	Variance	Budget		Actual to PY
	Change in Net Assets Without Donor Restrictions					
	Revenues and Other Support					
	Investment Income, Gains, and Losses					
	Dividends	\$ 3,790.36	\$ 2,500.00	\$ 1,290.36	\$ 3,000.00	\$ 4,335.60 \$ (545.24)
	Interest	699.93	833.30	(133.37)	1,000.00	129.06 570.87
	Realized Gains (Losses), net	3,447.03	833.30	2,613.73	1,000.00	(595.10) 4,042.13
	Change in Unrealized Gains and Losses	25,179.57	10,833.30	14,346.27	13,000.00	9,135.89 16,043.68
	Investment Management Fees	(1,130.81)	(1,000.00)	(130.81)	(1,200.00)	(984.03) (146.78)
1	Total Investment Income, Gains, and Losses	31,986.08	13,999.90	17,986.18	16,800.00	12,021.42 19,964.66
	Contributions and Other Income					
	Gifts and Contributions	22,526.95	-	22,526.95	-	790.00 21,736.95
2	Net Assets Released from Restrictions:					
	For Operations	151,663.18	144,680.35	6,982.83	198,082.00	165,262.19 (13,599.01)
	For ND Mission of Mercy (MOM)	114,548.40	115,000.00	(451.60)	115,000.00	1,831.05 112,717.35
	For Kids without Cavities	1,598.30	10,814.00	(9,215.70)	13,000.00	9,950.00 (8,351.70)
	For Bright Futures in Dentistry	430.47	23,323.00	(22,892.53)	28,000.00	- 430.47
	For Dental Rental	-	2,457.00	(2,457.00)	3,000.00	- -
	For Equipment	-	-	-	-	920.00 (920.00)
3	Membership Dues	3,965.00	4,168.00	(203.00)	5,000.00	2,600.00 1,365.00
	Miscellaneous Income	2,800.00	-	2,800.00	-	- 2,800.00
	Gifts in Kind Revenue - MOM	-	60,000.00	(60,000.00)	60,000.00	- -
	Total Contributions and Other Income	297,532.30	360,442.35	(62,910.05)	422,082.00	181,353.24 116,179.06
	Total Revenues and Other Support Without Donor Restrictions	329,518.38	374,442.25	(44,923.87)	438,882.00	193,374.66 136,143.72
	Expenses					
4	Purchased Services - Employee Compensation	85,666.20	94,686.35	(9,020.15)	136,745.00	75,935.66 9,730.54
5	Purchased Services - Accounting	9,900.00	9,900.00	-	13,200.00	9,900.00 -
	Postage and Copying	485.09	225.00	260.09	300.00	177.60 307.49
	Professional Development	1,460.00	419.00	1,041.00	500.00	- 1,460.00
	Fundraising	2,557.43	836.00	1,721.43	1,000.00	10.00 2,547.43
6	Grants/Charitable Gifts/Scholarship Expense	13,850.00	16,218.00	(2,368.00)	19,462.00	59,956.16 (46,106.16)
	Bank Service Fees	-	-	-	-	78.00 (78.00)
	Memberships, Dues, and Subscriptions	1,246.78	708.00	538.78	850.00	794.37 452.41
	Mileage	869.46	-	869.46	-	225.40 644.06
	Meetings	1,294.48	1,668.00	(373.52)	2,000.00	259.26 1,035.22
	Board Retreat	-	2,500.00	(2,500.00)	3,000.00	- -
	Recognition	107.77	206.00	(98.23)	250.00	143.40 (35.63)
	Kids Without Cavities Initiative	2,516.28	10,814.00	(8,297.72)	13,000.00	9,950.00 (7,433.72)
	ND Mission of Mercy	114,548.40	115,000.00	(451.60)	115,000.00	1,831.05 112,717.35
	Gifts in Kind Expense - MOM	-	60,000.00	(60,000.00)	60,000.00	- -
	Bright Futures in Dentistry Initiative	12,980.27	23,323.00	(10,342.73)	28,000.00	7,349.89 5,630.38
	Dental Rental	-	2,457.00	(2,457.00)	3,000.00	920.00 (920.00)
	Maintenance - Computer and Website	81.49	250.00	(168.51)	300.00	132.20 (50.71)
	Minor Equipment	227.92	-	227.92	-	- 227.92
	Travel and Education - Staff	4,371.11	3,333.00	1,038.11	4,000.00	1,457.80 2,913.31
	Professional Fees	3,628.77	2,729.00	899.77	3,275.00	961.29 2,667.48
	Marketing	3,299.33	4,166.00	(866.67)	5,000.00	1,256.57 2,042.76
	Supplies	408.57	416.00	(7.43)	500.00	969.59 (561.02)
	Insurance	866.00	1,000.00	(134.00)	1,200.00	858.00 8.00
7	Occupancy	7,875.00	5,420.00	2,455.00	6,500.00	4,875.00 3,000.00
8	Depreciation	27,121.75	28,230.00	(1,108.25)	33,877.78	27,974.10 (852.35)
	Total Expenses	295,362.10	384,504.35	(89,142.25)	450,959.78	206,015.34 89,346.76
	Change in Net Assets Without Donor Restrictions	\$ 34,156.28	\$ (10,062.10)	\$ 44,218.38	\$ (12,077.78)	\$ (12,640.68) \$ 46,796.96

North Dakota Dental Foundation
Notes to Statements of Activities
Ten Months Ended October 31, 2021 and 2020

DRAFT

STATEMENTS OF ACTIVITIES:

1. **Investment Income, Gains and Losses**—consists of interest and dividend income (\$4,490), realized gains (net) (\$3,447), and change in unrealized gains and losses (\$25,180), less investment management fees (\$1,131).
2. **Net Assets Released from Restrictions**—represents net assets released from restrictions for certain program expenditures from the Future Operations Fund (\$151,663), for Mission of Mercy (\$114,548), for Kids Without Cavities (\$1,598), and for Bright Futures in Dentistry (\$430).
3. **Membership Dues**—Membership dues are collected from NDDA members. During the renewal process, members are encouraged, but not required, to make a recommended donation of \$50 to the Foundation.
4. **Purchased Services-Employee compensation**—costs include salaries and benefits of the Executive Director, Operations Specialist, and Intern. Benefits include payroll taxes, health, dental and vision insurance, and pension (salaries and benefits are billed quarterly by Dakota Medical Foundation).
5. **Purchased Services - Accounting**—fees paid to Dakota Medical Foundation for accounting and financial reporting services (billed \$3,300 per quarter in 2021).
6. **Grants/Charitable Gifts/Scholarship Expense**—consists of grants made to Apple Tree Dental for expanding dental access (\$2,250) and Family Healthcare Center for mobile unit equipment (\$11,000). Also includes a scholarship given to NDSCS Foundation for dental assisting (\$500) and a donation to the Red River Valley Dental Access Project (\$100).
7. **Occupancy**—represents the Foundation’s cost-share for office space at Dakota Medical Foundation (billed quarterly by Dakota Medical Foundation).
8. **Depreciation**—useful life of dental equipment is five years. Useful lives for computers and the website are three years.

North Dakota Dental Foundation
Statements of Cash Flows
Ten Months Ended October 31, 2021 and 2020

DRAFT

	2021	2020
Operating Activities		
Changes in net assets	\$ 33,192.16	\$ 155,278.01
Adjustment to reconcile changes in net assets to net cash from (used for) operating activities	.	
Depreciation	27,121.75	27,974.10
Proceeds from sale of equipment	800.71	-
Net unrealized and realized (gains) and losses on investments	(28,626.60)	(8,540.79)
Changes in operating assets and liabilities		
Accounts receivable	-	333.00
Prepaid expenses	11,000.00	(0.02)
Accounts payable (including credit card payable)	(2,925.05)	6,897.51
Deferred grant revenue - Dental Rental	-	(920.00)
Net Cash From (Used For) Operating Activities	40,562.97	181,021.81
Investing Activity		
Decrease (increase) in long-term investments	(2,636.86)	(3,190.36)
Purchase of equipment	-	(1,029.49)
Net Cash From (Used For) Investing Activities	(2,636.86)	(4,219.85)
Financing Activity		
Increase (decrease) in pledge to Gateway to Science	-	37,750.91
Net Change in Cash, Cash Equivalents, and Restricted Cash	37,926.11	214,552.87
Cash, Cash Equivalents, and Restricted Cash, Beginning of Year	424,398.28	247,331.76
Cash, Cash Equivalents, and Restricted Cash, End of Year (1)	\$ 462,324.39	\$ 461,884.63

(1) Includes Cash - Checking, Treasury ICS, and Cash and Cash Equivalents in Board Designated Funds

Undesignated Cash and Cash Equivalents		
Cash, cash equivalents, and restricted cash above	\$ 462,324.39	\$ 461,884.63
Less: Deferred revenue, net of applicable receivable	-	(10,703.50)
Less: Accounts payable and credit card payable	(41,490.92)	(40,376.27)
Less: Pledge payable to Gateway to Science	(37,750.91)	(37,750.91)
Less: Restricted for Mision of Mercy	(36,768.11)	(142,506.72)
Less: Restricted for Dental Rental	(10.00)	-
Less: Restricted for Kids Without Cavities	(2,983.70)	-
Less: Restricted for Bright Futures in Dentistry	(2,000.00)	(405.47)
	341,320.75 *	230,141.76 *
Less: Cash included in Board designated funds	(56,333.00)	(56,333.00)
Less: Restricted for future operations	(208,209.59)	(149,436.25)
Net Undesignated Cash and Cash Equivalents	\$ 76,778.16	\$ 24,372.51

Estimated Days Cash on Hand based on actual expense to date - formula below	<u>386.8</u>	<u>394.3</u>
$\frac{\text{Cash and Cash Equivalents}^*}{(\text{Total Expenses} - \text{Depreciation} - \text{Gifts in Kind Expense})/\text{number of days to date}}$		
Estimated Days Cash on Hand based on annual budget - formula below	<u>348.9</u>	<u>250.9</u>
$\frac{\text{Cash and Cash Equivalents}^*}{(\text{Budgeted Expenses} - \text{Depreciation} - \text{Gifts in Kind Expense})/365 \text{ days}}$		

POLICY



POLICY: **Officer Elections**
Approved by: **NDDF Board of Directors**
Approved on: **Draft**
Reviewed: **02/16/2022**

1. Introduction

Officers of the Executive Committee of the North Dakota Dental Foundation (NDDF) Board of Directors are to be elected by the NDDF board membership as prescribed in the NDDF Bylaws Article III, Section 1. Officers. *“The officers of the Foundation, shall be elected by the Board of Directors, and shall include a President, Vice-President, Secretary, Treasurer and two at-large members All officers of the Foundation shall exercise such powers and perform such duties as shall from time to time be determined by the board of directors.”*

This procedure document provides the specifics of the NDDF Election Procedures and expresses the intent of the Executive Committee to conduct fair and open elections. This document serves as a guide on election procedures, that should be updated and passed on to new Officers of the Executive Committee, and is not meant to be interpreted as rules for conducting NDDF elections.

2. General Provisions

Elections are to be held every year. According to NDDF Bylaws Article III, Section 2. Election. *“The officers of the Foundation shall be elected at the annual meeting of the Board of Directors, and each such officer shall hold office until their successor has been duly elected and qualified, or until their death, resignation, or removal.”*

The NDDF President will request the NDDF Board Nominating Committee Chair to conduct the election in accordance with NDDF Election Procedures. The Nominating Committee Chair will report to the President on the progress of the election procedure. When the election process is complete, the Nominating Committee Chair will report the results to the President and the President will seek certification of the results by majority vote of the NDDF Board of Directors membership.

3. Election Process

The election process involves soliciting nominations, constructing a final slate of candidates, submitting the slate to the membership for voting, and tallying and reporting the election results. Conducting the election is the responsibility of the Nominating Committee Chair.

POLICY

4. Solicitation of Nominations

The election process begins with the Nominating Committee Chair soliciting nominations for the positions to be elected as specified in the NDDF Bylaws Article III, Section 1. A call for nominations will be prepared by the Nominating Committee Chair that describes the positions to be elected, general procedure for forming the slate from the list of nominees, and any applicable special circumstances. The solicitations should include the names of current and continuing Executive Committee Members, as appropriate, to avoid nomination of the continuing members.

Each Individual Member of the NDDF Board of Directors, in good standing, may submit one nomination for each position to be elected.

5. Slate of Candidates

The Nominating Committee Chair shall determine the final slate of candidates in accordance with the NDDF Election Procedures and present the final slate to the Nominating Committee for voting.

6. Voting

The Nominating Committee shall vote on the slate of candidates and pass along a recommendation to the NDDF Board of Directors membership for final voting. Each Individual Member of the NDDF Board of Directors, in good standing, may cast one vote for each position to be elected. The Board Secretary shall tally the votes and report to the President the election results. The President will seek certification of the results by majority vote of the Board of Directors and announce the certified results to the membership.

**BY-LAWS
OF
THE NORTH DAKOTA DENTAL FOUNDATION**

ARTICLE I

NAME, PURPOSE, MISSION AND 501(c)(3)

The name of this corporation is “The North Dakota Dental Foundation”, hereinafter referred to as Foundation. The purposes for which Foundation was formed are stated in the Articles of Incorporation: “To improve the oral health of all North Dakotans”. The mission of the Foundation is to “Improve access to care, the education of the dental workforce, and the prevention of dental disease in North Dakota”. The Foundation shall operate as a non-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II

BOARD OF DIRECTORS

1. The Executive Board shall nominate candidates for positions on the Board of Directors
2. The number of members on the board of directors shall not exceed 15 members with up to 4 of those 15 being from non-dental-related industries
3. Directors shall be elected at the annual meeting and shall hold office for a term of three years or until their successors are elected and qualified. Any board member joining after July 9, 2019 shall not exceed three consecutive three-year terms. To be elected, a Director must receive a majority of the votes cast. At the 2014 election of the Board of Directors, up to seven Directors shall be elected to one-year terms (who will be able to serve up to four additional full terms if elected); up to seven directors shall be elected to two-year terms (who will be able to serve up to four additional full terms if elected); and up to seven Directors shall be elected to a normal three-year term (who will be eligible to serve a maximum of four terms if elected).
4. In the event of a Director vacancy, the remaining Directors may elect a successor to serve the unexpired term of the departing Director.
5. Directors may serve without salary or other compensation, but by resolution the Directors, may allow expenses of attending meetings. Nothing herein contained shall be construed to preclude any director from serving the Foundation in any other capacity and, receiving compensation therefore.
6. There shall be an annual meeting of the Directors which shall occur at such time as the Directors may determine. Notice of the meeting shall be provided to the Directors at least ten day in advance and may be provided electronically or by mail. A quorum is established with a majority of the Directors present.
7. Meetings of the Board of Directors may occur at such times and at such places, as the Executive Board deems appropriate. The President may call a special meeting of the Directors for any purpose upon notice given three days in advance of the meeting; said notice shall contain a statement if

amendments to the Articles of Incorporation or the By-Laws will be considered.

8. Any Director may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified. Failure to attend two successive meetings without prior approval by the President shall constitute defacto resignation.
9. Any member of the Board of Directors may be removed from the Board, with or without cause, by a two-thirds majority of the Board of Directors.
10. Regular meetings of the Board of Directors shall take place at such times and places designated by the Directors, provided that it meets no fewer than 2 times a year.
11. Special meetings of the Board of Directors may be called at the discretion of the President or by a majority of the Directors.
12. Current board members as of July 9, 2019 shall be grandfathered into serving terms based on their desired length of service, not to exceed six consecutive years

ARTICLE III

OFFICERS - officers, election, vacancies and compensation

- 1 Officers. The officers of the Foundation, shall be elected by the Board of Directors, and shall include a President, Vice-President, Secretary, Treasurer and two at-large members All officers of the Foundation shall exercise such powers and perform such duties as shall from time to time be determined by the board of directors.
- 2 Election. The officers of the Foundation shall be elected at the annual meeting of the Board of Directors, and each such officer shall hold office until their successor has been duly elected and qualified, or until their death, resignation, or removal.
- 3 Vacancies. A vacancy in any office may be filled by the Board of Directors in accordance with Section .1 hereof, and the officer so elected shall hold office until their successor is duly elected and qualified, or until their death, resignation, or removal.
- 4 Compensation. The officers of the Foundation shall be entitled to such compensation for their services as the Board of Directors may fix from time to time. Any officer who is also a director shall not be prevented from voting as a director in determining the compensation to be paid to them as an officer.

ARTICLE IV

COMMITTEES

1. Committees may be formed from the membership by the executive board to serve ad hoc duties.
2. These committees may include but are not limited to Nominating, Investment, By-laws, Fund-raising, Education, and Access to Care

ARTICLE V

OFFICER DUTIES -Enumeration, Election and Terms, Resignation and Removal, Vacancies, and Compensation

1. President of the Board of Directors. The President of the Board of Directors shall preside at all meetings of the Board of Directors and shall perform such duties as shall be designated by the Board of Directors from time to time. The President shall have the power to call meetings subject to the provisions of these bylaws. The President shall nominate committees and respective chairpersons, subject to approval of the Board. The President shall serve as an ex-officio member of all committees. In addition, the President shall have all other powers, duties, and responsibilities which may be delegated to the President by the Board. In general, the President shall perform all duties incident to the office of President and shall see that all orders and resolution of the Board of Directors are carried into effect.
2. Vice-President. The Vice-President shall, in the absence of the President or in the event of the President's disability, perform the duties and exercise the powers of the President and shall generally assist the President and perform such other duties and have such other powers as may from time to time by prescribed by the Board of Directors.
3. Secretary. The Secretary shall attend all meetings of the Board of Directors. In addition, the Secretary shall have all other duties, powers, and responsibilities that may be delegated by the Board of Directors.
4. Treasurer. The Treasurer shall attend all meetings of the Board of Directors. In addition, the Treasurer shall have all other duties, powers, and responsibilities that may be delegated by the Board of Directors.
5. At-Large. The At-Large members shall attend all meetings of the Board of Directors. In addition, they shall have all other duties, powers and responsibilities that may be delegated by the Board of Directors
6. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the Foundation would be served thereby, but such removal shall be without prejudice to any contractual rights of the officer so removed.

ARTICLE VI

EXECUTIVE BOARD

1. The Executive Board of the Foundation shall oversee and control the business and legal affairs of the Foundation and provide administrative oversight.
2. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past-President, and two Directors at-large elected by the Board of Directors. No more than two members of the executive board may be public members
3. All Executive Board terms shall consist of 2 years.
4. The Executive Board shall be elected by the Directors at its annual meeting. Elected Executive Board Members shall take office 30 days following the election.

5. Any Director may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified. Failure to attend two successive meetings without prior approval by the President shall constitute defacto resignation.
6. Executive Board members may be removed from office, with or without cause, by a two-thirds majority vote of the Board of Directors.
7. Vacancies shall be filled by vote of the Board of Directors for the unexpired term.
8. Regular meetings of the Executive Board shall take place at such times and places as shall be designated by the Board, provided that it meets no fewer than four times a year.
9. Special meetings of the executive board may be called at the discretion of the President or by a majority of the Executive Board.
10. Four members of the executive board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.
11. Voting by Executive Board on all matters, including the elections of directors and officers, may be conducted by mail or electronically.

ARTICLE VII

ADMINISTRATION, CONTRACTS, FINANCIAL TRANSACTIONS

1. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation, and in such manner as shall from time to time be determined by resolution of the Board of Directors
2. The accounts of the Foundation shall be reviewed annually by either a Certified Public Accountant or by any individual or committee which the Foundation Board deems appropriate. The appointment shall be made by President of the Board.
3. Whenever any notice is required by these by-laws to be given, personal notice is not meant unless express so stated; and any notice so required shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper, addressed to the person entitled thereto, at his last known post office address, and such notice deemed to have been given under these by-laws may be waived by the person entitled thereto.
4. The President and Treasurer shall be responsible for filing all necessary documents with state and federal agencies including the Domestic & Foreign Nonprofit Corporation Annual Report with the Secretary of State and the Federal 990 Non-profit report. This responsibility may be directed to the executive director by Executive Board resolution.

ARTICLE VIII

RECORDS

1. Until such time as directed to an executive director the financial and business record shall be kept by the treasurer and president respectively.

ARTICLE IX

FISCAL YEAR

1. The fiscal year of the corporation shall be January 1 through December 31.

ARTICLE X

DISSOLUTION

1. Dissolution of the NDDF shall be pursuant to Article XII of the Article of Incorporation.

ARTICLE XI

AMENDMENTS

1. These By-Laws may be amended by a majority vote of the Board of Directors provided the substance of the proposed amendment shall have been stated in the notice of the meeting.