

# West Virginia Board of Licensed Dietitians Minutes

***Board Meeting – August 11, 2015 at 5 p.m.***

723 Kanawha Blvd. East  
Room 105 – Union Building  
Charleston, WV

**Members Present:** Frank Markun  
Mary Kathryn Gould  
Grady Bowyer  
Margaret “Peg” Andrews  
Susan Arnold (by phone)  
Nancy Hill, Administrative Asst.

**Non-Members Present:** Richard McGinnis, WVAND Consumer Protection Coordinator

**Call to Order:** The meeting was called to order by Vice Chairman Frank Markun and a quorum was established.

**Special Recognition for Helen Lodge’s Years of Service:** This was the first Board Meeting since the death of Helen Lodge, who had helped create the Board in 1997 and had served as its chairman since that time. Helen’s unwavering dedication and service to the Board and the practice of dietetics was recognized by Frank and all those attending the meeting. Helen had received numerous local, state and national honors for her volunteer work in health and nutrition, the arts, education and humanitarian causes.

**Introduction of New Board Members:** Helen Lodge and Frank Markun had been working to have some new members appointed to the Board to fill vacancies, and Governor Tomblin had made these new appointments in early June. Frank welcomed these new Board members -- Grady Bowyer, Mary Kathryn Gould, Margaret “Peg” Andrews, and Susan Arnold. He then asked them and Nancy Hill, administrative assistant, to tell a little about themselves. After everyone introduced themselves, Frank moved that new officers be elected.

**Election of New Officers:** Suggestions were taken for the new chairman and Frank Markun stated that he would like to keep his position as vice chairman/CFO. Members agreed it was not necessary to continue publishing a newsletter, so it was not necessary to fill this position. The following officers were then elected:

Chairman - Grady Bowyer  
Vice Chairman/CFO - Frank Markun  
Audit Committee Chairman: Susan Arnold  
Secretary – Mary Katherine Gould

**Approval of Minutes:** Due to the illness and death of Helen Lodge, the minutes of the September 2014 Board meeting were not available. Frank said he would compile the minutes and share them with Board members.

**Treasurer’s Report:** Frank Markun presented a brief Financial Report which the members approved.

**Annual Audit:** Plans were discussed for the Annual Audit with the new chairman Susan Arnold, who will present the findings at the Board's next meeting.

**New/Renewed and Provisional Licensees:** The Board approved 10 new licenses, renewed 10 licenses, and changed 1 licensee from provisional to active status.

**Updates to Website:** Nancy Hill reported on the steps she has taken to help clarify the verification process on the website and the other updates that need to be made to the website to make the application process easier. Grady Bowyer stated he would plan to meet with Phil White at the Treasurer's office to go over all the changes that need to be made to the website and sign a contract for the work to be done.

**Other Database Changes:** Grady Bowyer and Nancy Hill discussed the need to make the renewal process easier. Grady said he would ask Phil White in the Treasurer's Office to make it possible to download the database in an Access format in addition to the Excel format, and make other changes to simplify the renewal process.

**Information from Other States:** Richard McGinnis said he would be happy to put Board members in touch with other states if we had questions concerning how they handle various processes. The Board members thanked him for this offer

**Filing of the Annual Report:** A 2014 Annual Report has not been filed and Grady Bowyer said he would do what he could to create the report.

**Newsletter:** During discussions earlier in the meeting about the need to fill the newsletter editor position, it had been decided not to continue publishing the newsletter because it is not a requirement that Boards publish newsletters.

**Safety Training:** The requirement for Board members to complete the Defensive Driving Course and the steps they need to take to complete it was discussed.

**WV Auditor's Conference:** This year's Auditor's Conference will take place on Dec. 1 at the Charleston Marriott. Last year, Frank Markun and Nancy Hill had attended. Grady stated he was planning on attending and encouraged other board members to register and attend.

**Special Recognition to Nancy Hill:** Grady Bowyer and the Board members thanked Nancy Hill for all she has done to keep the office running smoothly while Helen was ill and during these past months since her death when renewals were due. Nancy has worked for the Board since July 2013 on a temporary part-time basis and her status has now been changed to permanent part-time. Grady made a motion that Nancy's pay be increased. After a brief discussion, new Board members said they appreciated Nancy's work and they would like to increase her pay, but needed to table the motion until the next meeting when they would know more about the Board's financial status.

**Other New Business:** There was none reported.

**Old Business:** There was none reported.

**Next Board Meeting Date:** The next Board meeting will be Dec. 8 at 5 p.m.

**Adjournment:** The meeting adjourned at 7:22 p.m.