

Respectfully Submitted:
Beth Taylor, Immediate Past Chair
July 27, 2015

Beth E Taylor

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Dietitians in Nutrition Support

a dietetic practice group of the
Academy of Nutrition
and Dietetics



Annual Report: 2014-2015

DNS Executive Committee: 2014-2015

Chair – Beth Taylor
Chair Elect – Jenn Lefton
Immediate Past Chair – Dema Halsper
Treasurer - Susan Roberts
Treasurer-elect – Jodi Wolfe (non-voting)
Secretary – Sarah Peterson
HOD – Cindy Hamilton (non-voting)
Director of Nominations – Tamara Karosanidze
Director of Marketing and Communications – Stephanie Dobak
Director of Professional and Product Development – Ainsley Malone

Web address: www.dnsdpg.org

Platform for the New Year:

- Grow the “business of DNS”
- Increase active membership (increase volunteer activity)
- Mentor new leaders in the field of Nutrition Support

Business of DNS

1. New Year Platform and initial steps addressed at retreat in St. Louis June 2014
2. New strategic plan and Guiding Principles
3. Created 2 new EC positions: Director of Professional Development and Director of Communication and Marketing
4. New DNS Organizational Chart
5. A total of 35 motions made and carried ([attached](#))
6. Item writer number approved to increase from 3 to 5 in preparation for increased products becoming available and to offer webinars for continued sale with questions to obtain CEUs
7. 100% of policy and procedures reviewed, revised, and accepted by EC committee
8. All new policy/procedures, guidelines, organizational charts, POW and leadership profiles available on website for all members to view
9. HOD – participated in both Fall and Spring meeting. Solicited feedback from members via several eblasts.

10. Added another Sponsorship Coordinator – (total of 2 in training, 1 out-going) to aid in obtaining funding for meetings, products, etc.

DNS Products

11. Completed EN/PN slide set – for sale individually or as a set
12. Past Webinars/2013 Symposiums – on sale with CEUs (accomplished with item writers)
13. NFPE video (15 min)– developed by Cleveland Clinic – MOU with DNS for sale of product
14. Groundwork completed and initial financial funding secured for DNS NFPE video (approx. 40-45 minutes in 3 sections) production

DNS Website:

15. Webstore up and running. Items for sale include: Past webinars, presentations from 2013 symposium, EN and PN slide set, and NFPE video (developed by Cleveland Clinic in association with DNS)

Financial Support

16. Contracts completed and signed for upcoming year: Drywash Media (website), Support line (production and editor), administrative assistant
17. Awarded \$20,000 educational grant from Nestle toward development of a new DNS NFPE video
18. Awarded \$40,000 educational grant from Baxter to increase membership knowledge on parenteral and enteral lipids
 - a. Additional Support Line Issue on Lipids
 - b. 3 educational modules approved for CEUs
 - c. Webinar

Membership of DNS

Welcome – Letter sent from chair to all members 6/24/14

Social Media

1. New committee formed to increase presence via social media
 - a. Twitter – 351 followers
 - b. Facebook – 584 followers
 - c. Committee chair supported to attend conference on social media marketing on 9/16/14

Member Survey

2. A total of 762 respondents (23%) to a 17 question survey sent in January 2015. Used mini ipad incentive to participants. Winner picked at random and featured in follow-up eblast.
3. Information will be used for upcoming year to target areas to increase new members and retain existing members

Membership numbers

4. June 2014-May 2015 --- 3302 members compared to membership from previous year, June 2013-May 2014, was 3429 members.
5. New Members: 802 (674 last year)
6. Non-Renewing: 972 (938 last year) Surveyed for reasons – only 25 respondents
 - 4 Did not renew Academy membership
 - 6 An error – then renewed
 - 4 DNS/Academy cost
 - 7 Practice change
 - 1 Unhappy – “waste of money”
 - 3 No particular reason

Grants and Scholarships

7. Research Grant awarded to Stephanie Dobak - \$10,000
8. Four recipients of \$1000 professional development scholarship in Oct 2014
9. Two recipients of \$1000 professional development scholarship in April 2015
10. Decision made to double the number of scholarships provided annually

DNS Members for ballots/awards

11. Member names put forth Academy Ballot (2015) for President-elect, HOD director, Speaker-elect, Director-at-Large and CDR representative (non-elected)
12. DNS Ballot (2015)– Chair-Elect: Mandy Corrigan (elected)
13. Academy Awards (2015) – Excellence in Clinical Nutrition (not awarded): Medallion: Ainsley Malone (Awarded)
14. DNS Distinguished Practice Award (2014) – Susan Brantley
15. DNS Distinguished Service Award (2014) – Cindy Hamilton

Volunteerism

16. There were 24 new volunteers were placed (17 website, 3 item-writing, 1 web store, 3 social media)

DNS Policy and Advocacy Leader: Renee Walker

17. Attended policy webinars on upcoming legislative messages
18. Attended public policy boot camp and workshop in Washington DC
19. Submitted revision of policy/procedure

Mentorship of DNS

FNCE

1. Obtained sponsorship for membership breakfast from Baxter: guest speaker: Dr. Gary Zaloga – on parenteral lipids. Information stock cards made for all member attendees. Attendance less than night event – however were competing with awards breakfast – time of which was unknown when time set for member event
2. Booth to encourage membership
3. DNS spotlight session “Enteral Feeds: Getting the Volume You Need” – Dr. Steve McClave, Beth Taylor (DNS Chair and award recipient)

4. DNS spotlight session “Be on the Cutting Edge of Practice – interpreting the critical care guidelines – Dr. Robert Martindale, Nancy Allen RD
5. General session: “Providing safe and effective parenteral nutrition support” – Gordon Sacks, PharmD, Kris Mogensen, RD.
6. DNS members receiving awards:
 - a. Mary Marion – Medallion Award
 - b. Beth Taylor – Excellence in Clinical Nutrition
 - c. Gail Cresci – Excellence in Research
 - d. Ronni Chernoff – Marjorie Hulsizer Copher Award

Support Line

7. Successful creation of 6 issues of Support Line Annually (7 in the 2014 Calendar year)
8. First collaborative edition of Support Line with the Pediatric Nutrition Practice Group (4/2015)
9. New Associate and guest editors recruited for 2016
10. Succession planning starting early for future SL Editors!
11. Costs associated with printing Support Line
12. Changes made will save \$8,400 annually
 - a. Decrease in paper quality started in October 2014
 - b. Change in font size & margins started April 2015

Edition	Sponsor	Topics	Editor
June 2014	Covidien	TBI, Bariatric, SBBO	Jodi Wolff
August 2014	Covidien	Electrolytes, Pressure Ulcer, PNALD	Kathy Logan
October 2014	Covidien	Pancreatic surgery / Txplt	Amy Berry
November 2014 *Grant edition*	Baxter	Parenteral lipids, phytosterols, ICU devices	Mandy Corrigan
December 2014	Covidien	Congenital heart, hyperglycemia, Beta Thalassemia	Paula Macris
February 2015 (CNW)	Nestle	Aging, Malnutrition, Extubation, Blenderized Tube Feed	Mandy Corrigan
April 2015	No Sponsor	Small bowel Txplt, CF, NICU	Mandy Corrigan & Paula Macris
June 2015	Fresenius-kabi	Body Composition	Sarah Peterson

International Support Line Distribution

13. Distributed to the United States and 19 countries
 - a. Samoa, Australia, Bahamas, Brazil, Canada, Germany, Greece, Hong Kong, Ireland, Jamaica, Jordan, Malaysia, Pakistan, Qatar, Singapore, South Africa, South Korea, Sweden, United Arab Emirates

Mentoring Program

14. Currently 16 mentors and 26 active mentees.
15. A total of 41 members menteed over the past year
16. Positive response from all involved

Writer's Mentoring Program

17. Four articles were published in Support Line via this program

Webinars

18. Six complimentary webinars were conducted with over 400 attendees attendee 4 of the sessions
19. Hosting was done by the Academy. Plan to move forward with training of our administrative assistant on WebEx so DNS will host future webinars – for cost savings.
20. Six webinars – 4 for a small fee and 2 complimentary are planned for next year
21. Speakers are required to write questions for review by the item writing committee. One year after the date of webinar completion, the webinar goes on sale with questions for continued CEU opportunities for members.

DNS Website

22. Currently 28 volunteers are involved in keeping the website “up-to-date”
23. Networking pages provide current updates on specific areas of nutrition support: critical care, pediatrics, home care and transplant
24. The forum allows for the sharing of opinions and ideas – this is monitored weekly to make certain all questions are addressed
25. Quick access is available to the online searchable version of Support Line – so past issues are readily available to members

Networking with Other Professional Groups/ Stakeholders in Nutrition Support:

26. ASPEN/Clinical Nutrition Week 2015: Continued to provide highly attended nutrition focused physical exam skills workshop training at Long Beach, CA. Two sessions were provided with 150 in total attendance at both each session. Also we had an Exhibitors Booth with “freebies” for DNS members that came by.
27. Oley Foundation: A formal Networking application was approved. Plan for a joint research project underway. Oley Liaison Position created – Carol Ireton-Jones
28. SOP/SOPP approved by the Academy (DNS representatives) and ASPEN was accepted by the EC, approved by ASPEN, and published simultaneously in the Journal of the Academy and NCP
29. Joint Support Line issue completed and published with Pediatric DPG
30. Approved motion to collaborate with CNM DPG
31. Approved new DNS student coordinator position as a non-voting member of the EC – to aid with growing student membership by communicating with student organizations and programs

Advanced Practice Residency/Credential:

32. DNS continues to communicate with the Council of Future Practice Committee regarding DNS plans for a pilot Advance Practice Residency (APR).
33. Potential component of an APR have been outlined and are being prepared for submission

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2014-2015 Motions

Date	Motion	Introduced	Seconded	Vote (yes/no/abstain)	Status
6/5/2014	2015 DNS symposium and retreat will be held in Baltimore, MD (Embassy Suites)	Jenn Lefton	Susan Roberts	4/0/0	The motion is carried
6/7/2014	Approve the goals, strategies and tactics of the Strategic plan	Jenn Lefton	n/a	5/0/0	The motion is carried
6/7/2014	Create the Director of Professional Development and Director of Communication and Marketing position.	Jenn Lefton	Dema Esper	5/0/0	The motion is carried
6/7/2014	Eliminate the nominating apprentice position	Tamara Karosanidze	n/a	5/0/0	The motion is carried
6/7/2014	Increase the scholarships from 4 to 8, providing \$1000 per award winner (4 for experienced and 4 emerging)	Dema Esper	Tamara Karosanidze	5/0/0	The motion is carried
6/7/2014	Utilize reserves to increase the number of scholarships money to \$8000	Susan Roberts	Jenn Lefton	5/0/0	The motion is carried
6/7/2014	Approve organizational chart	Jenn Lefton	Dema Esper	5/0/0	The motion is carried
6/12/2014	Approve the SOP/SOPP document as presented in the retreat agenda documents.	Sarah Peterson	Tamara Karosanidze	5/0/0	The motion is carried
7/9/2014	Utilize \$500 from reserves to update the Eblast function from the website (to create specific groups for communication)	Ainsley Malone	Jenn Lefton	7/0/0	The motion is carried

7/9/2014	Approve Website Lead and Network Position Job Descriptions	Ainsley Malone	Jenn Lefton	7/0/0	The motion is carried
7/9/2014	Approve changes to the Professional Development Scholarships Policy & Procedure (PG - 8E)	Jenn Lefton	Ainsley Malone	7/0/0	The motion is carried
7/9/2014	Utilize \$1000 from reserves to finance DNS Social Media Lead (Hannah Roosevelt) to attend marketing training (to cover both registration fee and travel)	Stephanie Dobak	Sarah Peterson	7/0/0	The motion is carried
8/6/2014	Approve the Network Application Form between DNS and the Oley Foundation	Susan Roberts	Sarah Peterson	4/0/0	The motion is carried
8/14/2014	Approve the DNS Guiding Principles and two Support Line policy & procedures (Policy Number: S-3A-DNS and Policy Number: S-3B DNS)	Susan Roberts	Jenn Lefton	7/0/0	The motion is carried
8/15/2014	use funds from our "website updates" budget to purchase a mini iPad to use as a marketing prize for a DNS member	Stephanie Dobak	Sarah Peterson	7/0/0	The motion is carried
11/6/2014	Collaborate with the Cleveland Clinic to produce the NFPA video under the current terms (DNS pays the \$2700 fee for the videographer, DNS will accept all expenses related to the marketing and storage of the video and maintain the record of sales, the proposed price is \$50 for members and \$60 for non-members, profits will be split 70% to the Cleveland Clinic and 30% to DNS, DNS will be recognized for the organization's support - "endorsed by DNS" and DNS can use the video at all DNS events)	Ainsley Malone	Jenn Lefton	3/0/2	The motion is carried
11/6/2014	Draft a Letter of Agreement to collaborate with the CNM DPG. S. Peterson seconded and all were in favor	Ainsley Malone	Sarah Peterson	5/0/0	The motion is carried
11/6/2014	Provided reimbursement for the Director of Communication and Marketing (S. Dobak) to attend CNW 2015	Sarah Peterson	Jenn Lefton	4/0/1	The motion is carried

12/3/2014	Create a student coordinator position	Jenn Lefton	Tamara Karosanidze	6/0/0	The motion is carried
12/3/2014	Proposed registration fees (including sessions, lunch both days (hotel has continental breakfast) and possible wine/cheese reception) for 2015 DNS Symposium: \$375 for early registration DNS member, \$425 for early registration non-DN members, \$100 for early registration students, \$400 for late registration DNS members, \$475 for late registration for non-DNS members, \$150 for late registration students and \$200 daily rate.	Sarah Peterson	Jenn Lefton	6/0/0	The motion is carried
12/3/2014	Recording 2015 DNS Symposium with IntelliQuest (synchronized PPT and voice-over of presentation) for a fee of approximately \$4000 if sales not met (based on the fee from the last seminar).	Ainsley Malone	Sarah Peterson	6/0/0	The motion is carried
12/5/2014	Approval of the following policies&procedures: The Professional Guidelines policies & procedures for student scholarships (PG-8D), DNS distinguished service award (PG-8F) and DNS distinguished practice award (PG-8G)	Stephanie Dobak	Ainsley Malone	7/0/0	The motion is carried
12/11/2014	Approval of the following policies&procedures: The Communication policies & procedures for correspondence, publications and electronic information (C-1); DPG publications (C-2); DPG publication/author affiliation (C-2A), File maintenance and retention (C-5) and DNS display (C-5A)	Ainsley Malone	Stephanie Dobak	7/0/0	The motion is carried

12/16/2014	Individual/institutional Support Line subscription prices have not changed since 2007, current pricing is \$60 for individual subscription and \$120 for institution subscriptions. Move to increase Support Line prices from \$60 to \$70 for new individual subscriptions and \$120 to \$140 for new institutional subscriptions effective 1/1/15.	Stephanie Dobak	Susan Roberts	7/0/0	The motion is carried
12/22/2014	Approval of the following policies&procedures: General Information (PG-1), Guidelines for Evaluation and Revision of Policies & Procedures and Governing Documents (PG-2), Allied Health Groups (L-1), Organized Elements of the Academy (L-2), Annual FNCE: DNS programs (M-1), Guidelines for Moderators (M-2), Minimum Services to Members (M-3), Member Brochure (M-4).	Sarah Peterson	Stephanie Dobak	7/0/0	The motion is carried
12/30/2014	The current POW is budgeted for 4 nights at CNW for the EC, however DNS is sponsoring a pre-conference: Fine Tuning Your Practice with Nutrition-Focused Physical Examination, motion was made to approve covered housing from 4 nights to 5 nights.	Stephanie Dobak	Tamara Karosanidze	7/0/0	The motion is carried
1/7/2015	DNS/Support line could save \$8,400 per year with smaller font and paper change or \$5400 per year for only font change to smaller size. A motion was made to decrease font size and maximize the margin space for Support Line.	Ainsley Malone	Dema Esper	6/0/0	The motion is carried

1/7/2015	A motion was made to increase the honorarium for Dr. Omer Deen, MD giving the "introduction to physical examination lecture" for the DNS pre-conference session "Fine Tuning Your Practice with Nutrition-Focused Physical Examination" to include his hotel expenses in his honorarium if he does not stay in the hotel. (He will not be using the budgeted \$500 travel money since he lives in the Long Beach, CA area and might not stay in the hotel.)	Ainsley Malone	Jenn Lefton	6/0/0	The motion is carried
1/7/2015	A motion was made to purchase the monthly Survey Monkey subscription (\$26) to distribute the DNS member survey/	Ainsley Malone	Jenn Lefton	6/0/0	The motion is carried
1/11/2015	Approval of the following policies&procedure: Guidelines for Executive Committee and Committees (PG-3), Recommendations (PG-5) and DNS Name, Mission and/or Vision Change (PG-7).	Sarah Peterson	Susan Roberts	7/0/0	The motion is carried
3/4/2015	A motion was made to approve the student coordinator position to start 2015-2016 (which includes participating in the retreat and FNCE DNS meeting).	Jenn Lefton	Ainsley Malone	6/0/0	The motion is carried
3/4/2015	The 2014-2015 member survey had good response rate (762 completed responses) and 64% of respondents indicated they would prefer an electronic version of Support Line. A motion was made to provide 3 electronic editions and 3 print editions for 2015-2016.	Ainsley Malone	Jenn Lefton	6/0/0	The motion is carried
3/4/2015	A motion was made to pay the \$50 access fee to the Maryland Academy of Nutrition and Dietetics to advertise the 2015 June Symposium to their membership	Jenn Lefton	Ainsley Malone	6/0/0	The motion is carried

3/4/2015	A motion was made to develop an agreement between DNS and Oley to complete a survey (survey monkey) to determine use of slenderized foods among Oley home enteral nutrition consumers and caregivers..	Ainsley Malone	Dema Esper	6/0/0	The motion is carried
4/8/2002	A motion was made to approve the 2015-2016 POW.	Jenn Lefton	Ainsley Malone	6/0/0	The motion is carried

DNS Financial Report

Below is the financial summary including statement of activities for 2014-2015.

REVENUE

Description	YTD Actual	YTD Budget
MEMBERSHIP DUES	<u>118,083</u>	<u>101,290</u>
MEETING REGISTRATION FEES	17	6,000
MERCHANDISE SALES	<u>574</u>	<u>1,150</u>
SUBSCRIPTION INCOME	374	0
ADVERTISING FEES - OTHER	0	1,000
GRANTS/CONTRACTS	<u>73,120</u>	<u>28,000</u>
MISCELLANEOUS RECEIPTS	20	1,300
Total Operating Revenue	192, 188	138, 740

EXPENSES

Description	YTD Actual	YTD Budget
COMPOSITION	0	700
LODGING	14,132	32,408
SUBSISTENCE	9,652	10,976
TRANSPORTATION	22,943	25,044
PROFESSIONAL/CONSLTNG	83,328	58,390
POSTAGE	7,381	13,965
MAILING SERVICE	298	0
FREIGHT	7,272	3,380
OFFICE SUPPLIES	354	3,330
STATIONARY/FORMS	0	120
WAREHOUSE SPACE RENTAL EX	385	0
TELEPHONE	3	534
TELECONFERENCE EXPENSE	255	553

WEBSITE HOSTING	2,547	2,856
ADVERTISING/PROMOTION	2,182	1,750
DEPRECIATION	3,560	6,060
OTHER EXPENSE	8,334	6,945
BOOKS/SUBSCRIPTIONS	26	0
MEMB DUES/SEMINAR FEES	4,368	8,546
CREDIT CARD PROCESSING FEE	2,695	2,460
DONATIONS/CONTRIBUTIONS	0	800
OUTSIDE SERVICES	11,352	0
DONATIONS TO ADAF	11,500	5,250
HONORARIUMS/AWARDS	10,650	19,200
RENTAL - OFF SITE	300	0
AUDIO VISUAL	582	830
EXPO/MEETING SERVICES	1,543	4,250
FOOD SERVICE	8,653	11,006
PRINTING/COPYING	9,400	58,350
Total Operating Expenses	223,695	277,703

Operating Excess-Deficit	-31,507
Income-Deficit	12,921
Investment Income	44,428
Investment Reserve:	568,711
Total Expense Budget	277,703
Percentage of Reserve	205%