

Relationship Agreement between Montana Dietetic Association (MDA) and Bozeman Dietetic Association (BDA)

This agreement, entered into this 1st day of December 2008 BDA establishes a Memorandum of Understanding between MDA and BDA.

Recitals:

- a. BDA will establish a cooperative working relationship with MDA.
- b. BDA, a nonprofit educational organization, will have common purpose of serving the profession, the public, and their participants in areas such as continuing professional education, public information on nutrition and health, and government advocacy and relations.

Terms and Conditions:

1) Relationship

- a. This Agreement shall establish MDA and BDA as a mutually cooperative relationship in which both parties may pursue their mutual interests with BDA and MDA functioning as independent entities.
- b. BDA will have the freedom of nutrition education amongst participants and the Bozeman community.
- c. MDA and BDA will continue to interconnect in promoting educational opportunities, public information on nutrition and health, government advocacy, and public relations.

2) Membership Benefits

- a. The participants of BDA who are not members of MDA or ADA will not have the corresponding rights and privileges in the conduct of business in MDA such as access to the Member Area on the official MDA website.
- b. Participants who are members of MDA or ADA have the rights and the privileges to conduct business with MDA.

Logistics:

- a. 1) MDA will agree to post only the educational activity calendar and BDA Coordinator's contact information on the MDA website.
- b. 2) BDA will submit to MDA annual bank account balance and allow MDA access to BDA list serve.
- c. 3) BDA is an independent organization with gross annual receipts not exceeding \$1000. If gross revenue exceeds \$25,000 then the organization would be required to file with the IRS.

MDA Policy and Procedures:

Purpose/Vision

BDA, an educational organization, will have the purpose of interconnecting Bozeman and surrounding dietitians/nutritionists, serving the profession, the public, and their

participants in areas as continuing professional education, public information on nutrition and health, and government advocacy and relations.

Meetings:

- a. Medical health professionals and students in the Bozeman and the greater area are welcome
- b. The 2nd Wednesday of every month from September through June
- c. From 6:00pm-8:00pm (includes professional activity with approved CPEU's and networking time)
- d. Location to be determined by professional activity organizer of the month
- e. See calendar/monthly organizer sign up sheet for information on up-coming meetings
- f. Topics: Determined by the professional organizer for the month
 - a. Each month a member of the association will take responsibility for planning a professional activity. More than one member can work together to plan the activity. One or two may work on a professional aspect while another may plan the networking part of session (food etc.).
 - i. There is much freedom in planning the meeting
 1. Topic, type of session (guest speaker, teleseminar, journal discussion, present on a topic that you specialize in etc.),
 - ii. For professional activities/programs to be approved for CEU's, please have information to BDA coordinator at least 4 weeks in advance who will fill out the CPEU request form from ADA
 1. Use Program Template which includes activity objectives, contents and evaluation materials and fill out information before sending information to BDA Coordinator for CPEU request for prior approval
 2. Or visit www.cdmet.org/pdrcenter/prior.htm for a list of guidelines and information you will need to submit to the BDA Coordinator 4 weeks before the planned session.
 - iii. Students may find it especially beneficial to gather a group and plan a session for one of the months.
 1. This kind of activity promotes professional and leadership development

Stipend:

- a. \$25 per participant/year (currently has 10 paying members)
- b. No stipend required from students to promote involvement
- c. Stipend will cover educational opportunities and incidental costs. The participant who plans the educational activity will be reimbursed only up to \$50 per activity. If educational costs are above \$50 for the activity, participants who are in attendance will divide up the remaining costs of the activity. The organization will reimburse up to \$15 per activity for incidental costs.
 - i. Ways to prevent additional fees for professional activities
 1. Ask local specialists to speak for free
 2. ADA practice groups such as Pediatric Nutrition Practice Group and Oncology Practice Group have Speaker Stipend Applications that we could apply for

3. Look for sponsors for guest speakers
4. Fund raising

Volunteer Activities: (as available and per member interest)

- a. Promotes recognition in the community
 - i. Promote dietitians/nutritionists as experts in food, nutrition, and diet related disease therapy

Contact Information:

BDA Coordinator
Flower Aston, RD, LN
astonfd@hotmail.com

or

BDA Assistant Coordinator
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