

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION  
BOARD MEETING  
9:00 A.M.  
1135 KILDAIRE FARM ROAD, SUITE 200  
CARY, NC 27511

**[ELECTRONIC ONLY MEETING]**

OPEN MINUTES: June 20, 2025

Board Members: Sarah Thomas, Babbi Hawkins, Christie Nicholson, Deanna Didiano, Janice Shannon, Maggie King

Staff: Marnie Jones, *Executive Director*; Frances Cheung, *Licensing Administrator*; Laine Moye, *Licensing Coordinator*

Guest(s): Henry Jones, *NCBDN General Counsel*

*Absent:* Patricia Pitts

**Call to Order** – Sarah Thomas

The meeting was called to order at 9:04 a.m. A quorum was present. No conflicts of interest were presented.

The agenda was sent out to the Board electronically for review. Maggie made a motion to approve the agenda as presented. Christie seconded the motion. Roll call to approve agenda:

- Babbi – Approve (& present)
- Christie – Approve (& present)
- Dr. Didiano – Approve (& present)
- Janice – Approve (& present)
- Maggie - Approve (& present)
- Sarah - Approve (& present)

**Secretary's Report** – Marnie Jones (for Patricia Pitts)

The May 2025 open and closed meeting minutes were provided for electronic review prior to the meeting. Christie motioned to approve the minutes as presented. Dr. Didiano seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

**Treasurer's Report** – Christie Nicholson

The May 2025 Cash Flow report, Savings report, Budget report, and Investment report were sent for prior review to the Board electronically.

**FY 25/26 Annual Budget Review** – Marnie Jones

Marnie walked the Board through the proposed annual budget for FY 2025-2026. Marnie noted a few changes from the proposed draft budget that was shared during the Board meeting in May, including the website quote being lower than originally projected and a revised budget line item for repairs and/or new computer for Marnie if her laptop cannot be fixed.

Dr. Didiano motioned to approve the May financial reports as presented. Maggie seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Christie motioned to approve the FY 25/26 Budget Approval. Dr. Didiano seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

**Public Comment** – Sarah Thomas

- N/A

**Licensing Administrator Report** – Frances Cheung

Frances reported the total active licensee count at 4,662 and the Provisional licensee count at 13. Since the last administrative numbers report given during the last Board meeting on May 16<sup>th</sup>, there have been 50 new licensees, eighteen licensees have gone inactive, and two licensees have relinquished.

113 licensees currently have lapsed status from this Renewal season.

A postcard mailing went out to all lapsed licensees and also their employers during the first week of June.

Board meetings for the next upcoming 6 months were scheduled. Dates are as follows:

- August 22, 2025
- September 19, 2025 (originally set for September 26, but changed shortly after the meeting)
- October 17, 2025
- November 21, 2025
- December 19, 2025
- January 16, 2026

**Closed Session**

Maggie motioned to close the meeting for discussion regarding **Investigations**, pursuant to Article 33C of Chapter 143, §143-318.11(7) and NCBDN ByLaws, Article V (5) Section 4 (7). Janice seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

- There were no members of the public to move to the waiting room.

**Investigations** – Marnie Jones

Please see the Investigation report for full details.

- Henry joined the meeting at 9:30 am.
- Sarah’s re-appointment is awaiting notification from the Governor’s office. Henry expects that an update will be received during the last week of June.
- Henry left the meeting at 9:37 am.

Christie motioned to reopen the meeting. Maggie seconded the motion. No discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

- There were no members of the public waiting to reenter.

**Open Session** – Sarah Thomas

Actions related to closed session:

- Dr. Didiano motioned to approve sending the cautionary letter to Applicant DESS-K6G07M. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

**Website Vendor Review** – Marnie Jones

- Marnie walked the Board through three website vendors that were all within budget of each other.
- Maggie motioned to move forward and approve MRN Web Designs to lead and design the new website for the Board. Janice seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

**Board Officers & Committees for 2025-26** – Marnie Jones

The Board discussed the officer slate and committee composition for 2025-26.

- Maggie informed that she may be a supervisor and may need to move out of the Education Committee due to conflict of interest.
- As Patricia was absent from the Board meeting today, Marnie will reach out to her to see if she would like to continue as Secretary.

**Unfinished Business/New Business** – Marnie Jones

- The Controller’s Report is due July 31<sup>st</sup>. Marnie and Christie will meet to go over the report before July 20<sup>th</sup>.

**Public Comment** – Sarah Thomas

- N/A

Christie motioned to adjourn the meeting at 10:06 a.m. Maggie seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.