

**New York State WIC Association  
Board of Directors Meeting**

Date: February 14, 2017

Location: Via Conference call due to snow storm

***Present: Mary Allison, Lauren Brand, Andrea Byrne, Angel Carter, Lisa Cogswell, Carmelina Cruz, Lisa Fermin, Megan Fulton, Tenisha Rivers-Hill, Vijaya Jain, Sue Kowaleski, Agnes Molnar, Cathryn Mizbani, Corie Nadzan, Melissa Sacco, Rudy Sicari, Victoria Prentice, Cindy Walsh, Cindy Walton, Sherry Wilson, Colleen Volkes,***

***Absent: Holly Green, Penny Bashford***

**Guests: None**

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	With a quorum established via a roll call, Chair Lauren Brand called the meeting to order		
Minutes Approval  Introductions	Minutes from December Board meeting were reviewed and accepted with 2 corrections on page 3- Victoria's last name corrected to "Prentice", & added Lauren Brand's name in second bullet along with Tammy Lana. Sherry Wilson- motion to approve minutes with corrections, & Viji Jain seconded the motion. Board members introduced via roll call.	Motion to approve minutes with corrections carried unanimously.	
Chair's Report	<b>Chair-Lauren Brand:</b> Expressed her thanks to all board members. Reminded that Committee reports should be sent to Viji Jain & Conference call records should be sent to Gigi Cruz. Our April meeting conflicts with NWA meeting, and Easter is on April 16 <sup>th</sup> . Makes sense to change dates for our meeting. Cindy Walsh- placed motion to change dates for April meeting, and Cathryn Mizbani seconded this motion. All present voted for the motion, with one abstention.	Committee Chairs - send reports and records of conference calls soon after meetings are conducted.  Lauren Brand will explore alternate dates for April Board meeting.	<b>All Committee Chairs</b>          <b>Lauren Brand</b>

	<p>Manager’s meeting scheduled for October 17<sup>th</sup>. We will adjust the times for our meeting. This meeting to be held in Albany was cancelled due to the snow storm. We do not want to miss anyone, so we will come up with a protocol for future cancellations of meetings.</p>		
<b>COMMITTEE REPORTS</b>			
<b>Consumer/Vendor</b>	<p><b>Angel Carter:</b>  Committee is updating the Consumer brochure in time for the conference.  Hard to recruit consumers, will work on this by posting on website, Facebook to attract consumers.  Survey results-many things we already knew, such as time constraints. Tammy can help with updates on website.</p>	<p>Complete update of Consumer Brochure.  Post applications for Consumers on our website &amp; Facebook.</p>	<b>Angel Carter</b>
<b>Conference</b>	<p><b>Melissa Sacco/Corie Nadzan:</b>  Two spots still left for Speakers  Now have 18 exhibitors, 5 sponsors and 5 Advertisements.  So far, we have received \$49,800. The goal is to reach \$75,000.  No poster sessions this year.  MaMa Pods-makers of a portable breastfeeding station will be at our conference.  Sherry Wilson reminded us that we need Consumers to attend the conference.</p>		<b>Melissa Sacco Corie Nadzan</b>
<b>Finance</b>	<p><b>Gigi Cruz:</b>  Been busy in transitioning the accounts to TD Bank.  Need to prepare 2017 budget.  Reminded committees to submit their budgets. Has received one from Legislative committee.  Working on Reimbursement Form. Instructions to complete form to be listed on the back.  Need to add “Alcohol not included”.  Mileage rate for 2017 is 53.5 cents.</p>	<p>Gigi&amp; Sherry will continue to work on completion of transfer of all accounts.   Finalize reimbursement Form.</p>	<b>Gigi Cruz/Cathryn Mizbani</b>

	<p>Sherry Wilson reviewed December fiscal reports. CD account has been transferred, remainder accounts to be transferred.</p> <p><b>We will be giving rebates to regions to attend the conference?</b></p> <p>Agnes Molnar added that 30 agencies in MARO have not yet paid membership dues. Tammy will send a final emergency email reminding agencies to join to get discount for conference.</p>	Tammy will send final reminder email to WIC local agencies.	
<b>Board Development</b>	<p><b>Cindy Walsh:</b> Announced the recent retirement of Alma Brandiss, Director at Belleview Hospital WIC program.</p> <p>We have 2 openings now- one for advocate from MARO, and for a Vice Chair. Board needs recommendations for these positions.</p> <p>Cindy Walsh put forth a motion recommending Alma Brandiss to be nominated as Director Emeritus &amp; also recognize her retirement, possibly at the conference. Votes for this motion were obtained by a roll call- all present voted "Yes", with one person abstaining. She also nominated Carolyn Niebelsai from Central region as a Provider.</p> <p>Mileage rate for 2017 is 53.5 cents.</p> <p>Post WIC Association's nomination and application forms on the website.</p>	Cindy Walsh will follow up with emails for the nominations.	<b>Cindy Walsh</b>

<p><b>Marketing &amp; Membership</b></p>	<p><b>Colleen Volkes/Victoria Prentice:</b>  Next newsletter due by February 28<sup>th</sup>.  Promote WIC Strong by adding the link on our website.  Items to keep at table for promotion of membership will include printed copies of the newsletter, Consumer application forms.  Purchase incentives items.  Will send budget to Cathryn Mizbani  We still don't know what happened to our banner. Mellisa thinks it might be with Katie Palmer.</p>	<p>Add link to WIC Strong on the website.  Make copies of newsletter and consumer application form for display table at conference.   Melissa will contact Katie-see if she has the banner.</p>	<p><b>Colleen Volkes Victoria Prentice</b></p>
<p><b>Legislative/Lobbying</b></p>	<p><b>Agnes Molnar:</b>  Question regarding consumer brochure-is it the same as the marketing one?  We need a one page student loan application form available at the conference.  We will announce this year's winners and introduce them if they are attending the conference.  For our lobbying activities, we need- a) pictures from lobbying activities in DC, b) immigration issues which need to be discussed with legislators.  Lisa Fermin is preparing a check list for coordinators to prepare for LACASA visits</p>	<p>Agnes will prepare the draft for the one page student loan application form.   Lisa Fermin prepare LACASA visit check list.</p>	<p><b>Agnes Molnar</b></p>
<p><b>Nutrition/Breastfeeding</b></p>	<p><b>Lisa Cogswell:</b>  Developing a short survey to be sent to coordinators. Purpose of survey is to find out how many are using CPAs and meeting USDA guidelines.  Should this committee be checking WICStrong website and reporting to Foster Martin?  PCNA policy streamlined.</p>	<p>Prepare survey &amp; send to Lauren Brand.   Local agencies that have contracts with WICStrong should be checking the website and contacting Foster Martin directly.</p>	<p><b>Lisa Cogswell Lauren Brand</b></p>
<p><b>Additional Comments</b></p>	<p>None</p>		
<p><b>Regional Reports</b></p>	<p>None</p>		

<b>Adjournment</b>	Motion to adjourn meeting- Gigi Cruz Moved by Cindy Walsh With no other items to discuss the meeting was adjourned by Chair-Lauren Brand at approximately 3:30pm.		
--------------------	---	--	--

Minutes prepared by: *Vijaya Jain*  
Secretary, WIC Association of NYS  
Date: March 3, 2017

Minutes reviewed by: *Lauren Brand*  
Chair, WIC Association of NYS  
Date: March 6, 2017