

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

Date: April 17, 2018

Location: The Century House, Latham NY

Present: Mary Allison, Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Lisa Cogswell, Carmelina Cruz, Lisa Fermin, Holly Green, Vijaya Jain, Sue Kowaleski, Agnes Molnar, Corie Nadzan, Victoria Prentice, Tenisha Rivers- Hill, Helene Rosenhouse-Romeo, Melissa Sacco, Colleen Vokes, Cindy Walsh, Cindy Walton, Sherry Wilson

Absent: Rudy Sicari, Angel Carter, Megan Fulton

Guests: Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	<ul style="list-style-type: none">• With a quorum established, Chair Lauren Brand called meeting to order at 1:30pm.	Establish quorum.	None
Minutes Approval	<ul style="list-style-type: none">• Minutes from February Board meeting were reviewed and accepted with corrections pending.• Gigi Cruz- motion to approve minutes, Sue Kowaleski seconded the motion.	Minutes approved.	Tammy will make corrections and resend.

Chair's Report	<p>Lauren Brand:</p> <ul style="list-style-type: none"> • Lauren received a flyer from Natalie <u>Kasha</u> at Sprint offering WIC staff a discounted rate on their cell phones. It was discussed that this could be interpreted as the WIC Association promoting an outside entity. Sue Kowaleski made a motion to pass on discounted offers from any outside entities. Agnes Molnar seconded the motion. The motion was passed with 1 abstention. • Lauren was also contacted by Goldman Sachs, they have extra Medela, lactina breast pumps they are looking to donate to the WIC Association. Lauren will contact April Hamilton at DOH on Monday to see if there are any other agencies that would have a use for them, if there are no objections from April Hamilton then Lauren will contact Theresa Landau to see if she would be interested in them. • Start times have been adjusted to the Board Development and Nutrition and Breastfeeding committees. The start time has changed from 11:00am-12:30m to 11:00am-12:00pm. Lunch will be from 12:00pm-1:00pm with the full Board meeting running from 1:00pm-3:00pm. • Our contract with The Century House will be up for renewal soon. Tammy Lana will contact the Albany Chamber of Conference and request of list of hotels in the area, and contact the hotels for rates, accommodations and dining options. 	<p>Lauren will get back to Natalie Kasha.</p> <p>Lauren will contact April Hamilton at DOH and Theresa Landau.</p> <p>Lauren will revise meeting schedule.</p> <p>Tammy will contact Hotels for quotes.</p>	<p>Lauren Brand</p> <p>Lauren Brand</p> <p>Lauren Brand</p> <p>Tammy Lana</p>
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COMMITTEE REPORTS			
Board Development	<p>Cindy Walsh:</p> <ul style="list-style-type: none"> • Expense and Reimbursement policies were discussed. Bylaw revisions are needed as Policies do not clearly specify at what dollar amount a budget change would require a vote. It may not be adequate to document changes in minutes. Corie is going to review policies. • We had two Provider vacancies on the Board, 1 in Capital with 2 nominations and 1 in Central with no nominations. A vote was completed, and Melissa Zargham was elected with 13 votes out of 20. • Tammy will email Melissa our Board Manual and By-Laws and bring her manual to the June BOD meeting. <p>Lauren Brand:</p> <ul style="list-style-type: none"> • October Board meeting dates are October 14, 15 & 16. On Sunday October 14 we will have our full Board meeting followed by a Board dinner. • Monday, October 15, we will be holding our Strategic Planning meeting with Andrew from NYCON in the morning, followed by the DOH meeting. • Tuesday, October 16, we will finish up our Strategic Planning with Andrew from NYCON. • A survey will be sent to Board Members. 	<p>Corie will review polices.</p> <p>Tammy will email Melissa and bring her book to June meeting.</p> <p>Pre-meeting survey to be sent to Board.</p>	<p>Corie Nadzan</p> <p>Tammy Lana</p> <p>Lauren Brand</p>

Marketing & Membership	Colleen Vokes: <ul style="list-style-type: none"> • The Association gets charged a fee when a membership payment is made using a credit card (Square Account). Going forward we will add a disclaimer on all of our local agencies membership invoices. “If you choose to use a credit card for the payment of your NYS WIC Association dues, you will incur a 5% service charge”. • Motion was made: committee recommends adding a 5% service charge when using a credit card for payment. So, moved, unanimous vote. • Tammy will send out an email by the end of this week asking all coordinators to submit examples of what they have done or are doing with the Head Start Agencies in their region. • The committee will be looking at our Website to make it more user friendly and informative. • One idea for the website/Facebook is to have local agencies tag us and we would recognize them at the next conference (certificate/award). • The committee requested to purchase a projector for use in meetings to project the website on the wall, so it could be looked at, tweaked etc. A few of the coordinators volunteered to bring one to the board meetings so the committee could use it. A reminder email will be sent before each meeting asking for someone to volunteer to bring projector to meeting. (Thank you for all the offers!) 	<p>Tammy will add disclaimer to agency invoices.</p> <p>Tammy will send out email.</p> <p>A projector will be brought in by a volunteer.</p> <p>Reminder email for projector.</p>	<p>Tammy Lana</p> <p>Tammy Lana</p> <p>Tammy Lana</p>
Legislative / Lobbying	Agnes Molnar: <ul style="list-style-type: none"> • Thank you letters will be sent to our legislators by Agnes. • Tammy will send out an email to all local agency coordinators with the instructions and application for this year’s Student Loan Lottery. Applications will be mailed to Tammy, they will be scanned and saved until the August Board meeting for drawing. • Email will be sent to all local agencies again asking for stories from their participants, doctors, nurses anyone who has a story regarding the Public Charge. It will be stated that the stories should be told by the employee/agency, speaking for the participant as to keep their identity unknown. • Lisa Fermin will explore past participant stories and how WIC helped them to succeed. It was agreed that present and past peer counselors would be good contacts for this endeavor. • Agnes requested that we get documentation on how our local agencies have or will be affected by the discontinuation of COLA. • Agnes informed the Legislative Committee and the full Board of her resigning as the Chair for the Legislative Committee. Lisa Fermin and Vijaya Jain will be co-chairs of the committee. Helene and the Board thanked Agnes for her dedication and service to the board. 	<p>Tammy will email instructions and application.</p> <p>Lisa will reach out to Peer Counselors.</p>	<p>Tammy Lana</p> <p>Lisa Fermin</p>

<p>Conference</p>	<p>Melissa Sacco:</p> <ul style="list-style-type: none"> • No final budget numbers yet, we are still waiting on the master account and the hotel bill. Estimated profit is approximately \$24,000. • As of the conference, we no longer have a current contract with Site Solutions. Lauren spoke with them and requested a clause be put into the contract that if funding was unavailable we would be able to back out of the contract. The new contract was quoted to us at \$550.00 cheaper than last year’s contract. The contract would run from May 1, 2018 through June 30, 2021. Agnes will contact a lawyer to see if current language is sufficient before we sign contract. • Possible locations for next year’s conference would be White Plains and Albany area. We need to have our contract signed before we can concentrate on a location. • There was some confusion about our contract with Site Solutions on the budgeted money versus actual total costs. • Some of the feelings are that we need to have an experienced event planning company in which, Site Solutions knows what we expect and need for our conferences. • If we don’t have a conference we don’t have funding, and that most people join because of the conference. • A motion was made by Melissa Sacco to sign a 3-year contract with Site Solutions pending lawyer approval of contract. Holly Green seconded the motion. 	<p>Obtain lawyer’s consultation and respond by 4/20/2018.</p>	<p>Agnes Molnar</p>
<p>Consumer/Vendor</p>	<p>Victoria Prentice:</p> <ul style="list-style-type: none"> • It was suggested that the consumer vendor committee will look to conduct focus groups via conference call with WIC consumers to get their insight on EWIC roll out. This may help in getting consumers interested in joining the board. • April Schepisi, Consumer, attended meeting as guest. • We still have consumer openings in Western and Metro regions, as of January we will have openings in Central and Capital as well. 		

Finance	<p>Andrea Byrne:</p> <ul style="list-style-type: none"> Reviewed Treasurer’s Report. The Association is being charged a service fee each time the Square Account (credit card payment) is used. The percentage rate changes depending on the amount of the sale. It was suggested that the Association add a disclaimer to the membership invoices that there will be a fee charged for using a credit card to pay their membership fees. <p>Gigi Cruz:</p> <ul style="list-style-type: none"> Travel Reimbursement Policies are in the process of being reviewed and updated for Consumer Advancements needs to be reviewed/updated. Bank of America issued the WIC Association a gift of \$15.00. 	Andrea Byrne will put on agenda for Finance conference call.	
Nutrition/ Breastfeeding	<p>Lisa Cogswell:</p> <ul style="list-style-type: none"> We are still waiting on Nutrition Education policy to be put out – saw draft in December. Discussed NYWIC. 		
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting – Cindy Walsh. Moved by Agnes Molnar. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:23pm.		

Minutes prepared by: **Tammy Lana**
Administrative Assistant, WIC Association of NYS

Minutes reviewed by: Helene Rosenhouse-Romeo
Secretary, WIC Association of NYS

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS

Date: April 20, 2018

Date: April 30, 2018

Date: April 20, 2018