

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

Date: April 18, 2017

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, Cathryn Mizbani, Carolyn Niedzielski, Corie Nadzan, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Cindy Walsh, Colleen Vokes, Sherry Wilson

Excused: Tenisha Rivers- Hill

Absent: Victoria Prentice, Angel Carter, Megan Fulton

Guests: Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	With a quorum established, Chair Lauren Brand called the meeting to order at 1:35 pm.	Establish quorum.	None
Introductions Minutes Approval	All board members introduced themselves. Minutes from April Board meeting were reviewed and accepted as submitted. Gigi Cruz- motion to approve minutes, & Sue Kowaleski seconded the motion.	Motion to approve minutes with corrections carried unanimously.	None

Chair's Report	<p>Chair-Lauren Brand: All Committee chairs- please send "Talking Points" to Viji Jain by this Friday. The new credit card from TD bank came with a limit of \$17,500. Lauren has reduced it to a limit of \$ 7,000. Regarding the "Hyatt scholarship award fund", the conference committee has had many discussions with the management at Hyatt in Rochester regarding the inconveniences/problems incurred by attendees. We also reminded them that this conference is the main source of revenue for the WIC association. The management offered to reimburse for rooms, which is not helpful for our association. Lauren received a text message during the closing event from Hyatt management regarding their offer of \$10,000 to be awarded as scholarships. Agnes Molnar mentioned that the scholarship matter has been reviewed at length in the Legislative Committee meeting and it has been decided to "table this issue" until we get all details about the expenses incurred at the conference. The legislative committee recommends giving out 5 scholarships. Sherry Wilson put forth a motion, which is that the recommendation be returned to the Legislative Committee for their review and bring their recommendations to the next board meeting in August. This motion was seconded by Cindy Walsh. 13 board members were in favor, 5 opposing, and 2 abstained.</p>		<p>Lauren Brand</p>
Agnes Molnar	<p>Discussion continued whether to accept current bill from the Hyatt hotel, as issued or obtain a revised bill which would add \$10,000 (the Hyatt scholarship award money), and issue a separate check for the same amount designating it specifically for scholarships. Several board members expressed a strong desire to obtain a separate check from Hyatt. It was decided that our Treasurer, Gigi Cruz contact the accountant immediately and obtain his opinion on this matter. The accountant advised the board that it we obtain a separate check for best practice. A motion was put forth to obtain a separate check from Hyatt for maintaining best practice methods.</p>	<p>Lauren Brand will send draft of recommendation to the Legislative Committee.</p> <p>Legislative Committee will review the recommendations by the board and finalize decision regarding the issuance of scholarships.</p>	<p>Agnes Molnar</p>

COMMITTEE REPORTS			
Consumer/Vendor	<p>Holly Green: Flyer for Consumer recruitment was printed and distributed at the conference. Will print the revised version & distribute to board members. NYS WIC DOH has been talking about development of Nutrition Education materials. We need to obtain drafts for review by the board. There was a brief discussion about inclusion of baby Kosher foods in the NYS WIC Food package. The consensus was that there demand for such products is small and pertinent vendor will need to follow state established process for introducing new foods.</p>	<p>Lauren will contact April for materials to review.</p>	<p>Angel Carter</p>

<p>Conference</p>	<p>Melissa Sacco/Corie Nadzan Final bill from Hyatt for conference expenses is currently under review with Site Solutions. Selection of suitable venue for next year’s conference is in process. Dates for conference will most likely be in March 2018. Any dates from April onwards will be very challenging as roll out for NYWIC will have just started. Conference team members met with the state people- April Hamilton will send more details along with budgeting guidelines for conference. The Hyatt in Rochester has donated 5 overnight stay plus dinner. A motion was made to randomly draw 5 raffles from conference attendees, excluding state staff, consumers and advocates. This motion was approved unanimously. All board members expressed their “Thanks” to Melissa, Corie & Lauren for battling for the association.</p>	<p>Conference Committee review final bill from Hyatt hotel. Explore possible venues for 2018 conference.</p>	<p>Melissa Sacco Corie Nadzan Lauren Brand</p>
<p>Finance</p>	<p>Cathryn Mizbani/Gigi Cruz: Gigi Cruz reviewed financial statements and membership dues for 2017. Catherine Mizbani made a motion to approve budget. It was approved unanimously.</p>	<p>Committee Chairs-submit budgets to Finance Committee.</p>	<p>Gigi Cruz Cathryn Mizbani</p>
<p>Board Development</p>	<p>Cindy Walsh: Position description for Advocates has been completed & will be sent out to committee members for their comments. It will be finalized in August. Worked on strategic plan items.</p>		<p>Cindy Walsh Gigi Cruz Lauren Brand</p>
<p>Marketing & Membership</p>	<p>Colleen Vokes/Victoria Prentice: Received all submissions for next newsletter. Need blurb from Lauren. Holly Green brought information from Head Start. They will be hosting their conference in May 2018. Our board could set up a table in collaboration with Deb McIntosh, and do a presentation on WIC 101. Reviewed Strategic Plan and had 1 question on page 5 regarding development of a virtual board portal. This should go from Board Development- Tammy will set it up. We have 4 boxes of the sticky note pads left over from the conference- to be distributed to member WIC programs.</p>		<p>Colleen Vokes Victoria Prentice</p>

Legislative/Lobbying	<p>Agnes Molnar: Strategic plan reviewed at committee meeting. We need everyone to be more active with legislators. Every WIC LA must schedule at least 1 visit with their local legislators. We need more information about DC COLA- where is it and why is being held up? Lauren will try to get more information. Once we have more details then we will prepare a letter to be sent out by all WIC Directors/Coordinators.</p> <p>Student loan payment project initially started as a legislative effort and has ended up as a scholarship for qualified nutritionists. Thus far we have 16 applications. Program coordinators need to inform their staff about the scholarships.</p> <p>April Hamilton & staff do not seem to have any authority over regional staff. We need to have a one on one meeting with April.</p>	Lauren Brand – obtain more information about DC COLA.	Agnes Molnar Tammy Lana Cindy Walsh
Nutrition/Breastfeeding	<p>Lisa Cogswell: Trish Nichols has returned to WIC and is part of NYSDOH team. There was discussion about incomplete medical referral forms and when to obtain a participant’s signature. This is a barrier that needs to be resolved. Policies regarding full nutritional benefits and limiting formula while determining acceptance of product were discussed. There has been some talk of combining medical referral forms for all categories.</p>		None
Additional Comments	<p>Tenisha Hill- Rivers has missed 2 consecutive meetings. Lauren will contact her regarding her absence. Cathy Mizbani will start working with Lauren Brand regarding contract with hotels for our meetings. Dates for October meetings will remain the same.</p>	Lauren Brand will send a letter to Tenisha regarding her absence. Lauren will revise the meeting schedule for our October meeting.	Lauren Brand
Regional Reports	None		
Adjournment	<p>Motion to adjourn meeting – Sherry Wilson. Moved by Agnes Molnar. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:40 pm.</p>		

Minutes prepared by: *Vijaya Jain*
Secretary, WIC Association of NYS

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

Date: June 26, 2017

Date: July 7, 2017