

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

Date: February 13, 2018

Location: The Century House, Latham NY

Present: Mary Allison, Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Angel Carter, Lisa Cogswell, Carmelina Cruz, Megan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Agnes Molnar, Corie Nadzan, Carolyn Niedzielski, Tenisha Rivers- Hill, Helene Rosenhouse-Romeo, Rudy Sicari, Cindy Walsh, Cindy Walton, Sherry Wilson, Colleen Vokes, Victoria Prentice

Absent: Lisa Fermin, Melissa Sacco

Guests: None

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 1:17pm. 	Establish quorum.	None
Minutes Approval	<ul style="list-style-type: none"> Minutes from December Board meeting were reviewed and accepted with no corrections. Agnes Molnar- motion to approve minutes, Mary Allison seconded the motion. 	Minutes approved.	None
Chair's Report	<p>Lauren Brand:</p> <ul style="list-style-type: none"> There is no longer a conflict with the manager's meeting and our Oct. 2018 board meeting, our meeting will not be affected. Committee List and BOD Directory was passed out for members to update their committee choices (members should have signed up for at least two committees) and made any corrections or additions to our BOD Directory. 	Tammy will make updates on both forms and will email to all board members.	None Tammy Lana
COMMITTEE REPORTS			

Board Development	<p>Cindy Walsh:</p> <ul style="list-style-type: none"> Income/Expense form has been sent back to the fiscal committee for further discussion. Discussion for "Attendance Policy" was tabled so Bylaws on the Attendance Policy can be reviewed before further board discussion. Cathryn Mizbani brought us the storage boxes that were being stored at her WIC office. We need to decide which documents to keep, which ones to discard and where to store them in the future. Corie will take boxes back to her office and with help from other members will go through them and decide what will be discarded and what will be scanned and saved to the Cloud. Depending on the number of files that need to be scanned instead of hiring someone to scan them and index them, Tammy Lana may be completing. Conversation ensued about policy/mechanism for getting "thank you" gifts when Board members resign/leave. The current strategic plan expires in December 2018. The board needs to schedule another strategic planning meeting. A potential training session during the August or the October 2018 meetings was discussed. Lauren will contact NYCON and the Century House to obtain quotes and to see if either Sunday, August 12 or October 14, before our scheduled meetings is available. The tentative plan would be to have our BOD Meeting on the Sunday, followed by dinner. Monday morning, we would start the Strategic Plan meeting and hold our DOH meeting in the afternoon. Tuesday we would complete the Strategic Planning retreat. A Motion was made by Cindy Walsh to budget an additional \$4,600 for the total cost for the Strategic Planning and for the extra night of accommodations at the Century House. (\$3,100 for NYCON and \$1,500 for the Century House). The Motion was seconded by Holly Green. Board Terms were reviewed and approved. Tammy will update our BOD Directory with the current terms. 	<p>Ad hoc committee to form as part of succession planning to deal with this and other issues.</p> <p>Lauren will contact NYCON and Century House to firm dates for Strategic Planning Meeting.</p>	<p>Cindy Walsh</p> <p>Tammy</p>
Marketing & Membership	<p>Colleen Vokes:</p> <ul style="list-style-type: none"> Colleen will send an email to board members reminding them that our March Newsletter is just around the corner. If you are unable to fulfill your commitment, please let Colleen know so she has time to recruit someone else. Or you can also reach out to another board member to see if they would be able to fill in for you. National Nutrition month is March, Tammy will send an email to all local agencies asking them to share their planned events. Tammy will send out an email to the Metro and the Capital agencies that have not paid their 2018 memberships making them aware that they can receive the discounted conference rate as long as they pay their membership before or at the registration table at the conference. 		<p>Colleen Vokes</p> <p>Tammy</p>

	<ul style="list-style-type: none"> Discussion was had regarding the associations website, the committee will continue to discuss the website to see what it should look like, how it works, who we are marketing and what it should be used for. 																				
Legislative / Lobbying	<p>Agnes Molnar:</p> <ul style="list-style-type: none"> Folders that have been kept in storage will be used for distributing data information, information to spark conversations, etc. Cindy Walton will print labels for the folders with our WIC Association logo and contact information and bring them to DC. Loan payment scholarships will be offered again this year. Applications will be made available at our Annual conference in March. The application will be updated to include the date of hire for clarification purposes of their time in the current position, which they must have been in for at least two years. The deadline for the applications will be June 30th. Names of winners will be drawn at our August by the board. Discussion was had regarding COLA. Lauren will contact April Hamilton at the DOH requesting dollar amounts for the COLA and NSA dollars. Information will be used for letters to send to the Governor and Assemblymen informing them the importance and the potential impact from the loss of COLA and NSA funds. 	<p>Prepare folders</p> <p>Lauren Brand will print applications and bring to conference.</p> <p>Cindy Walton will draft letters and send to committee for final approval</p>	<p>Lauren Brand</p> <p>Cindy Walton</p>																		
Conference	<p>Cori Nadzan:</p> <ul style="list-style-type: none"> Registrations so far for the conference: <table border="1" data-bbox="394 966 781 1182"> <tr><td>Total Confirmed</td><td>173</td></tr> <tr><td>Full Conference Registrations</td><td>110</td></tr> <tr><td>Members</td><td>101</td></tr> <tr><td>Non-Members</td><td>9</td></tr> <tr><td>One Day ONLY Registrations</td><td>10</td></tr> <tr><td>Members</td><td>10</td></tr> <tr><td>Non-Members</td><td>0</td></tr> </table> <u>Revenue to Date:</u> <table data-bbox="359 1235 991 1287"> <tr><td>Total Exhibitors:</td><td>\$40,300.00 (exceeded goal by \$2,300.00)</td></tr> <tr><td>Total Sponsors:</td><td>\$22,500.00</td></tr> </table> <u>Total Marketing Opportunities:</u> \$2,750.00 Total Revenue to Date: \$65,550.00 	Total Confirmed	173	Full Conference Registrations	110	Members	101	Non-Members	9	One Day ONLY Registrations	10	Members	10	Non-Members	0	Total Exhibitors:	\$40,300.00 (exceeded goal by \$2,300.00)	Total Sponsors:	\$22,500.00		Corie Nadzan
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	<p>Goal: \$75,000.00 Remaining: \$9,450.00</p> <ul style="list-style-type: none"> • Zingle and One Call information will be sent to Site Solutions, for them to contact as possible vendors at the conference. • Sign-up sheet for our volunteer table at the conference was passed around. Consumers and Advocates were asked to sign up for at least 2 1/2 hours and for speaker introductions. • The 40th Annual Reception is Tuesday - will have a DJ, photo booth, desserts/cocktails. Minutes from last year will be put on the screen • Sunday's welcoming reception will just have appetizers and cash bar • Annual Meeting on Sunday, March 25 at 5:30pm 		
Consumer/Vendor	<p>Angel Carter:</p> <ul style="list-style-type: none"> • Discussion was had regarding recruiting. Victory Prentice has a possible candidate coming to their next meeting. • Consumer can come from anywhere, not just Western region. • They will have recruitment brochures available at the conference for distribution. • It was suggested that other agencies tag the WIC Association website-for things that they may be putting on Facebook. If the committee hears of or knows that our website has been tagged by others, they will email Colleen and Lisa to let them know what was tagged and to look for it. 	Change in Bylaws may be required for allowing consumers to come from any region.	

Commented [HR1]: Action step: get minutes

Finance	<p>Gigi Cruz:</p> <ul style="list-style-type: none"> • Andrea Bryne was unanimously voted in as the new Chair of the Finance committee on the last conference call on January 22, 2018. • Cindy Walsh made a motion for Andrea Bryne to be the third signatory on our bank account. It was unanimously approved. • Gigi made a motion to approve TD Bank keep as our bank used for our business transactions. Sue Kowaleski seconded the motion. • Gigi reminds everyone that receipts are required within appropriate time frame. <p>Andrea Bryne:</p> <ul style="list-style-type: none"> • The committee will be reviewing rolls that the consumers and advocates will be taking on. • It was explained that there will be an increase in the expenses for the Leadership Conference: There will now be 7 advocates instead of 5 going, the board agreed to hire Fred Newdom as a paid consultant and there was a Strategic Planning cost increase. In addition, the Strategic Planning session is required to occur. • Motion to accept budget as presented was unanimously approved. 		Gigi Cruz
Nutrition/ Breastfeeding	<p>Lisa Cogswell:</p> <ul style="list-style-type: none"> • Discussion was had regarding the WIC library to be used for testing things out. • Some of the breastfeeding handouts that are being used still have the old logos on them; and the infant feeding handouts also need updating. • We are still waiting for the nutrition education information to come out, this information will be used in the new policy. There is also no word on when we can expect the new policy. 		Lisa Cogswell
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting – Cindy Walsh. Moved by Gigi Cruz. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:30 pm.		

Commented [HR2]: I do not have this coming from Finance? Please review.

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

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

Date: February 14, 2018, 2018

Date: March 2018