

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

Date: October 17, 2017

Location: The Century House, Latham NY

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

Absent: Victoria Prentice

Guests: None

| ITEM | DISCUSSION | ACTIONS | FOLLOW-UP |
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| Call to Order | With a quorum established, Chair Lauren Brand called the meeting to order at 9:15 am. | Establish quorum. | None |
| Minutes Approval | Minutes from August Board meeting were reviewed and accepted. Lisa Fermin- motion to approve minutes, Gigi Cruz seconded the motion. | Motion to approve minutes carried unanimously. | None |

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| Chair's Report | <p>Chair-Lauren Brand:</p> <ul style="list-style-type: none"> • Requested nominations from board, to be sent to April Hamilton for training by NYSDOH. Several board members gave names of staff from their programs for nomination. • Reminder letters notifying participants of pending certifications, missed appointments, terminations etc. discussed. We began a subcommittee to prepare appropriate drafts of these required letters. • Two WIC participants sued the Department of Health, claiming they were not notified of the ending of their certification with the WIC program. Lawsuit happened about a year ago. Part of the settlement now requires that WIC programs provide appropriate proof that all staff are trained. • Corie recommends that we post our board meeting minutes on the website and keep attendance log. In addition, minutes of conference calls should be sent to the secretary and the conference call logs should be sent to the treasurer which include the date and times of meetings. | <p>Lauren will send list of names to April Hamilton.</p> <p>Helene, Lisa and Angel will represent the subcommittee and prepare drafts of these letters.</p> <p>Submit attendance logs and notes of records of minutes from all meetings to Gigi Cruz.</p> | <p>None</p> <p>Treasurer will maintain all records of conference call logs.</p> |
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| COMMITTEE REPORTS | | | |
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| Consumer/Vendor | <p>Angel Carter:</p> <ul style="list-style-type: none"> • Discussed collaboration with new ad hoc member M. Kaericher, who will review recruitment materials and make recommendations before printing. All documents were submitted to her, and we are waiting to hear back from her with her recommendations/comments. • The challenges of enrolling Consumers for the board from Western and Central regions was discussed. This committee suggests discussion of changes in existing bylaws to allow an increase in number of consumers from the Capital region or should we consider including more volunteers who would participate? • Penny Bashford shared topics discussed at NWA Technology conference. Facebook is the most commonly used Social media. The possibility of using Facebook Boosts as a marketing tool for to the WIC Association was discussed. | <p>Ad Hoc member Mary Kaericher to review all recruitment materials and make appropriate recommendations.</p> | <p>Angel Carter</p> |

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| Conference | Melissa Sacco <ul style="list-style-type: none"> • Call for proposal from potential speakers still out, thus far received 10 proposals. • Looking for keynote speakers. • Sue Kowaleski suggested speakers from “Bridges Out of Poverty”. Corie added that they have not yet heard back from them. Sue suggests adding a training session by “Bridges Out of Poverty”. | Reach out to Bridges Out of Poverty | Corie Nadzan |
| Finance | Gigi Cruz: <ul style="list-style-type: none"> • Gigi Cruz reviewed August and September financial statements, which she had already sent out to all board members. • Membership dues have declined for 2017. Lauren pointed out that the list may not be a final dollar amount because FFY 2018 membership invoices went out to membership in the beginning of October. Melissa suggested that we talk to April about including \$\$ in Local agency budgets to enable them to pay membership dues. • There are 93 local agencies, out of which 19 have not paid their dues in FFY 2017. | Review most recent membership list and dues. | Cathryn Mizbani Tammy Lana |
| Board Development | Cindy Walsh: <ul style="list-style-type: none"> • Cindy put forth a motion to approve positions descriptions as previously discussed, reviewed and finalized. Motion was approved unanimously. • Still working on expense forms. • Lauren has set up an Ad Hoc Committee for By Laws, and those interested in serving on this committee must contact Cindy Walsh. They will complete all revisions and reviews and approvals by February 2018. • It was suggested that we need to make the Bylaws more general and policies more specific. • Lauren will ask Tammy to post Bylaws on our website. • Please send nominations for the Vice Chair and Secretary’s positions by Nov.15th to Cindy Walsh. She will follow up by contacting the nominees and bring list of finalists. • Alma Brandis suggests position description for Emeriti. | Cindy Walsh will edit and send revised positions descriptions to committee before next meeting. Ad Hoc Committee will review Bylaws and finalize. Send list of nominees to Cindy Walsh. | Cindy Walsh |

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| Marketing & Membership | <p>Colleen Vokes: Mary K. is reviewing our marketing materials and has not yet got back with her revisions/comments. We need to consider hiring a volunteer or intern who can help post our materials. If we do have a student, someone will have to monitor their work. Invoices for membership have been sent out. Board needs updated list so we can get a better idea of membership status. Cindy Walton has offered to prepare a blurb describing benefits of membership</p> | <p>Colleen will contact Mary and find out progress on her review of marketing materials.</p> <p>Cindy Walton will prepare a statement describing benefits of membership.</p> | <p>Lauren Brand Colleen Vokes Cindy Walton</p> |
| Legislative/ Lobbying | <p>Agnes Molnar: Deadline for Hyatt “Education Scholarships” was extended to November 10. Site Solutions will resend notice to all attendees. Current scholarships of \$2,000 will be continued for Qualified Nutritionists and the selection process will be standardized as follows: Annual deadline will be June 30th for applications. Awards will be decided at the August board meeting. Applications will be available at the March 2018 conference in White Plains, and will also be emailed to member agencies around the same time. Continuing problems regarding communications between Regional Office staff and State Central Administrators were discussed and we would like to do the following:</p> <ul style="list-style-type: none"> a) Make sure regional offices have identical (or at least similar) interpretations of DOH policies and procedures. Each regional office should have a representative at bi-monthly board meetings with the state. It is especially important that someone from the Central regional office also attend. b) We the board members can and will advocate on behalf of program Directors/Coordinators who are reluctant to inform April Hamilton of problems with their Regional Office interpretations of policies, etc. c) Whatever became of the “liaison” person that is supposed to be the link between R.O.s and the State? d) Alma and Agnes will meet to see if it is possible to develop a chart showing local agency procedures required by the State and how they are followed in each region. <p>To improve and increase communications between Regions and WIC Association Board we will try to do the following:</p> <p>Make sure “Talking Points” and approved minutes from each board meeting are sent to Regions to be reviewed at their meetings.</p> | <p>Lauren Brand – reach out to April regarding LA Memo on Help Desk guidance.</p> <p>Rudy – review Help Desk tickets. Contact Deb McIntosh if needed.</p> <p>Alma & Agnes will develop chart</p> | <p>Lauren Brand Rudy Sicari Alma & Agnes</p> |

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| | <p>Add a link to the minutes and “Talking Points” on the Association’s web page.</p> <p>a) NWA Representative from the Northeast Region – Elizabeth Kersaint (local Agency rep.) and Iris Marchante (State agency rep.) are both from MARO. Agnes will contact Theresa Landau, the outgoing rep, to ask how the selection was made.</p> <p><u>Follow up from Board Meeting:</u> <u>NWA Leadership Conference next March:</u> 7 non-agency staff volunteered to go so the board needs to approve the number and budget. Tammy will be asked to make the appointments with congressional offices. (Volunteers: Holly, Cindy Walsh, Sue, Mary Allison, Alma, Viji, Agnes)</p> <p>.</p> | | |
| Nutrition/ Breastfeeding | <p>Lisa Cogswell: State has requested Tracking log of Nutrition education materials used by local agencies. We need to verify if this is a USDA requirement or not. Other sources of nutrition education materials obtained from Utubes, web sources etc. also need to be reviewed to make sure they meet requirements.</p> <p>Melissa asked what could be done with money given by state for WIC Recognition?</p> | | Lisa Cogswell |
| Additional Comments | None | | |
| Regional Reports | None | | |
| Adjournment | <p>Motion to adjourn meeting – Sherry Wilson. Moved by Sue Kowaleski. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 11:10 am.</p> | | |

Minutes prepared by: **Vijaya Jain**
Vice-Chair, WIC Association of NYS

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

Date: November 22, 2017

Date: December 4, 2017