

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

Date: June 11, 2019

Location: The Century House, Latham NY

Present: Penny Basford, Andrea Byrne, Lisa Cogswell, Brian Coleman, Judette Dahleiden, Melissa Goldstein, Sue Kowaleski, Mary Krypel, Misha Marvel, Agnes Molnar, Corie Nadzan, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Sherry Wilson

Absent: Alma Lou Brandiss, Lauren Brand (listening via telephone), Vanessa Fiore, Megan Fulton, Holly Green, Vijaya Jain, Tamm Lana, Cindy Walsh

Guests: None

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	<ul style="list-style-type: none"> With a quorum established, Do-Chair Corie Nadzan, sitting in for Lauren Brand, called meeting to order at 1:06 pm. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> Corie asked Board to review and vote on minutes. All approved, with Melissa Sacco abstaining. 	Minutes approved	None
Chair's Report	<p>Corie Nadzan for Lauren Brand:</p> <ul style="list-style-type: none"> Discussed Association Newsletter, which has stalled since Colleen who chaired Marketing and Membership retired from the Board. Discussion included thought about reducing newsletter frequency from quarterly to biannually. Plan moving forward is for Agnes to prompt committee chairs to send article/news bi-monthly. Tammy Lana will continue to have the responsibility of compiling and posting on Association's Web page. Immediate plan is to send conference summary and list of all members by name. Email needs to be sent by Lauren reminding all coordinators to budget for Association dues and annual meeting. 	<p>Before end of the month, send request for news articles to all committee chairs</p> <p>Email all coordinators</p>	<p>Agnes Molnar</p> <p>Lauren Brand</p>

COMMITTEE REPORTS			
Consumer/Vendor	<p>Lisa Cogswell reporting for Meghan Fulton:</p> <ul style="list-style-type: none"> Feedback from conference was that vendors had a lot of down time at conference. Questions were raised about how to improve/encourage more attendee interaction. Discussed having meals in same area and concentrating days/times of vendors showcase. Plan: attendees earn continuing education credit for visiting vendor tables. Recruiting consumers to the Board continues to be a focus. The one consumer who attended the conference seemed very interested in joining. <p>Discussed exploring social media toolkit available from NWA on posting to consumers about vacancy.</p>	<p>Contact Marissa at Site Solutions and NWA to learn process for receiving credits for visiting vendor tables</p> <p>Follow up with the consumer from Mt. Vernon regarding joining Board and submitting expense form</p> <p>Contact Natalie from NWA</p>	<p>Melissa Sacco for Site Solutions and Lauren Brand for NWA</p> <p>Megan Fulton</p> <p>Corie Nadzan</p>
Conference	<p>Melissa Sacco</p> <ul style="list-style-type: none"> Overall the feedback from the conference evaluations was positive. RFP went out for conference 2020 and 3 proposals were returned, limiting the location to either Lake Placid or Niagara Falls. Concern about Lake Placid being too small to accommodate expected number of vendors and attendees. Committee recommended a price increase of \$20 for early bird and \$30 regular registration for members. Discussed charging 3 percent for credit card charges. Finance committee brought up that their research uncovered that any surcharge must be based on specific credit card allowances, which can be complicated to ensure compliance. During the meeting, Melissa Sacco reached out to Site Solutions regarding the capability of imposing such charges on the registration web site and they responded that it was not something they could implement. Therefore, no surcharge for credit cards will be imposed. 	<p>Decide on where to host conference based on planned site visit</p> <p>Write up letter regarding information on cost and location for coordinators to budget accordingly; and send via email.</p>	<p>Melissa Sacco, Corie Nadzan, Sue Kowaleski, and Lauren Brand</p> <p>Melissa Sacco</p> <p>Lauren Brand</p>
Finance	<p>Andrea Byrne</p> <ul style="list-style-type: none"> Andrea reported that year-to-date the Association has incurred \$2299.82 in credit card surcharge fees. However, imposing a 5 percent surcharge as the Board had previously voted is not an option based on Andrea's research. After much debate 		

	<p>the Association will not pass on any fees to registrants/members who choose to use credit cards for payment.</p> <ul style="list-style-type: none"> The committee will be changing certain expense descriptions to better reflect meaning. <u>Money market is earning \$230/month in interest. Plan is move balance of savings into money market. The savings account will be closed after transfer of funds to Money Market account.</u> Discussed ways to save money as Association is presently operating at a loss. Ideas include reducing face-to-face meeting, other fundraising efforts, possible grants. 	<p>Change descriptions</p> <p>Move balance to money market account</p> <p>Consider bylaw change</p>	<p>Committee</p> <p>Rudy Sicari</p> <p>Full Board at retreat</p>
Board Development	<p>Sue Kowaleski and Sherry Wilson reporting for Cindy Walsh</p> <ul style="list-style-type: none"> NYConn will send a survey to Board members in preparation for strategic planning session. The committee discussed proposing bylaw changes for vote at strategic planning including: 1) reducing number of meetings as way to attract new Board members. And while not a bylaw change, discussed moving the face-to-face meetings to Tuesday/Wednesday or Wednesday/Thursday from its present Monday/Tuesday. 2) developing a central repository for all documents; and 3) allow consumer Board Members from any region within the State. Succession planning – obtain committee profiles 	<p>Complete Committee Profiles</p>	<p>Committee Chairs</p>
Marketing and Membership	<p>Judette Dahleiden</p> <ul style="list-style-type: none"> Discussed 24 local agencies who are not members. Consider other membership categories. At strategic planning meeting need to decide who we are as an organization to develop proper messaging to attract members and Board members Develop a letter to send out regarding benefits of membership. This will be combined into one letter to send to all coordinators with the points that Melissa will draft regarding the conference information. Once drafted, Judette will send to Western region coordinators and Melissa will send to Capital Completed committee profile 	<p>Draft letter to send to all coordinators</p>	<p>Judette Dahleiden and Melissa Sacco</p>
Legislative	<p>Agnes Molnar for Viji Jain</p> <ul style="list-style-type: none"> The funding information obtained from Josh Huggins did not reflect the total NY State receives from the federal government and its disbursement to WIC. He suggested that additional information can be obtained from FOIL.. Discussed having Josh Huggins attend Legislative Committee meetings bi-monthly. All NYS local WIC agency coordinators were sent the USDA Survey, although not all have received it and some are not planning to respond. The lottery for student loan reimbursement is no happening and should it resume at some point it will not be handled in legislative committee. USDA is looking to lower poverty ratio and Committee will draft a letter in opposition during public comment period 	<p>Obtain guidance on how to proceed with FOIL from NWA</p>	<p>Agnes Molnar</p>

	<ul style="list-style-type: none"> Discussed plans to develop a workshop on engaging with local state representative and inviting them to local agencies 	Develop workshop	Committee
Nutrition and Breastfeeding	<p>Lisa Cogswell</p> <ul style="list-style-type: none"> Jen Cioffi from DOH wanted committee to provide insights to NYWIC questions and review of 1.6 release notes. Release 1.7 is due in October and quarterly thereafter. DOH will hold a webinar to explain release 1.6 changes. DOH reinforced need to review announcement page on NYWIC home page. Committee provided feedback that the announcement is not that noticeable. Committee communicated to DOH that FM reports showing daily issuance per participant would be very helpful. 	None	None
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Agnes Molnar at 3:04. Moved by Corie Nadzan. With no other items to discuss the meeting was adjourned by Co-Chair Corie Nadzan at 3:04pm.		

Minutes prepared by: **Helene Rosenhouse-Romeo**
Secretary, WIC Association of NYS
Date: June 20, 2019

Minutes sent to: **Lauren Brand**
Chair, WIC Association of NYS
Date: June 20, 2019

Minutes reviewed by: **Corie Nadzan**
Co-Chair, WIC Association of NYS
Date: July 11, 2019