**New York State WIC Association**

**Board of Directors Meeting**

Date: April 13, 2021 Location: Zoom Meeting

**Present: *Penny Bashford, Lauren Brand, Andrea Byrne, Brian Coleman, Lisa Cogswell, Judette Daleiden, Michelle Downer, Lisa Fermin-Rivera, Sue Kowaleski, Misha Marvel, Tommi-Grace Melito, Helene Rosenhouse-Romeo, Melissa Sacco, Tanya Reese, Rudy Sicari, Loriann Spatola-Davis, Cindy Walsh, Sherri Wilson***

***Absent: Megan Fulton, Mary Krypel, Vijay Jain,***

**Guests: Akweley Massaquoi**

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| **ITEM** | **DISCUSSION** | **ACTIONS** | **FOLLOW-UP** |
| **Call to Order** | * With a quorum established, Chair Lauren Brand called meeting to order at 1:04 p.m. | Establish quorum | **None** |
| **Minutes Approval** | * Misha Marvel made a motion to approve February 2021 minutes with the following correction: The WIC Association of NYS paid for three advocates to attend NWA’s Leadership Conference. In total four advocates from the WIC Association attended. Tommi-Grace Melito moved the motion. February minutes were unanimously approved with the one correction, with zero abstention. | Minutes approved | **None** |
| **Chair’s Report** | **Lauren Brand**   * NWA is planning a media training webinar that will be four sessions and will be begin in May. NWA also has a toolkit on CBV increase to $35. * Report from regions:   Capital did not have any coordinator meetings.  Central last met on February 8, 2021 so nothing new to report.  Western region: The chair of the regional association is retiring. There will be vacancy.  Metro: Akweley Massaquoi stated: Region held a training on writing an RFA that was open to coordinators in other regions and had 94 attendees. | Follow-up with NY central office about communicating plan for increase | **Lauren Brand** |

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|  | **COMMITTEE REPORTS** |  |  |
| **Ad Hoc** | **Misha Marvel**   * Ad hoc committee posted two dozen times. | None | **None** |
| **Board Development** | **Cindy Walsh**   * Reviewed election results. All candidates were notified by Cindy Walsh of outcome. * The committee is going to meet on the third Thursday of the months when the full board is not meeting. Calendar invites sent by Cindy Walsh. * Melissa Goldstein resigned from the Board leaving a vacancy of a provider Capital region. * The Committee will look to fill Board vacancies quarterly. * Plan is to hold full board meeting in advance of our meeting with DOH Central office moving forward. | Alert members of Board vacancies on an ongoing basis  Send out invites for Board meeting prior to DOH meetings | **Cindy Walsh**  **Lauren Brand** |
| **Consumer/Vendor** | **Penny Bashford**   * Did not meet but the plan is to send out invites for monthly meetings moving forward. * Welcome Tanya Reese a new consumer on BOD. | Send out invites for meetings | **Megan Fulton** |
| **Conference** | **Melissa Sacco**   * Mary is on vacation. * Conference brought in twice what was initially anticipated -- $65,076.03. * Evaluations are still needed from attendees and vendors * Site Solutions is writing proposal for new contract and conference committee chairs are meeting with two other organizations to obtain bids for next year. | Obtain bids for conference from three event planners | **Melissa Sacco and Mary Krypel** |
| **Finance** | **Andrea Byrne**   * On March 23,2021 a fraudulent check in the amount of $2500 was cashed. Bank notified signatories on account and refunded the money to the Association. An investigation is ongoing. * Motion brought to full Board to allow $599.60 to go to local region coordinator groups/ associations to host meetings via Zoom. Passed unanimously. No abstentions. | Draft letter to communicate to regions about accessing Zoom on Association account  Set up Zoom account for regions to use | **Marketing & Membership committee**  **Tammy Lana** |
| **Marketing & Membership** | **Judette Daleiden**   * Committee met yesterday. Discussion about membership engagement. Ideas included: create a video about voting process; host virtual meet and greets, email communications * Committee will meet regularly. | Develop consistent meeting time | **Judette Daleiden** |
| **Legislative** | **Misha Marvel**   * Discussed DOH agenda legislative priorities. Awaiting final confirmation that NYS’s priorities can be shared with Board. * NWA is planning monthly legislative office visits on an ad hoc basis. NY has five members on the Agriculture Committee. Senate will take up Child Nutrition Reauthorization first. * Twenty-eight people completed the survey. Meetings will be scheduled based on these responses. | None  Schedule legislative meetings with congressional leaders | **None**  **Misha Marvel and Vijay Jain** |
| **Local Agency Operations** | **Lisa Cogswell**   * Committee did not meet. | None | None |
| **Additional Comments** | Next meeting date is |  |  |
| **Regional Reports** | None |  |  |
| **Adjournment** | Motion to adjourn meeting made by Lisa Cogswell and seconded by Andrea Byrne. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:04 p.m. |  |  |

Minutes prepared by **Helene Rosenhouse-Romeo** Minutes reviewed by ***Lauren Brand***

Secretary, WIC Association of NYS Chair, WIC Association of NYS

Date: May 3, 2021 Date: May 3, 2021