

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

Date: April 16, 2019

Location: The Century House, Latham NY

Present: Penny Bashford, Lauren Brand, Alma Lou Brandiss, Andrea Byrne, Lisa Cogswell, , Vanessa Fiore, Megan Fulton, Holly Green, Sue Kowaleski, Misha Marvel, Mary Krypel, Tammy Lana, Misha Marvel, Agnes Molnar, Corie Nadzan, Helene Rosenhouse-Romeo, Rudy Sicari, Cindy Walsh, Sherry Wilson,

Absent: Judette Dahleiden, Vijaya Jain, Melissa Sacco, Melissa Zargham

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 1:08pm. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> Holly Green- motion to approve minutes, Andrea Byrne seconded the motion. 	Minutes approved	None
Chair's Report	<p>Lauren Brand:</p> <ul style="list-style-type: none"> Request suggestions for the upcoming annual membership meeting . Suggestions discussed at the meeting included: Creating a PowerPoint Presentation, highlights the Association's role in eWIC transition (i.e. readiness toolkit), D.C. highlights with role-play, message for USDA survey posters, highlight committee work, Board members by region, advertise vacancies with emphasis on consumers, and overview of the Board. Reminder to committee chairs to send minutes by the 25th of each month. Executive Committee working on creating a detailed description of Officer responsibilities. 	<p>Create PowerPoint Presentation for annual Members</p> <p>Create description of role responsibilities</p>	<p>Lauren</p> <p>Executive Committee members</p>
COMMITTEE REPORTS			
Consumer/Vendor	<p>Megan Fulton:</p> <ul style="list-style-type: none"> Discussed open Consumer positions and it was suggested that we make a flyer for the openings and have some available at the Conference. Vendor issues – product related. 	Make flyer advertising vacancies	Meghan Fulton and committee

	<ul style="list-style-type: none"> Discussed plastic bag ban discontinuation legislation and its possible effect on participants. Further discussion on what role WIC Association should play in educating participants . 	Ongoing discussion of what role Association plays in educating participants	Consumer/Vendor Committee
Conference	<p>Corie Nadzan:</p> <ul style="list-style-type: none"> Current registration: 142, which is slightly behind last year and is likely due to roll out and full conference agenda posted later. Volunteers needed for BOD table coverage and moderators. Luggage tags, ring stands, and tablecloth will be at table 50/50 raffle will be held, with no give-backs – Sue Kowaleski will spearhead. Overall, in budget expenses, we are doing well with our costs: D.J. - \$200.00 under AV - \$1,500.00 under Speakers - \$17,000 (22,000 budgeted) Conference app under budget \$2,800 (Socio) vs \$4,900 (Bonfyre) We also have 17 people confirmed for the bus coming from the Metro region. Conference App <ul style="list-style-type: none"> If we contract with Socio next year, we may be eligible for a discounted rate. We will be able to do the raffle from this app. No tickets needed. We will have a limited number of printed agendas available for those who do not have a smart phone. Lauren will draft an email for LA's requesting door prizes, and Tammy will email to them. Our Board dinner will be held at the Dinosaur BBQ on Monday, May 20th 	<p>Sign-up being circulated For table coverage</p> <p>Get raffle tickets</p> <p>Lauren will draft email; Tammy will email out to all LA's</p>	<p>Helene Rosenhouse-Romeo</p> <p>Lauren Brand</p> <p>Lauren Brand & Tammy Lana</p>
Finance	<p>Andrea Byrne:</p> <ul style="list-style-type: none"> Reviewed Treasurer's bankbook Jan-Mar. Discussed costs associated with Bluefin. Consider 5% surcharge to conference registration next year to offset cost Considering transferring savings to money market to earn more interest 	Investigate money market accounts	Rudi Sicari
Board Development	<p>Cindy Walsh:</p> <ul style="list-style-type: none"> BOD vote for Central Region Provider – Brian Coleman elected Committees will write a policy on their Committee Profile, which will include procedures for their committee; general information, main responsibilities and tasks. <p>We currently have 4 open Consumer slots. We have one non-Board member consumer attending conference. Facebook might be a good place for posting consumer vacancies</p>	<p>Committees will update their committee's profiles and procedures</p> <p>Write a Facebook post advertising Consumer Vacancy</p>	<p>Committee Chairs</p> <p>Cindy Walsh</p>

Marketing & Membership	<p>Holly Green:</p> <ul style="list-style-type: none"> • We currently have 62 paid memberships: <ul style="list-style-type: none"> ➤ 60 – LAs ➤ 2 - VMAs ➤ Capital 13 paid out of 18 ➤ Central 6 paid out of 10 ➤ Metro 32 paid out of 55 ➤ Western 8 paid out of 10 • At this time last year, we had 79 agencies out of 93 paid. • Committee is working on their committee position descriptions. • Discussed proposing an outreach plan to provide training and/or informational handouts to targeted referral partners throughout the state. 	<p>Reach out to DOH to propose idea</p>	<p>M&M Committee to further discuss</p>
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Legislative / Public Policy	<p>Agnes Molnar:</p> <ul style="list-style-type: none"> • Cindy Walsh has agreed to Co-Chair the committee with Viji Jain. • Suggested that we get more involved with the State to retain more information on the history of funding for the Association and invite Josh to attend a meeting. • Looking into how we can contact all State Legislators and make appointments with them or their staff to increase State funds and see how they are used. • Lauren will send an email regarding the USDA survey poster LAs will be required to hang. The email will include: the survey comes from OMB/USDA, the survey may appear mandatory, but it's optional and guidance for LAs to post that the survey is "optional" • Discussed reauthorization 	<p>Contact Josh</p> <p>Lauren: email LAs, contact Brian at NWA, contact Deb McIntosh for more information on survey</p> <p>Continue to monitor Reauthorization process</p>	<p>Agnes Molnar</p> <p>Lauren Brand</p> <p>Legislative Committee</p>
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Nutrition/ Breastfeeding	<p>Lisa Cogswell:</p> <ul style="list-style-type: none"> • Amanda Sobhani, Jill Osborne and Jen Cioffi, from DOH , met with the committee. They handed out a list of current reports with details about who has access. Updates are not possible to this report; they are in Adobe. The State is requesting feedback about these reports. • <ul style="list-style-type: none"> ➤ Release 1.6 will be coming out soon. The release notes will be posted in NYS Library. 1.6 fixes will include: B.F. Inventory issue fix ➤ T.S. bug fixed 	<p>Follow up with State regarding specific parameters for running and interpreting reports</p>	<p>Nutrition and Breastfeeding Committee</p>
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	<ul style="list-style-type: none"> ➤ Blocked records ➤ 30-day temp cert ➤ Problem with Risk 133 – multiple fetus ➤ Anthro date validation ➤ Take away 90-day limit on the Ht/Wt/Blood work ➤ BF screen- adding columns to include more info ➤ Income bullet added to Cert Letter ➤ Benefits not picked up in 30 days letter <ul style="list-style-type: none"> • They are also exploring on-line Nut-Ed’s as a possibility. • New B.F. platform coming into play and our committee has been invited take part. 		
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Sherry Wilson . Moved by Sue Kowaleski. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:00pm.		

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

Minutes reviewed by: Helene Rosenhouse-Romeo
Secretary, WIC Association of NYS

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

Date: April 26, 2019

Date