

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

Date: April 5, 2022

Location: Zoom Meeting

**DOD Present:** Penny Bashford, Lauren Brand, Andrea “Ondie” Byrne, Lisa Fermin-Rivera, Megan Fulton, Sara Hettel, Sue Kowaleski, Mary Krypel, Misha Marvel, Tanya Reese, Helene Rosenhouse-Romeo, Melissa Sacco, Lauren Sondey, Loriann Spatola-Davis, Cindy Walsh, Sherry Wilson

**DOD Absent:** Judette Daleiden, Michelle Downer, Tommi-Grace Melito, Rudy Sicari

**Members/Staff:** Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>With a quorum established, Chair Lauren Brand called meeting to order at 1:07 p.m.</li> </ul>	Establish quorum	None
<b>Minutes Approval</b>	<ul style="list-style-type: none"> <li>Sherry Wilson made a motion to approve minutes from the March meeting as written. Andrea Byrne moved the motion. Minutes were unanimously approved, with zero abstention.</li> </ul>	Minutes approved	None
<b>Chair’s Report</b>	<p><b>Lauren Brand</b></p> <ul style="list-style-type: none"> <li>Lauren asked for providers from regions to provide updates on meetings. Melissa S. report that Capital did not meet. Lori-Ann S-D. reported Central has lots of retirements and they haven’t been meeting but every Wednesday they have a scheduled call. Western holds meetings quarterly. Lauren S. reports MARO has not held full member meetings – although they are supposed to be quarterly, but the Board meets.</li> <li>Discussed low engagement in last election. Tammy sent ballots out to 52 members but only 27 votes were cast – that includes all LA as well as BOD members. Need to have roster of coordinators is up to date.</li> <li>Lauren communicated the importance for all board members to actively engage in committee and board meetings, follow-up work and communicating to their regions about what is going on with the board/association. The issue of succession planning needs to be prioritized by all board members.</li> </ul>	Continue to brainstorm ways to improve communication to membership both at regional meetings and to the general membership	<b>All members</b>

COMMITTEE REPORTS			
<b>Board Development</b>	<p><b>Helene Rosenhouse-Romeo</b></p> <ul style="list-style-type: none"> <li>Discussed amending bylaws to allow any consumer who was previously on the Board the opportunity to continue to serve beyond the point of her child aging out of WIC.</li> <li>Developed schedule for announcing vacancies and mode of communication: All vacancies will continue to be announced as “call of nominations” in the bi-monthly newsletter and on web page.</li> <li>All expiring term positions will be announced in the February newsletter and on the web page as “call for nominations.” Nominations will remain open through early April. Then “election notice” will go out in April newsletter and ballots sent in May. Elections results will be announced in newsletter, on site and through direct contact to candidates.</li> </ul>	<p>Get ballots out</p> <p>Post on Facebook nominations link and ballot</p>	<p><b>Tammy Lana</b></p> <p><b>Tammy Lana</b></p>
<b>Consumer/Vendor</b>	<p><b>Megan Fulton</b></p> <ul style="list-style-type: none"> <li>No meeting held. Nothing to report</li> </ul>	None	<b>None</b>
<b>Conference</b>	<p><b>Mary Krypel</b></p> <ul style="list-style-type: none"> <li>Conference was a success. Total 496 registrants. Feedback was positive</li> <li>Consider some type of virtual option for next year in addition to live planned for 4/16/23 to 4/19/23.</li> <li>Think about alternating years between live and virtual.</li> </ul>	None	<b>None</b>
<b>Finance</b>	<p><b>Andrea Byrne</b></p> <ul style="list-style-type: none"> <li>No statement available yet. Treasurer’s Bank records through 3-31-22 shows the Association operating at a profit of \$87,851.</li> <li>Tammy’s current laptop is more than 6 years old. It has been acting up (shutting down for no reason, takes a long time to boot up). The cell phone she utilizes is also in need of an upgrade. Motion to full Board to vote – Passed unanimously – no abstentions.</li> </ul>		<b>Finance Committee</b>

	<ul style="list-style-type: none"> <li>• Discussion about adding Tammy to bank account so she can deposit checks she receives for the Association.</li> <li>• The Association received an e-mail from Risk Management concerning the Merchant Services account due to increased activity around the annual conference. Lauren reported to the company that activity was increased due to conference registration.</li> <li>• Rudy discussed a new option for paying bills through TD bank. Similar to Zelle, transactions can be completed by entering the Vendor’s banking account information. The funds are transferred immediately from the Association’s account to the Vendor’s account. Rudy will follow up with the accountant to see if this is an acceptable method of payment for non-profits.</li> </ul>	<p>Contact merchant services to alert them</p> <p>Contact accountant to see about payment methods</p>	<p><b>Rudy Sicari</b></p> <p><b>Rudy Sicari</b></p>
<b>Marketing &amp; Membership</b>	<p><b>Megan Fulton</b></p> <ul style="list-style-type: none"> <li>• No meeting was held and both Judette D. and Tommi-Grace M. are both out. However, during Chair report and brainstorming ways to engage and communicate with membership and LA coordinators it was decided to task this committee with: <ol style="list-style-type: none"> <li>1. establishing a “Lunch and Learn”</li> <li>2. obtain a list an updated list of local agency coordinators</li> <li>3. develop and send a “welcome letter to new providers’ acquainting them with the Association.</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>1. Establish “Lunch and Learn”</li> <li>2. Get updated LA coordinator list</li> <li>3. Develop and send “welcome” letter</li> </ol>	<b>M &amp; M committee</b>
<b>Legislative</b>	<p><b>Misha Marvel</b></p> <ul style="list-style-type: none"> <li>• Board sponsored attendees: Tanya, Tommi-Grace, Sue, Sherry, Misha, Tammy to NWA leadership conference.</li> <li>• 2/17 NWA Hill education day -- held Zoom mtgs with Reps. Katko, Morelle, and Stefanik staff, including board members and LA constituents. NWA WIC action has 100 people from NYS.</li> <li>• Used participation data provided to LAs for RFA</li> <li>• NWA anticipates CNR this spring or summer. Continue to ask LA for stories from participants.</li> </ul>	None	<b>None</b>
<b>LA Program Operations</b>	<p><b>Megan Fulton</b></p>	Reach out to Jen Cioffi to develop a workgroup	<b>Megan Fulton</b>

		for NYWIC improvements.	
<b>Additional Comments</b>			
<b>Regional Reports</b>	None		
<b>Adjournment</b>	Motion to adjourn meeting made by Andrea Byrne and seconded by Lisa Fermin-Rivera. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:58p.m.		

Minutes prepared by **Helene Rosenhouse-Romeo**  
Secretary, WIC Association of NYS  
Date: 5/9/22

Minutes reviewed by **Lauren Brand**  
Chair, WIC Association of NYS  
Date: 5/16/22