

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

Date: August 13, 2019 Location: The Century House, Latham NY

Present: Penny Bashford, Lauren Brand, Andrea Byrne, Lisa Cogswell, Brian Coleman, Megan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Mary Krypel, Tammy Lana, Misha Marvel, Agnes Molnar, Corie Nadzan, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Cindy Walsh

Absent: Alma Lou Brandiss, Judette Dahleiden, Melissa Goldstein, Sherri Wilson

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 1:03 p.m. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> Minutes from June 2019 Board meeting were reviewed. Helene Rosenhouse-Romeo made a motion to approve, the motion was seconded by Sue Kowaleski. Minutes were approved. 	Minutes approved	None
Chair's Report	<p>Lauren Brand</p> <ul style="list-style-type: none"> Strategic Planning session scheduled for October 23rd, 24th, and 25th 2019. There will be no committee meetings. Committees are expected to hold conference calls prior to Board meeting and report out on October 23rd. Tentative schedule: have pre-DOH meeting around 1:00 p.m., invite/meet with DOH for an hour from 2:00 p.m. to 3:00 p.m. followed by a full Board meeting from 3:00 p.m. to 5:00. Dinner to follow. Survey will go out to each Board member at the beginning of September and must be completed by September 20th, 2019. NWA state association meeting scheduled for 9/9/2019 in DC, which Lauren will attend paid for by NWA. Tammy Lana, NYS WIC Association Administrative Assistant, started a full-time position at a WIC agency and will be cutting back on her hours with the Association. Elections will be held in December. 	<p>Committee Chairs need to schedule conference calls</p> <p>Finalize schedule for October 23rd</p>	<p>Committee Chairs</p> <p>Lauren Brand</p>

	COMMITTEE REPORTS		
Consumer/Vendor	<p>Meghan Fulton</p> <ul style="list-style-type: none"> Walgreens, CVS and Duane Reed are in the WIC application process. Complaints about food have declined. Complaints regarding eWIC cards have increased. Meghan to look at recruitment tools and Facebook posts. 	Evaluate recruitment tools	Meghan Fulton
Conference	<p>Melissa Sacco</p> <ul style="list-style-type: none"> Final wrap-up for the 2019 conference with Site Solutions this week. Overall evaluations were positive. The association made a small profit of \$5,000.00. 2020 conference: hotel contract signed. Dates are April 19-22, 2020. Niagara Falls Convention contract is pending. Once complete "save the date" notices and vendor prospectus will go out. Speaker requests needed. All suggestions should be sent to Corie Nadzan. 	Speaker suggestions needed	All Board members
Finance	<p>Andrea Byrne</p> <ul style="list-style-type: none"> Rudy Sicari recommended having membership funds go into the checking account, so funds are available as needed. To date, \$7,075 on profit side of ledger; however, August hotel, dining and strategic planning meeting expenses have yet to be paid. Committee budgets are due in October. 	Set up membership dues to be deposited in checking Submit Committee Budgets	Rudi Sicari Committee Chairs
Board Development	<p>Cindy Walsh</p> <ul style="list-style-type: none"> Vanessa Fiore, central region, resigned. Plan is to put out a request for nominations. October 1st nominations are due to fill positions that will term in December 2019 (a list of all positions needed to be voted on was provided by Cindy). Vice Chair and Secretary are also up on the Executive Committee. No interviews are needed for Executive Committee members. Committee Profiles are needed from all committees by October 1st 2019. Finance was the only one to hand in profile to date. Tammy Lana to draft 2020 Board meeting schedule. Cindy Walsh made motion to look at Century House as meeting venue, Holly Green seconded motion. No meeting in April 2020 due to annual conference. Final number of face-to-face meetings will be determined following strategic planning meeting. Committee is looking for guidance on amending the attendance policy. 	Put out call for Board nominations Reach out to previous candidates Committee Profiles due 10/1/2019. Draft 2019-2020 Board meeting schedule Get sample attendance policies from NYCON	Lauren Brand Cindy Walsh Committee Chairs Tammy Lana Lauren Brand

Marketing & Membership	<p>Agnes Molnar</p> <ul style="list-style-type: none"> • Credit Card (cc) service fees discussed. Presently, no cc accepted for membership only conference. Board consensus is that fees must be incurred – pros for accepting cc for conference outweighs cons. • Conference attendance fees are planned to increase Sixty-nine of the 91 WIC agencies are members. Need to cross reference with Site Solutions about who paid. • Discussion continued how NWA NYS Chair is appointed. The north east region nominates the chair. • VMS to send updated local agency coordinator list. • 2020 membership invoices go out in October and reminders each month thereafter. • All members will be listed on the Website. <ul style="list-style-type: none"> • Ongoing discussion regarding DOH’s commitment to earmarking/providing funding for all local agencies to become member of NYSWIC Association. Plan is to discuss an MOU with DOH. <ul style="list-style-type: none"> • Social Media: Request for agencies to share events on Facebook. Photos from Breastfeeding Week requested. <ul style="list-style-type: none"> • Misha and Brian to create a poll on WIC Association services for members and non-members 	<p>Compare membership roster with Site Solutions “member” list</p> <p>Send out initial invoices, monthly reminders to those non-members; and post and update list of members on site</p> <p>Send out updated LA coordinator list</p> <p>Discuss MOU between DOH and NYS WIC Association</p> <p>Send photo and event requests to members.</p> <p>Create Instagram account to link to Association’s Facebook account</p> <p>Create poll</p>	<p>Tammy Lana</p> <p>Tammy Lana</p> <p>Lauren Brand</p> <p>Rudi Sicari/Penny Bashford</p> <p>Tammy Lana</p> <p>Lauren Brand</p> <p>Brian Coleman and Misha Marvel</p>
Legislative	<p>Vijaya Jain</p> <ul style="list-style-type: none"> • Elizabeth Kersaint , Chair for NWA, is available by phone to provide NWA updates. • Viji will draft a step-by-step guide on how to host legislators at local agencies. • Viji and Agnes submitted a FOIL to determine how much money is earmarked for WIC. • Things are reported to better between regional office and central local agencies. • With final rule on Public Charge now out, need for list of resources for participants. 	<p>Create advocacy guide</p> <p>Resend list of legal resources to be distributed to members</p>	<p>Viji Jain</p> <p>Lauren Brand</p>

Nutrition/ Breastfeeding	<p>Lisa Cogswell</p> <ul style="list-style-type: none"> • Jen Cioffi, Amanda Sobhani and Kim Scott attended the meeting. • Release 1.7 due at end of September. A webinar is planned for Oct. 4, 2019 to review updates. • The seven long-anticipated new handouts on constipation, food safety, yogurt, and iron are in the final stages before printing at DOH. • Holly Green to share MOU of pilot program with WIC and Head Start. 	Send copy of MOU of pilot program	Holly Green
Additional Comments	Full Board minute should be sent to all members and a link will be posted on website.	Send PDF for distribution to members and create link	Helene Rosenhouse- Romeo, Tammy Lana, and Lauren Brand
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Agnes , moved by Andrea. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:12 p.m.		

Minutes prepared by: **Helene Rosenhouse-Romeo**
Secretary, WIC Association of NYS
Date: 8/27/2019

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS
Date: 8/29/2019