

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

Date: August 18, 2017

Location: The Century House, Latham NY

Present: Mary Allison, Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Lisa Cogswell, Carmelina Cruz, Lisa Fermin, Megan Fulton, Holly Green, Sue Kowaleski, Agnes Molnar, Cathryn Mizbani, Corie Nadzan, Victoria Prentice, Tenisha Rivers- Hill, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Cindy Walsh, Colleen Vokes

Absent: Angel Carter, Cindy Walton, Sherry Wilson, Vijaya Jain, Carolyn Niedzielski

Guests: Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	With a quorum established, Chair Lauren Brand called the meeting to order at 1:33 pm.	Establish quorum.	None
Minutes Approval	Minutes from June Board meeting were reviewed and accepted as with revisions. Lisa Fermin- motion to approve minutes, Lisa Cogswell seconded the motion.	Motion to approve minutes with corrections carried unanimously.	None

Chair's Report	<p>Chair-Lauren Brand:</p> <ul style="list-style-type: none"> • Lauren created new distribution list, confirmed all are receiving emails. • Hiji Bailey's resignation announced. • October Meeting Revisions <ul style="list-style-type: none"> ○ Monday 10/16: 12-1 Finance and Conference Committee will meet together, Marketing/Membership 1-2 Pre-State Meeting 2-4:30 State Meeting 4:30-5:30 Board Development, Nutrition/Breastfeeding Committee Meetings ○ Tuesday 10/17 8-9 Consumer/Vendor, Legislative Committee Meetings 9-11 BOD Meeting 11-1 Travel to Saratoga and Lunch 1pm – Managers' Workshop 	None	None
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COMMITTEE REPORTS			
Consumer/Vendor	<p>Colleen Vokes:</p> <ul style="list-style-type: none"> • Consumer recruitment – brainstormed ideas, discussed using Facebook more, create Instagram account • Will use \$250 from budget to print some flyers/posters to distribute to regional providers. Regional providers to share at regional meetings to take back to promote at local agencies. 	Committee to print flyers/posters for Providers	Colleen Vokes
Conference	<p>Melissa Sacco</p> <ul style="list-style-type: none"> • 2018 Conference: Crowne Plaza, White Plains March 25-28. Theme: "Honoring the Past, Treasuring the Present, Shaping the Future" • 2017 Conference Summary <ul style="list-style-type: none"> ○ Evaluations – sessions were well received, some complaints about the hotel, but evaluations were good overall ○ Hyatt donation of \$10,000 to support scholarships as compensation for poor hotel conditions. ○ Total conference profit ~\$29,000, due to lower registration. Profit does not include \$10,000 Hyatt Donation. 	None	None
Finance	<p>Gigi Cruz:</p>	Develop policy to go with travel expense report	Cathryn Mizbani Tammy Lana

	<ul style="list-style-type: none"> Gigi Cruz reviewed June and July financial statements. She also shared a reformatted copy of the approved budget (note, no changes made to budget, only reformatted). Error on consumer/vendor budget line, should be \$500, not \$5,000 Finance developing policy to go with travel expense report Tammy shared 19 agencies were not association members in 2017 		
Board Development	<p>Cindy Walsh:</p> <ul style="list-style-type: none"> Position descriptions revised per BOD feedback. BOD to vote at Oct Meeting. Expense/Reimbursement Policy needed by Finance Committee Nominations – Cindy Walsh will send list to those who are up for re-election. BOD Positions for 2018: Vice Chair, Secretary. Vacancy list: 3 consumers (1 Western, 2 MARO) BOD to vote on Bylaw change in March to change the cycle of Executive Committee members to Vice Chair/Treasurer and Chair/Secretary. 	Cindy Walsh will edit and send revised positions descriptions to committee before next meeting.	Cindy Walsh

Marketing & Membership	<p>Colleen Vokes:</p> <ul style="list-style-type: none"> We should expand social media use, create an Instagram account ADK Strategies – willing to put together a proposal to create material, post material, engage current members more, and increase social media traffic. Colleen provided ballpark budget to them of \$2,000; waiting for proposal. Mary Kaericher (ADK), ad hoc committee member to be on Marketing & Membership Committee. She cannot receive payment from Association if a Committee member. Melissa Sacco brought up potential conflict of interest. Cindy Walsh recommended committee reach out to NYCON to discuss potential conflict of interest. Re: Hyatt Scholarships. Publicize winners of scholarships. Have Site Solutions send scholarship opportunity info to all conference attendees. QN Scholarship winners drawn today. 40/41 applications received were eligible applications. The 5 winners are: <ul style="list-style-type: none"> Allison Gliss a.gliss611@gmail.com LA #229 – Cattaraugus County Health Department Christina MacNair christinamacnair89@gmail.com LA #245 – Hudson River Healthcare Kristina Perth krissy.perth@gmail.com LA #220 – Onondaga County Health Department Alisha Blanks Alishajean801@gmail.com LA #246 – Open Door Family Medical Center Chanelle Heath ChanelleHeath@yahoo.com LA #224 – Clinton County Health Department Membership letters need to go out early. Announce at Managers’ Workshop in October. Ask April Hamilton to announce reminder that membership dues are an allowable cost via LA Memo 	<p>Lauren Brand will reach out to NYCON for guidance.</p> <p>Lauren Brand will reach out to DOH to collaborate on Head Start conference.</p>	<p>Lauren Brand</p>
Legislative/ Lobbying	<p>Agnes Molnar:</p> <ul style="list-style-type: none"> In the process of reviewing NWA lobbying/education materials Recommended invite Elisabet Eppes to conference to speak on the “Future of WIC” Rudy – will review HelpDesk tickets (over past 1 year) to try to identify patterns of issues. Suggested a LA Memo to agencies re: HelpDesk process and follow up MARO – trying to set up small committee to meet with MARO staff to discuss regional issues. NYS to collaborate with NYC Association. 	<p>Lauren Brand – reach out to April regarding LA Memo on HelpDesk guidance</p>	<p>Lauren Brand Rudy Sicari</p>

	<ul style="list-style-type: none"> • Agnes, on behalf of the Committee made motion to continue to offer 5, \$2,000 scholarships to QNs. No changes to eligibility requirements from 2017. BOD approved unanimously. • Hyatt scholarship money – committee proposed the following rules: <ul style="list-style-type: none"> ○ WIC employed, conference attendees (any title; coordinators, QNs, support staff, etc.) ○ Minimum 1 day conference registration, did not need to stay over in hotel to be eligible ○ Must be current WIC employee with 2017 tuition or student loan payment ○ Winners will be paid directly by the Association ○ Deadline for applications, November 1st, 2017 ○ Lottery drawing at December BOD meeting ○ BOD approved unanimously. 	Rudy – review HelpDesk tickets. Contact Deb McIntosh if needed.	
Nutrition/ Breastfeeding	<p>Lisa Cogswell:</p> <ul style="list-style-type: none"> • Med Doc form review – DOH asked committee to review Med Doc form, working to combine women/child/infant • Recipe posted on WIC Strong site, 3 ingredient recipe with inaccurate photo. Need to find out who’s monitoring WIC Strong. 	Lisa Cogswell will reach out to Allison Connelly to see who from CO oversees WIC Strong	Lisa Cogswell
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting – Sue Kowaleski. Moved by Melissa Sacco. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:45 pm.		

Minutes prepared by: *Corie Nadzan*
Vice-Chair, WIC Association of NYS

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

Date: September 12, 2017

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