

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

Date: August 14, 2018

Location: The Century House, Latham NY

***Present: Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Angel Carter, Lisa Cogswell, Carmelina Cruz, Megan Fulton, Holly Green, Sue Kowaleski, Agnes Molnar, Corie Nadzan, Tenisha Rivers- Hill, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Colleen Vokes, Cindy Walsh, Cindy Walton, Melissa Zargham***

***Absent: Mary Allison, Lisa Fermin, Vijaya Jain, Victoria Prentice, Sherry Wilson***

**Guests: None**

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 1:16 pm.</li> </ul>	Establish quorum.	None
<b>Minutes Approval</b>	<ul style="list-style-type: none"> <li>• Minutes from April Board meeting were reviewed and accepted with no corrections.</li> <li>• Agnes Molnar- motion to approve minutes, Lisa Cogswell seconded the motion.</li> </ul>	Minutes approved.	None
<b>Chair's Report</b>	<p><b>Lauren Brand</b></p> <ul style="list-style-type: none"> <li>• We have had multiple copies of our committee meeting minutes coming out. Committee Chairs should send their meeting minutes to Helene, within one week of meeting, for Helene to distribute on the last day of the month.</li> <li>• Lauren and Corie visited the Homewood Suites in Colonie, as a potential site to hold our Board Meetings. It was decided that the Homewood Suites would not be suitable for the board meetings due to lack of insufficient meeting room space.</li> <li>• The Board decided to renew our contract with The Century House. A motion was made by Cindy Walsh and it was seconded by Sue Kowaleski. The vote was unanimous. 2019 Meeting dates still need to be finalized, but thinking the second week of the meeting month will continue.</li> <li>• If you have any suggestions for the conference theme, please send your suggestions to Tammy, she will forward them onto the Conference Committee.</li> </ul>	<p>Committee Chairs should email meeting minutes to Helene.</p> <p>Contact Monica LaBree, General Manager, at The Century House.</p>	<p><b>Helene Rosenhouse-Romeo will distribute to board members.</b></p> <p><b>Tammy Lana will confirm with Lauren and Corie and follow-up with Monica LaBree.</b></p>

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COMMITTEE REPORTS			
<b>Consumer/Vendor</b>	<p><b>Angel Carter:</b></p> <ul style="list-style-type: none"> <li>Angel will be stepping down as Chair of the Consumer/Vendor Committee in December when her term on the board has expired and will not be seeking reelection. Victoria Prentice, who has served as Vice-Chair will also be stepping down when her term in December is up and she also will not be seeking reelection. Not sure if the consumer who visited in April will take Victoria's place. Someone also applied for Tanisha's spot.</li> <li>Holly Green and Megan Fulton will be Co-Chairs for the committee.</li> <li>VMA is preparing a survey with the objective of creating talking points for NYWIC</li> <li>A PowerPoint presentation will be developed for NYWIC conversations.</li> <li>Discussed Head Start collaboration with NYS WIC. Committee suggested having collaborators like Head Start receive the WIC Watch.</li> <li>Next conference call is schedule for September 4, 2018 at 10:00.</li> </ul>	Committee needs to decide to whom and what parts of the WIC Watch should be distributed	Consumer/Vendor
<b>Conference</b>	<p><b>Melissa Sacco:</b></p> <ul style="list-style-type: none"> <li>We received the final numbers for our 2018 Conference in White Plains: \$23,612.46 was the profit from the conference.</li> <li>Site Solutions sent out a request for proposals to regions appropriate to host our conference. We had four venues respond. Melissa and Corie visited the venues, and have chosen the Marriott Syracuse Downtown, May 19-22, 2019. The hotel has two restaurants and a coffee shop on site. The rooms have been recently updated and the exhibit space will accommodate our needs nicely. There is also plenty to do in the area; shopping at the Destiny Mall, Rosamond Gifford Zoo, Everson Museum of Art, and more.</li> <li>After we have a signed contract we will move forward with sponsorships. Committee had a new idea for sponsor tracks as a means to obtain more revenue.</li> <li>If anyone has a suggestion for a key note speaker or general speakers, please forward your suggestions to Corie. Theme ideas are also welcomed.</li> <li>Will we be using an app for the conference again this year after receiving great feedback from attendees, we won't be printing any conference booklets. Corie shared some of the data from the survey with the committee.</li> </ul>	Sign Contract	Corrie/Melissa

	<ul style="list-style-type: none"> <li>Sue asked about inviting non-profits at a discounted vendor rates but Melissa shared that advice from Site Solutions is that it isn't worth it. However, creating a possible outreach session with non-profits may be worth it.</li> </ul>		
<b>Finance</b>	<p><b>Andrea Byrne:</b></p> <ul style="list-style-type: none"> <li>After reviewing our May, June and July budgets, it was identified that there was a net loss of \$17,733.</li> <li>Our Board Operating expense seems to be on target.</li> <li>There was a discrepancy in the Consumer/Vendor budget of \$1,000. It was found to be an error.</li> <li>The Association is still waiting on one LA to pay their conference registration.</li> <li>Gigi reported previously transferring \$180,344.65, to a money market that receives 1.29%, which is significantly more than the .5 percent interest earned. We have received \$191.20 in interest so far.</li> <li>During this committee report a Motion was made to revise our membership letter and invoice to remove the 25% rebate that went back to regional associations. Cindy so moved, and Holly seconded the motion.</li> </ul>	Edit our Membership letter by removing the rebate.	<b>Tammy Lana</b>
<b>Board Development</b>	<p><b>Cindy Walsh:</b></p> <ul style="list-style-type: none"> <li>Cindy reported that she had to make changes to the updated travel policy she had sent out prior to the meeting. The corrected policy was distributed at the board meeting. Board Development brought it to Board for vote. It was passed unanimously.</li> <li>Strategic Plan has been cancelled until the Fall of 2019. We are looking at the end of October, beginning of November. Due to many conflicts (NYWIC) we are looking at flipping the days to Wednesday, Thursday and Friday. Cindy will contact the Gideon Putnam, The Otesaga and The Sagamore for availability and cost.</li> <li>Cindy provided the names of 17 Members whose terms are ending in December 2018. Of those, 7 chose not to be nominated to another term. Therefore, it is necessary to start the process sooner than normal by submitting nominations and applications for new board members to replace ones that will not be renewing their terms. Corie will nominate current members who would like to renew their terms.</li> <li>It was suggested that Holly Green, Statewide Advocate, become one of our Western Advocates. This will open a Statewide Advocate position.</li> <li>Board elections will be held at our December Board meeting. Lauren/Tammy will send out Board nomination forms.</li> </ul>	<p>Cindy will contact venues.</p> <p>Nomination forms will be sent out to all members.</p>	<p><b>Cindy Walsh</b></p> <p><b>Lauren Brand &amp; Tammy Lana</b></p>

<b>Marketing &amp; Membership</b>	<b>Colleen Vokes:</b> <ul style="list-style-type: none"> <li>The DOH seemed interested in having a starting collaboration with Head Start. Committee would like to form a relationship with them to be able to promote and share information.</li> <li>Our social media audience is continuing to grow, with lots of visits to our Face Book and Website pages.</li> <li>Statement advising of five present fee for credit card use will be added to membership letter</li> <li>Four dollars/month for expanded storage will be incurred</li> <li>One of the topics at the Strategic Planning meeting will be to decide on who we want to target and decide whether to expand membership beyond WIC agencies; this decision will drive the updates to our website.</li> <li>Our September Newsletter is quickly approaching, Colleen will send out a reminder to our contributors.</li> </ul>	Add statement about 5 percent credit card fee  Email reminder	<b>Colleen Vokes</b>  <b>Colleen Vokes</b>
<b>Legislative / Lobbying</b>	<b>Agnes Molnar:</b> <ul style="list-style-type: none"> <li>The Committee discussed amending the current \$10,000 scholarship practice as follows: select five winners from qualified applicants to receive \$1,000 each (instead of \$2000/each) towards tuition debt repayment; and use the remaining approximately \$5000 to pay for the registration fee to the Association’s annual conference for 10 LA members. WIC member LA coordinators would complete the application and winners would be selected by lottery. This was put to motion by Agnes and seconded by Andrea.</li> <li>It was discussed that the scholarships would move to the purview of either the Finance or Membership Committee.</li> <li>In response to the confusion about whether LAs received clear instruction on submitting critical needs so as to avoid any layoffs, it was decided that another survey would go out after the budget revisions were sent out.</li> <li>Lauren will collect information from all Board members about if and what type of instruction they were given about identifying critical needs and then discuss findings with April Hamilton. The Board feels that a clear and consistent message should have come from CO.</li> <li>Will send reminders that are still looking for Local Agencies to provide stories of participants that are too scared to be on WIC and are asking to be removed.</li> </ul>	\$5000 will remain in Legislative as tuition Scholarship and \$5000 will move to M & M Committee  Collect information from Board Members about budget communications received.  Send out another survey to assess impact with revised budgets.	<b>Legislative and M &amp; M Committees</b>  <b>Lauren Brand</b>  <b>Lauren Brand</b>
<b>Nutrition/ Breastfeeding</b>	<b>Lisa Cogswell:</b> <ul style="list-style-type: none"> <li>Reminder to all LAs send photos of breastfeeding events to Tammy.</li> <li>Kim Scott and Jill Osborne from DOH shared that new handouts ( Food safety, constipation, etc.) have been developed, and are in the final stages of being approved. They are waiting on some of them to be translated, then they will go to print.</li> </ul>		

	<ul style="list-style-type: none"> <li>If you have anything you might want to see in print, send suggestions to the committee.</li> </ul>		
<b>Additional Comments</b>	<p><b>Helene Rosenhouse-Romeo: following up on old business asked about:</b></p> <ul style="list-style-type: none"> <li>A decision regarding Administrative Assistant's cell phone, Gigi found out that there really isn't a cheaper rate or plan than what we have now. Tammy will keep current account and plan.</li> </ul>		
<b>Regional Reports</b>	None		
<b>Adjournment</b>	Motion to adjourn meeting – Andrea Byrne. Moved by Agnes Molnar. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:29 pm.		

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:    Date: August 15, 2018