

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

Date: December 11, 2018

Location: The Century House, Latham NY

**Present: Penny Bashford, Lauren Brand, Alma Brandiss, Andrea Byrne, Angel Carter, Lisa Cogswell, Carmelina Cruz, Christopher Errante, Lisa Fermin, Megan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Agnes Molnar, Tenisha Rivers- Hill, Helene Rosenhouse-Romeo, Rudy Sicari, Melissa Sacco, Cindy Walsh, Sherry Wilson, Colleen Vokes**

**Absent: Mary Allison, Melissa Goldstein, Corie Nadzan, Victoria Prentice,**

**Guests: 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 1:15 p.m.</li> </ul>	Establish quorum.	None
<b>Minutes Approval</b>	<ul style="list-style-type: none"> <li>• Minutes from October Board meeting were reviewed and accepted with one correction in the Marketing &amp; Membership section correction was made to read: Melissa Goldstein (formerly Zargham).</li> <li>• Colleen Vokes- motion to approve minutes, Cindy Walsh 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>• Presentation of certificates to outgoing Board Members: Victoria Prentice, Mary Allison, Gigi Cruz, Lisa Fermin, Angel Carter, Tenisha Rivers-Hill, Cindy Walton, and Colleen Vokes.</li> </ul>	Members spoke and received certificates.	<b>none</b>

	<b>COMMITTEE REPORTS</b>		
<b>Consumer/Vendor</b>	<b>Angel Carter:</b> <ul style="list-style-type: none"> <li>Megan Fulton and Holly Green have volunteered be Chair and Co-Chair for the Consumer/Vendor committee.</li> <li>\$500 has been requested for the committee’s budget for 2019 year.</li> <li>Committee is hopeful that open Consumer positions will be filled shortly.</li> <li>VMA is stressing that complaints need to be complete in detail/troubleshooting and have as many answers before filing the complaint.</li> </ul>		
<b>Conference</b>	<b>Melissa Sacco:</b> <ul style="list-style-type: none"> <li>Sponsor and Exhibitor Prospectus went out last week. Melissa will forward to Tammy to post on our website.</li> <li>Bridges out of Poverty presentation is scheduled for one keynote and three sessions on Tuesday.</li> <li>Corie is working on agenda and speakers.</li> <li>Committee looking into bus service from the Metro region, with option on the registration form to pay for transportation.</li> <li>Registration is slated to open January 2019.</li> </ul>	Post sponsor & exhibitor prospectus on Association website	<b>Tammy Lana</b>
<b>Finance</b>	<b>Andrea Byrne:</b> <ul style="list-style-type: none"> <li>October Financial Statements were reviewed with no questions or concerns. November statement was not ready.</li> <li>2019 budget was reviewed-without Consumer &amp; Vendor budget request for \$500. Coming out of committee the 2019 Budget was voted on as is, and unanimously approved, and no abstentions</li> <li>A question was raised regarding the need for and frequency of an outside audit. The Association’s By-Laws, state an outside audit is discretionary unless mandated by law. Per Gigi, our accountant said it wasn’t a law and it was the Board’s decision.</li> <li>There was a motion coming out of committee to keep banking with TD bank, all were in favor and so moved. No abstentions.</li> <li>The paperwork for switching treasurer from Gigi Cruz to Rudy Sicari has been completed. Rudy will keep the signed, confidential agreements.</li> </ul>	Research answer. Committee to determine next steps on audit	<b>Andrea Byrne</b>
<b>Board Development</b>	<b>Cindy Walsh:</b> <ul style="list-style-type: none"> <li>Lauren Brand nominated and voted in for another term for Chair.</li> <li>Rudy Sicari nominated and voted in to replace Gigi Cruz as Treasurer.</li> </ul>		

	<p>New Board Members nominated and voted in; Vanessa Fiore, Provider, Central Region; Judette Dahleiden, Provider, Western Region; and Misha Marvel, Statewide Advocate</p> <ul style="list-style-type: none"> <li>• <b>!</b></li> <li>• Returning members nominated and voted in: Megan Fulton, Agnes Molnar, Cindy Walsh, Melissa Sacco, Holly Green and Alma Lou Brandiss.</li> <li>• Each committee has been requested to write up their standard policies (what needs to be done, responsibilities, etc.) and submit a first draft to Board Development by the April Board Meeting.</li> <li>• Committee is going to ask NWA for By-Law Structure for secession planning</li> <li>• October 2019 Board/Strategic Planning will be held at The Century House, October 23, 24, 25. We are still waiting to hear from Andrew at NYCON</li> </ul>	<p>Submit Committee Policies</p> <p>Reach out to NWA for secession planning structure</p>	<p><b>Committee Chairs</b></p> <p><b>Cindy Walsh</b></p>
<p><b>Marketing &amp; Membership</b></p>	<p><b>Colleen Vokes:</b></p> <ul style="list-style-type: none"> <li>• Tammy will send out a membership benefits reminder email to all Local Agencies.</li> <li>• Due to issues with emails not going through to the H &amp; H agencies, Tammy will send Lauren Ophelia Rankine’s, LA #276, 2019 membership invoice and all other HH invoices will be sent to Lisa Fermin’s personal email address for delivery. Lisa will look into the issue with our emails being blocked on H &amp; H’s end.</li> <li>• The committee is looking into promotional items for the 2019 Conference.</li> <li>• Our GoDaddy email account has been up-graded to allow more storage when receiving emails with photo attachments and or detailed emails.</li> <li>• Tammy will put a copy of the Public Charge letter on the association website.</li> <li>• Colleen will be sending out reminders for articles for our January Newsletter.</li> <li>• Mary Kaericher, from ADK Strategy, presence and purpose as ad hoc member had been questioned. Her company’s main purpose is helping vendors/manufacturers get their foods be WIC approved. There was a concern that she may have an edge over other vendors due to attending some of our committee meetings. Per our By-Laws, our committee meetings are open to the public, so Mary will be allowed to continue to attend them.</li> </ul>	<p>Tammy will email membership reminder.</p> <p>Tammy will send out HH invoices to Lauren and Lisa.</p> <p>Tammy will put a copy of our Public Charge letter on our website.</p>	<p><b>Tammy Lana</b></p> <p><b>Tammy Lana</b></p> <p><b>Tammy Lana</b></p>
<p><b>Legislative / Lobbying</b></p>	<p><b>Viji Jani:</b></p> <ul style="list-style-type: none"> <li>• It was decided that at the 2019 NWA Washington trip that only 4 advocates will be attending, Agnes Molnar, Cindy Walsh, Sue Kowaleski, and Viji Jain, for 3 nights and 4 days.</li> <li>• Brian Dettmeier , from NWA, inquired about how things are run/done as a committee. On November 28, Alma and Viji were on a conference call with him and gave an overview of some of the things we are doing. It has been suggested that March 2019 we set up a meeting with Brian and chairs from other WIC Associations.</li> </ul>	<p>Set up meeting with Brian Dittmeier and other state WIC Association members.</p>	<p><b>Viji Jani/Lauren Brand</b></p>

	<ul style="list-style-type: none"> <li>Look into funding and\planning an annual meeting with NYS congressional representatives beginning Feb. 2020. Will discuss at 2019 strategic planning session.</li> </ul> <p>Second survey sent out to Local Agencies to assess impact of current budget.</p>	<p>Introduce topic at Strategic Planning meeting in October 2019.</p> <p>Tabulate and report results of survey.</p>	<p><b>Committee Members</b></p> <p><b>Lauren Brand</b></p>
<b>Nutrition/ Breastfeeding</b>	<p><b>Lisa Cogswell:</b></p> <ul style="list-style-type: none"> <li>Jen Cioiffi,(DOH ISMS) and Jill Osborn(DOH Nutrition), came to our meeting and brought a list of what's items called in to the Help Desk and suggestions/improvements to NYWIC . They are only taking care of really urgent/necessary issues. The don't want to update or make changes until all LA's roll out and are running. Then they will tackle them.</li> <li>They have 89 issues on a spreadsheet and would like us to go through and see what needs to be fixed, start prioritizing them. They will send out an updated spreadsheet. Many of the things on the spreadsheet have been brought up in committee. Maybe come up with a priority 1-10 for the most urgent items.</li> </ul>	<p>Send updated list of suggestions out to local agencies for review/feedback.</p>	<p>Lisa Cogswell</p>
<b>Additional Comments</b>	None		
<b>Regional Reports</b>	None		
<b>Adjournment</b>	Motion to adjourn meeting made by Viji Jain and seconded by Colleen Vokes. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:15 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: December 16, 2018

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