

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

Date: February 12, 2019

Location: The Century House, Latham NY

Present: Penny Bashford, Lauren Brand, Andrea Byrne, Lisa Cogswell, Vanessa Fiore, Megan Fulton, Holly Green, Vijaya Jain, Sue Kowaleski, Tammy Lana, Misha Marvel, Agnes Molnar, Corie Nadzan, Melissa Sacco, Rudy Sicari, Cindy Walsh, Sherry Wilson,

Absent: Judette Dahleiden, Helene Rosenhouse-Romeo, Christopher Errante, Melissa Zargham

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 8:28am. 	Establish quorum.	None
Minutes Approval	<ul style="list-style-type: none"> • Minutes from December Board meeting were reviewed and accepted with corrections. Viji Jain's name was incorrectly spelled on page 4, Legislative Committee Report. • Agnes Molnar- motion to approve minutes with corrections, Holly Green seconded the motion. 		None
Chair's Report	<p>Lauren Brand:</p> <ul style="list-style-type: none"> • The Strategic Plan meeting, October 23, 24, and 25 has been confirmed with The Century House and NYCON has received retainer. 		
COMMITTEE REPORTS			
Consumer/Vendor	<ul style="list-style-type: none"> • No committee meeting was held. 		

<p>Conference</p>	<p>Corie Nadzan:</p> <ul style="list-style-type: none"> • Corie Nadzan reported that the Speaker agenda is almost complete and that we are approximately \$9,500 under budget. • Live registration will open this month! • This year’s conference app. will be Socio (app demo available upon request – contact Corie if interested), it will be about one-half the cost of last year’s app, Bonfire. There will still be a physical notebook and paper agenda (upon request) for participants that do not have the convenience of a smartphone. • AV costs for the conference this year is also under budget, due to the hotel rooms already equipped. 		
<p>Finance</p>	<p>Andrea Byrne:</p> <ul style="list-style-type: none"> • The committee will review the financial statements once Rudy Sicari has received them from outgoing treasurer, Gigi Cruz. • \$4,000 has not been reconciled due to 2 outstanding scholarship checks that had been issued. One check was returned because loan was already paid in full and the other recipient requested the check be made out to her personally stating that her loan company would not except the check, Lauren Brand will look into the issues. • Viji Jain and Sherry Wilson will work on Policy and Procedures for the Finance Committee. • Audit not required since NYS WIC Assoc. makes less than \$250K • Merchant fees for conference registration questioned. It is unclear how these rates are determined. 	<p>Lauren will contact recipient.</p> <p>Viji Jain and Sherry Wilson will work on Policy and Procedure. Lauren to follow up with SSW on merchant fees</p>	<p>Lauren Brand</p> <p>Viji Jain and Sherry Wilson</p> <p>Lauren Brand</p>
<p>Board Development</p>	<p>Cindy Walsh:</p> <ul style="list-style-type: none"> • Two more potential Board Members have been interviewed and brought to the Board for voting. • Mary Krypel, a Western Region Provider and April Schepisi, Capital Region Consumer were voted in, all in favor and so moved. <p>Each committee was tasked with writing their own Policies and Procedures detailing what responsibilities are expected for the Chair, Co-Chair and members of the committees.</p>	<p>Committees should have draft committee responsibilities for April meeting.</p>	<p>All committee chairs</p>
<p>Marketing & Membership</p>	<p>Holly Green:</p> <ul style="list-style-type: none"> • Tammy Lana will email our 2019 Membership payment spreadsheet to all BOD members for review. • Tammy Lana will send out a 2019 Membership reminder email to all local agencies. 	<p>Tammy will email LA’s with a membership reminder and email 2019 Membership Payment Spreadsheet to all BOD members for review.</p>	<p>Tammy Lana</p>

Legislative / Public Policy	<p>Viji Jain:</p> <ul style="list-style-type: none"> NWA Conference is approaching quickly; we have four Advocates that will be attending the conference and the legislative visits, Agnes Molnar, Cindy Walsh, Sue Kowaleski and Viji Jain. Agnes Molnar has contacted the Legislative offices by email and has received 13 responses and 5 appointments. There was a mix-up in the hotel for the NWA, NWA changed the venue and hotel accommodations were supposed to be automatically changed to the correct hotel. Lauren Brand and Cindy Walsh will confirm room reservations. Cindy Walsh will provide guidelines for the current food and hotel expenditures. Tammy Lana will forward current By-Laws to Viji Jain to share with Brian from the NWA. 	<p>Lauren and Cindy will confirm hotel reservations. Cindy will provide guidelines for expenditures for the trip. Tammy will email By-Laws to Viji.</p>	<p>Lauren Brand Cindy Walsh</p> <p>Cindy Walsh</p> <p>Tammy Lana</p>
Nutrition/ Breastfeeding	<p>Lisa Cogswell:</p> <ul style="list-style-type: none"> Jen Cioffi, NYS Health Department, provided the committee with a list of 194 new enhancements. She had separated into categories. Lisa asked if anyone would like to join the committee, currently there are only 4 members. Andrea Byrne, Melissa Sacco and Vanessa Fiore will join the committee. 		
Additional Comments	None		
Regional Reports	None		
Adjournment	Motion to adjourn meeting – Megan Fulton. Moved by Lisa Cogswell. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 9:09am.		

Minutes prepared by: **Tammy Lana**
Administrative Assistant, WIC Association of NYS
Date: February 18, 2019

Minutes reviewed by: Corie Nadzan
Vice-Chair, WIC Association of NYS
Date: February 20, 2019

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS
Date: March 1, 2019