

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

Date: February 4th, 2020 Location: The Century House, Latham NY

Present: Penny Bashford, Lauren Brand, Andrea Byrne, Lisa Cogswell, Judette Dahleiden, Lisa Fermin, Megan Fulton, Melissa Goldstein, Holly Green, Vijay Jain, Sue Kowaleski, Mary Krypel, Misha Marvel*, Agnes Molnar, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Loriann Spatola-Davis, Cindy Walsh, Sherry Wilson

*** Via conference call**

Absent: Brian Coleman, Holly Green, Yamilex Sanchez

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 1:04 p.m. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> Judette Dahleiden made a motion to approve minutes as written. Viji Jain moved the motion. Minutes were unanimously approved, with zero abstention. 	Minutes approved	None
Chair's Report	<p>Lauren Brand</p> <ul style="list-style-type: none"> Motion coming out of Board Development Committee to vote on nomination of Metro provider, Michelle Downer. Unanimous decision, zero abstained. Strategic Plan. Board members are required to read on their own. Changes to this working draft will be updated and tracked by date based on committee accomplishments/suggestions by committee chair. Committee chair will send updates to BOD chair and sent out to full Board by Secretary every six months (July and January). 	<p>Update Working Strategic Plan</p> <p>Updates to plan compiled, tracked and sent out to full Board.</p>	<p>Committees</p> <p>Lauren Brand and Helene Rosenhouse-Romeo</p>

COMMITTEE REPORTS			
Consumer/Vendor	<p>Meghan Fulton</p> <ul style="list-style-type: none"> Committee is considering objectives for moving forward. Ideas emerged how best to address lack of consumer presence on Board: <ol style="list-style-type: none"> Allow peer counselors to remain on Board as consumers after their children age out of WIC. This would require bylaw change. Develop toolkit designed to capture WIC consumer experience. Explore partnerships – Consumer Advisory as means to share information. Work to develop committee objectives over next two months. 	Develop strategic objectives	Full Committee
Conference	<p>Melissa Sacco</p> <ul style="list-style-type: none"> Mary Krypel will Co-Chair the Committee. Conference registration is live with 44 confirmed. Speaker expenses are below budget. Speaker and exhibitor revenue is approximately \$32,000. Goal \$62,000. Annual Membership meeting will take place from 5:30 to 6:00 on 4/19/20, followed by NWA presentation and then 6:30 opening receptions in vendor hall. A “budget tip” reference sheet to help coordinators budget for WIC Association of NYS conference is being worked on by member ship committee. 	<p>Agenda for annual meeting will be sent</p> <p>Create budget tip sheet</p>	<p>Lauren Brand to create and Tammy Lana to send link</p> <p>Judette Dahleiden</p>
Finance	<p>Andrea Byrne</p> <ul style="list-style-type: none"> Andrea Byrne was re-elected unanimously as committee chair. Travel reimbursement now @ \$.575 per mile. Budget error: Audio-visual line needs to be amended to reflect expense of \$4100. Board voted unanimously to approve budget correction. No abstentions. 	<p>Update expense form</p> <p>Deposits to be made to money market account</p>	<p>Andrea Byrne</p> <p>Rudi Sicari</p>
Board Development	<p>Cindy Walsh</p> <ul style="list-style-type: none"> Sue Kowaleski will co-chair committee with Cindy Walsh. Board vacancies remain as follows: 1 provider from Metro and consumers from all districts except Western. Draft of revisions to some sections of Article V of the bylaws will be undertaken by Helene Rosenhouse-Romeo. Once Board Development Committee approves revisions a conference call with NYCONN will be scheduled for final review. Develop updated matrix of Board member skills, following survey assessment. <p>Draft of policy and procedures (P & P) for membership voting will be undertaken by Melissa Sacco.</p>	<p>Draft of Article V bylaw revisions.</p> <p>Schedule review of revision with NYCONN.</p> <p>Send survey of Board member skills and then update matrix.</p> <p>Write draft of P & P for membership voting</p>	<p>Helene Rosenhouse-Romeo</p> <p>Cindy Walsh</p> <p>Cindy Walsh</p> <p>Melissa Sacco</p>

Marketing & Membership	<p>Judette Dahleiden</p> <ul style="list-style-type: none"> • Rick from Premier Marketing has agreed to sponsor 500 first-aid kits with WIC Association logo as give-away at conference. • Board members need to send bios and pictures to Holly Green for posting on “Meet our Board Members” section of Association’s Web page. • Quarterly newsletter from Association with content from each committee to begin in March 2020 on newly revamped Association Web site. The new Web site will use Constant Contact and Mail Chimp services to provide for easy updates and tracking information. This new design supported by GoDaddy will no longer require the Association to use a Web developer. The cost to the Association will increase from \$180 year to \$240/year. The motion to accept new web platform was unanimous. No abstentions. 	<p>Send short bios/pic to Holly Green</p> <p>Reinstating newsletter</p>	<p>All Board members who have not already done so</p> <p>Brian Coleman</p>
Legislative	<p>Vijaya Jain</p> <ul style="list-style-type: none"> • Agnes Molnar will co-chair committee with Viji Jain. • Ten Board members will stay an extra day in Latham and head to Albany to meet with legislators. There are 28 appointments scheduled. The purpose is for WIC Association of NYS to reacquaint with local elected officials to promote WIC services. • Agnes Molnar, Sue Kowaleski, Viji Jain and Cindy Walsh will go to DC as part of National WIC Association’s legislative conference in March 2020. • Metro regional WIC Association has postponed their planned legislative breakfast to May 2020. • Committee to add published research papers on WIC outcomes and advocacy toolkit to Association Web page. • Committee requesting map of WIC participants in NYS. • Send NWA Public Charge information and resources to all WIC Directors in NYS. 	<p>Provide update to Board in May following Metro legislative breakfast</p> <p>Add research papers and advocacy toolkit to Association Web Page</p> <p>Obtain WIC participant map</p> <p>Email Public Charge information to WIC Directors.</p>	<p>Lisa Fermin</p> <p>Viji Jain to send to Tammy Lana to post</p> <p>Lauren Brand</p> <p>Lauren Brand</p>

Nutrition/ Breastfeeding	Lisa Cogswell <ul style="list-style-type: none"> • Committee’s review of NYWIC is coming to an end. New committee objectives are to provide workflow guidance for nutrition and breastfeeding services. • Obtain preview of Farmer’s Market plan for 2020 from Jenifer Cole so we can provide feedback. • Invite the DOH to committee call on 3/9/2020 to discuss Farmers Market issuance in 2020. 	Invite DOH to join committee call and obtain preview of plans	Lisa Cogswell
Additional Comments	Committee Chairs must provide committee report forms to Helene Rosenhouse-Romeo, Secretary, by the last Wednesday of each month. Report forms must be sent monthly even if there was no meeting held, with the words “no meeting” indicated.	Send committee reports by last Wednesday of each month to Secretary	All Committee Chairs
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Sherry Wilson and seconded by Megan Fulton; With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:34 p.m.		

Minutes prepared by: **Helene Rosenhouse-Romeo**
Secretary, WIC Association of NYS
Date: 2/17/20

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS
Date: 2/27/20