

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

Date: June 6,2023

Location: Zoom Meeting

BOD Present: Lauren Brand, Andrea (Ondie) Byrne, Ashley Clarke, Elizabeth Crofut, Lisa Fermin-Rivera, Megan Fulton, Monica Gopaul, Sue Kowaleski, Tammy Lana, Misha Marvel, Melissa Sacco, Helene Rosenhouse-Romeo, Rudy Sicari, Lauren Sondey, Loriann Spatola-Davis, Kristin VanHouten,

BOD Absent: Penny Bashford, Sarah DeFrank, Sara Hettel, Tommi-Grace Melito, Keri Santos, Tanya Reese, Cindy Walsh, Sherry Wilson

Members/Staff: Mary Maziarz, Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
Call to Order	<ul style="list-style-type: none"> • With a quorum established, Chair Lisa Fermin-Rivera called meeting to order at 1:08 p.m. • Introduction of Monica Gopaul who attended her first meeting. Monica will hear from Board Development Committee to schedule an orientation to the board. 	<p>Establish quorum</p> <p>Board Orientation</p>	<p>None</p> <p>Board Development</p>
Minutes Approval	<ul style="list-style-type: none"> • Corrections discussed with spelling of names, correction to legislative committee section and MARO Regional report. • Liz Crofut made a motion to approve minutes from April 2023 with discussed corrections. Sue Kowaleski seconded the motion. • Minutes were unanimously approved, with one abstention from Helene Rosenhouse-Romeo. 	<p>Minutes approved</p>	<p>None</p>

<p>Chair's Report</p>	<p>Lisa Fermin-Rivera</p> <ul style="list-style-type: none"> • Lisa shares she is honored to represent the board moving forward. She has been training with the previous Board Chair, Lauren Brand and sees the rewards and importance of this role. She asks for support as she takes on this role. She is excited to move the association in the direction that we collectively want to move in as well as provide supportive communication and strengthen the association. She appreciates all the hard work with all involved to bring us where we are now. Lisa thanked Lauren Brand for her years of dedication as Chair, and for being progressive in the role. Lisa shares her key to success in this role is: teamwork, hard work, communication, and transparency. • Lauren Brand echoed the importance of teamwork and thanked everyone for their support. She shared she does not plan on stepping away from the board but rather taking a step back after 6.5 years of being Chair and looking forward to serving on committees. She shared the importance of working cohesively and if any board member is interested in becoming as successor to talk with Lisa. • Tammy Lana's last meeting with the board is today. Lauren Brand thanked Tammy for all her help over the years and commented on her professionalism. She wishes her the best for her retirement. • ED Exploration Update: Continuing to meet as an Ad-Hoc Committee, job description has been created along with competencies and interview questions. Met with NYCON and discussed employee vs. consultant. The focus over the next couple of months is to finalize and develop this process. <ul style="list-style-type: none"> ▪ Andrea (Ondie) Byrne asked for clarification of who is tasked with exploration of benefits, as finance department is tasked with exploring salary. Lisa suggested to bring Finance Committee into the Ad-Hoc meeting to discuss benefits if offered for one paid employee. ▪ The discussed role of this person would include administrative tasks that Tammy Lana has been doing previously. ▪ Helene Rosenhouse-Romeo proposed a meeting or summary of Tammy's tasks for Chairs to be able to step up in the absence of an Administrative Assistant. Lisa shares 		
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	<p>she has a goal of meeting with chairs and co-chairs to update strategic plan and communicate to make sure tasks are being covered. Shares some jobs have already been delegated such as website and social media. Lisa states she hopes to have clarification of tasks by the August Board Meeting.</p> <ul style="list-style-type: none">• BOD Meeting Schedule- proposed a change from October 2nd & 3rd to October 16th & 17th as a virtual meeting. Proposed adding our one in-person meeting along with the conference in April in Albany. Lisa plans to send as survey for board member availability.	Lisa to send availability survey	
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	COMMITTEE REPORTS		
Board Development	<p>Elizabeth Crofut</p> <ul style="list-style-type: none"> Updated Consumer position and sent out 6/6/23. Reviewed by association. Discussion on #4 in description on defining/wording on actively participate. Discussed changing to maintain a presence and attend committee meetings. Helene Rosenhouse-Romeo made a motion to approve position description. Board voted- all in favor unanimously approved, no opposition and no abstentions. Continuing to update position descriptions. 	None	
Consumer/Vendor	This committee has merged with Marketing/Membership Committee.	None	None
Conference	<p>Melissa Sacco</p> <ul style="list-style-type: none"> Shared made a profit of around \$45,000 from this year's conference. Shared changing around the 2024 conference schedule to shorten the conference a little. Arrive Monday, conference would begin Monday night, all day Tuesday and half day Wednesday. Unsure at this time if we can do a hybrid of in-person and virtual, need to look into costs associated with this. 		

Finance	Andrea Byrne <ul style="list-style-type: none"> • Over the next few weeks will need to transfer credit card from Lauren’s name to Lisa’s. Lauren currently has Tammy’s credit card. • Reviewed financial records, one error Rudy will fix- reported \$57,900 net profit. • Discussed more about hiring process/financials of Exec. Director. • Introduced budget request forms for committee chairs. • Discussion on creating purchase order form. • Looking at where we can cut costs for conference going forward if offering virtual as well. • Have an extension until November for filing 990. When Rudy gets draft will send to Exec. Committee for review and approval. 	Net one	None
Marketing & Membership	Lisa Fermin-Rivera <ul style="list-style-type: none"> • Lauren Sondey and Tommi-Grace Melito will be Co-Chairs for committee. Tommi-Grace will return from maternity leave on July 1st. • Ashley and Kerri have been doing a great job with the newsletter. Lisa encouraged committees to send update of positive work done in committees to be included in the newsletter of no more than 250 words. Due dates for quarterly newsletter submissions would be: March 1st, June 1st, September 1st and December 1st. • Lauren and Penny have been working on website updates and rebuilding to simplify site. • Sarah and Kristin have been doing social media posting. Posts have been proactive and engaging. • Next Meet n’ Greet is scheduled during World Breastfeeding Week on August 3rd. 	None	
Legislative	Misha Marvel <ul style="list-style-type: none"> • 	None	None

LA Program Operations	This committee has not met	None	None
Additional Comments	<ul style="list-style-type: none"> Final thank you to Tammy and Lauren for all they have done for the Association. 		
Regional Reports	<ul style="list-style-type: none"> Capital: Have not had any recent meetings. Metro: Had a meeting on 6/6/23, working on updating by-laws. Discussed ways to generate funding to keep MirRam Group for continued work after July. Lauren Sondey shares the MirRam Group wants to meet with Regions on a more personal level and will be sending out Save the Dates. Lauren reports meetings with legislative members in the area in February, March and April. Central: Have not met recently, upcoming in-person meeting. Western: Had a meeting on 6/2/23, mainly discussed online nutrition education and policy. Shared frustrations on cumbersome process and questions on missed appointments, staffing, increase in calls, decrease in show rates. Noted Josh from Central Region made a comment for the association to do a work group involving the state for best practices. 		
Adjournment	Motion to adjourn meeting made by Andrea Byrne and seconded by Helene Rosenhouse-Romeo. With no other items to discuss the meeting was adjourned by Chair Lisa Fermin-Rivera at 3: p.m.		

Minutes prepared by **Megan Fulton**
WIC Association of NYS Secretary, **Date: 8/13/23**

Minutes reviewed by **Lisa Fermin-Rivera**
WIC Association of NYS Chair, **Date: _____**