

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

Date: June 3rd, 2020

Location: Zoom Meeting

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

Absent: Melissa Goldstein, Holly Green, Tommi-Grace, Melito, 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 1:05 p.m. 	Establish quorum	None
Minutes Approval	<ul style="list-style-type: none"> • Judette Dahleiden made a motion to approve minutes as written. Sue Kowaleski 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"> • Schedules for committee bimonthly meetings should be revised so that there is no overlap to allow for maximum participation now that we are remote. Zoom meetings should be sent as invites to participants so calendars are populated. • Report from Regional Associations: <ol style="list-style-type: none"> 1. Western: Coordinators meet separate from DOH regional office (RO) staff to discuss farmer market distribution plans and to present unified message to RO. Western shares processes and documents between agencies. Not a formal association. 2. Central: They have not met. Central has bylaws and local agencies are part of a formal association. 3. Capital: They include advocates at meeting but have not yet met. Not formal organization. 4. Metro: Is a formal organization. Concerns discussed include funding for PPE, social distancing. Executive Board of Metro is working with RO to communicate concerns. 	Send Tammy Lana new meeting schedules	Committee Chairs

	<ul style="list-style-type: none"> The Executive Board will meet next week with NYS Department of Health WIC Program staff next week to present concerns and obtain guidance regarding local agency concerns. The Association Board meeting will continue to be remote for August, will revisit then regarding meeting in October. 	<p>Send comments/questions to Lauren Brand by Friday 6.5.20</p> <p>F/u with Century House on future meetings/contract</p>	<p>Board Members assigned to report out from regional meetings</p> <p>Tammy Lana</p>
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COMMITTEE REPORTS			
Ad Hoc Outreach Committee	<p>Misha Marvel</p> <ul style="list-style-type: none"> Our committee, which includes myself (Misha Marvel), Helene Rosenhouse-Romeo, Lauren Brand and Tommi-Grace Melito, has been meeting weekly. Our work so far includes: <ol style="list-style-type: none"> Development and review of a survey designed to take the pulse on how local agencies are operating during the Covid-19 crisis. We received 71 responses. Of those, 97% stated that they had the capacity to take on more participants. Overall no-shows are down statewide. Adopted the “Did you know” advocacy information from Legislative Committee to create a social media campaign to raise awareness of WIC services. The “Did you Know” Instagram posts are being sent to raise WIC’s profile. Creating a document that will be shared with all BOD to add names/contacts of potential partners for our Association. Create a list of posts that can be sent out to raise Association’s profile Shared draft of letter to present to NYSDOH WIC Program administration to request nutrition education continue to be remote. BOD voted to accept and present letter unanimously. 	<p>Add contacts to shared document</p> <p>Add content to shared document</p>	<p>All DOB members</p> <p>All DOB members</p>
Consumer/Vendor	<p>Megan Fulton</p> <ul style="list-style-type: none"> Nothing to report out at present. Committee did not meet. 	<p>Develop a schedule to meet</p>	<p>Megan Fulton</p>

Conference	Mary Krypel <ul style="list-style-type: none"> Committee discussed ideas for our meeting in 2021. Meeting at end of June with Site Solutions to explore some of these ideas. Conference this year cost the Association \$24,000. Discussed need to review contract with Site Solutions about continued payment. 	Review options for conference Review Site Solutions contract	Mary Krypel, Melissa Sacco and Lauren Brand to meet with Site Solutions
Finance	Andrea Byrne <ul style="list-style-type: none"> Rudy Sicari has completed all needed refunds from conference DJ's check is forthcoming Budget lines 10 and 11 need to be corrected. NWA is processing \$1400 refund. Two advocates travel is non-refundable but can be applied to future travel within a specific time period. Moving to Zoom meetings will save operating expenses and will result in lowering our budget deficit. Rudy Sicari will complete 2019 filings of CHAR and 990 form 	Complete 2019 tax filings (CHAR and 990)	Rudy Sicari
Board Development	Cindy Walsh <ul style="list-style-type: none"> Need to return to looking at bylaws and policy and procedures as they go hand-in-hand. Committee will plan to meet twice before August meeting 	Draft of revised sections of bylaws to be sent out for review Send schedule to meet	Cindy Walsh Cindy Walsh
Marketing & Membership	Judette Dahleiden <ul style="list-style-type: none"> No Meeting in May 		
Legislative	Vijaya Jain <ul style="list-style-type: none"> Committee held conference call on 5.13.20. "Did you Know" (DYK) went out to all elected members in the Assembly and Senate of NYS. 	Send DYK facts to senators Post DYK to our Website	Agnes Molnar Tammy Lana
Nutrition/ Breastfeeding	Lisa Cogswell <ul style="list-style-type: none"> Committee did not meet 		

Additional Comments	Letter needs to be sent to Yamilex Sanchez terminating service on BOD	Draft and send letter	Cindy Walsh
Regional Reports	None		
Adjournment	Motion to adjourn meeting made by Viji Jain and seconded by Lisa Fermin-Rivera; With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:37p.m.		

Minutes prepared by: **Helene Rosenhouse-Romeo**
Secretary, WIC Association of NYS
Date: July 2, 2020

Minutes reviewed by: **Lauren Brand**
Chair, WIC Association of NYS
Date: July 2, 2020

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