

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

Date: October 5, 2021

Location: Zoom Meeting

**Present:** Penny Bashford, Lauren Brand, Andrea Byrne, Brian Coleman, Lisa Cogswell, Judette Daleiden, Sue Kowaleski, Mary Krypel, Misha Marvel, Tommi-Grace Melito, Helene Rosenhouse-Romeo, Melissa Sacco, Rudy Sicari, Lauren Sondey, Loriann Spatola-Davis, Cindy Walsh, Sherry Wilson

**Absent:** Michelle Downer, Megan Fulton, Heittel, Lisa Fermin-Rivera, Tanya Reese

**Other Attendees/Guests:** Tammy Lana

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>With a quorum established, Lauren Brand called meeting to order at 1:04 p.m. Permission was verbally sought and obtained to record session.</li> </ul>	Establish quorum	<b>None</b>
<b>Minutes Approval</b>	Judette Daleiden made a motion to approve the minutes and Andrea Byrne seconded the motion. Minutes were unanimously approved.	Minutes approved	<b>None</b>
<b>Chair's Report</b>	<p><b>Lauren Brand</b></p> <ul style="list-style-type: none"> <li>The preliminary calendar for the BOD meetings for 2022 was sent out for review.</li> <li>Membership Committee has developed a newsletter template and moving forward this newsletter will be used to communicate back to the regions regarding questions raised and Central office responses.</li> </ul>	Report from Chair	<b>None</b>

<b>COMMITTEE REPORTS</b>			
<b>Board Development</b>	<p><b>Cindy Walsh</b></p> <ul style="list-style-type: none"> <li>Annual membership meeting is scheduled for December 9, 2021. Notification will be sent out to membership announcing meeting by November 18<sup>th</sup>, 2021.</li> <li>NYCONN communicated that the Association can change the position of Vice Chair and Chair to Co-Chairs. However, the Board Development committee will need to understand how this change will affect current by-laws. After doing so, the Committee will make a recommendation to the full Board about how to proceed.</li> </ul>	<p>Send out announcement of annual membership meeting to members</p> <p>Study impact of changing to Co-chair positions</p>	<p><b>Tammy Lana</b></p> <p><b>Board Development</b></p>
<b>Consumer/Vendor</b>	<p><b>Judette Daleiden</b></p> <ul style="list-style-type: none"> <li>No meeting held. Nothing to report</li> </ul>	None	<b>None</b>
<b>Conference</b>	<p><b>Melissa Sacco for Mary Krypel</b></p> <ul style="list-style-type: none"> <li>Save-the-date was sent out</li> <li>Prospectus was sent out</li> <li>Committee is scouting locations for in-person conference for 2023</li> </ul>	Scout locations for 2023 conference	<b>Conference Committee</b>
<b>Finance</b>	<p><b>Andrea Byrne</b></p> <ul style="list-style-type: none"> <li>There were 12 registrants for NYCONN Camp Finance.</li> <li>Tammy Lana was asked to leave the meeting at which time the finance committee made a motion to discuss a pay raise for the Administrative Assistant from her current level of \$20/hour, which has been static for five years, to \$23/hour. This increase factored in approximate cost of living increases annually. The motion passed unanimously.</li> </ul>	None	<b>None</b>

	<ul style="list-style-type: none"> <li>The finance committee then made a second motion to propose an annual cost of living increase for the administrative assistant based on the CPI and availability of the Association's funds beginning October 2022. This motion passed unanimously.</li> </ul>		
<b>Marketing &amp; Membership</b>	<b>Judette Daleiden</b> <ul style="list-style-type: none"> <li>Working on getting out the newly designed newsletter to membership.</li> <li>WE have 500 first-aid kits that we can give away. Discussed using as incentive to those who pay membership dues early. Invoices to go this month.</li> </ul>	Finalize newsletter	<b>Committee chairs</b>
<b>Legislative</b>	<b>Misha Marvel</b> <ul style="list-style-type: none"> <li>Relaunched Twitter handle and have been doing a lot of advocacy around CVB extension.</li> <li>Requested redemption data and received information on what as redeemed not what was issued. Waiting for additional information to better assess impact of CVB.</li> <li>Sent request to Josh Huggins at Central Office for participation data.</li> <li>Plan to write an introductory letter to NYS's new health commissioner</li> </ul>	Write introductory letter to health commissioner	<b>Misha Marvel</b>
<b>LA Program Operations</b>	<b>Judette Daleiden</b> <ul style="list-style-type: none"> <li>Lisa Cogswell stepped down from chair position because she will prepare to retire within the next several months. Judette assumed position.</li> <li>This committee, which is an ad hoc committee, will only meet on when there is a need.</li> </ul>	None	<b>None</b>
<b>Additional Comments</b>			
<b>Regional Reports</b>	None		
<b>Adjournment</b>	Motion to adjourn meeting made by Sherri Wilson and seconded Penny Bashford. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 3:17 p.m.		

Minutes prepared by **Helene Rosenhouse-Romeo**  
Secretary, WIC Association of NYS  
Date:10/30/2 021

Minutes reviewed by **Lauren Brand**  
Chair, WIC Association of NYS  
Date: 11/01/2021