

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

Date: October 6, 2020

Location: Zoom Meeting

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

**Absent: Michelle Downer, Lisa Fermin-Rivera, Melissa Goldstein, Vijaya Jain**

**Guests: None**

ITEM	DISCUSSION	ACTIONS	FOLLOW-UP
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>With a quorum established, Chair Lauren Brand called meeting to order at 1:05 p.m.</li> </ul>	Establish quorum	None
<b>Minutes Approval</b>	<ul style="list-style-type: none"> <li>Agnes Molnar made a motion to approve minutes from the June meeting as written. Mary Krypel moved the motion. Minutes were unanimously approved, with zero abstention.</li> </ul>	Minutes approved	None
<b>Chair's Report</b>	<p><b>Lauren Brand</b></p> <ul style="list-style-type: none"> <li>Information was sought about how different regions receive and communicate information from DOH RO to local agencies:  <b>Capital:</b> Andrea Byrne reports Capital Region DOH hosts meetings bi-weekly with Coordinators. Central Office and VMA join the meeting/call every eight weeks.  <b>Central:</b> Loriann Spatola-Davis The WIC Coordinators strive to have a week conference call each Monday during the COVID shut down and have a CNY WIC Association Meeting on the second Monday of each month.  <b>Western:</b> Judette Daleiden reports that Western WIC Association meets quarterly and the DOH RO attends these meetings. Western Region Coordinators also meet separately monthly.  <b>METRO:</b> has not been holding regular meeting since COVID-19.</li> <li>NWA requested that the Association be involved with their first virtual WIC advocacy day "Hill Advocacy Day" on November 12, 2020. NWA will lead a virtual advocacy</li> </ul>		

	<p>learning session in the morning to be followed by virtual appointments with legislators/staff in the afternoon. Legislative Committee will take lead on this.</p> <ul style="list-style-type: none"> <li>• Future WIC Association of NYS Board meetings will continue to be virtual for FFY 2021.</li> <li>• Melissa Sacco reported on the meeting attended by Executive Committee, one BOD member from each region and NYS DOH meeting held on 10/5.20. See minutes attached.</li> </ul>	Send out draft of BOD meeting schedule	<b>Lauren Brand</b>
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<b>COMMITTEE REPORTS</b>			
<b>Ad Hoc (communications group)</b>	<p><b>Misha Marvel</b></p> <ul style="list-style-type: none"> <li>• Committee continues to post on social media.</li> <li>• Looking for additional members.</li> </ul>	Let Lauren Brand know if interested in continuing on, or joining ad hoc committee	<b>Interested BOD members</b>
<b>Conference</b>	<p><b>Mary Krypel</b></p> <ul style="list-style-type: none"> <li>• All virtual conference planned for February/March 2021 time frame.</li> </ul>	Finalize details: how many days; pick dates	<b>Conference Committee</b>
<b>Consumer/Vendor</b>	<p><b>Meghan Fulton</b></p> <ul style="list-style-type: none"> <li>• Committee did not meet</li> <li>• Penny Bashford discussed vendor ECR (POS system) update making the monitoring process more relevant.</li> </ul>		
<b>Finance</b>	<p><b>Andrea Byrne</b></p> <ul style="list-style-type: none"> <li>• Reviewed financial. NWA gave us back an overage of \$140 from Leadership Conference refund.</li> <li>• Thinking of getting rid of PGI call system as it does not appear that committees are using it for their meetings. We did get a bill, but it is unclear what it was for. Zoom is likely to be the platform to replace the PGI system.</li> <li>• Budget presently is showing \$9571 loss, however, Oct and November are typically when membership dollars come in.</li> </ul>	Determine charges for PGI	<b>Andrea Byrne</b>

<b>Board Development</b>	<b>Cindy Walsh</b> <ul style="list-style-type: none"> <li>From committee to the full Board the motion to extend the current BOD terms by nine months to October 1, 2021 – passed unanimously.</li> <li>Motion to extend current officers’ Chair and Treasurer terms to 10/1/2021 and extend the Secretary and Vice Chair’s terms to 10/1/2022 – passed unanimously.</li> <li>Election for Providers will be as follows: request provider applications for Board membership in January or February, vote by all members in March, announce outcome in April.</li> <li>Strategic plan deadlines for completion by each committee need to be completed in Google document.</li> <li>Annual meeting will be 11/17/20 via Zoom. Include Financials</li> </ul>	<p>Question for NYCON: Can survey tool, such as Survey Monkey, be used for voting?</p> <p>Send BOD shared document</p> <p>Update completion dates</p> <p>Send out invite to members</p>	<p><b>Lauren Brand</b></p> <p><b>Lauren Brand</b></p> <p><b>Committee Chairs</b></p> <p><b>Tammy Lana</b></p>
<b>Marketing &amp; Membership</b>	<b>Judette Daleiden</b> <ul style="list-style-type: none"> <li>Holly Green resigned.</li> <li>Getting invoices out to local agencies. No incentives for sending in dues early.</li> </ul>	<p>Draft letter of benefits of membership</p>	<p><b>Lauren Brand</b></p>
<b>Legislative</b>	<b>Agnes Molnar</b> <ul style="list-style-type: none"> <li>NYS caseload stable.</li> <li>Plan is to develop survey to send to local agencies to determine who is currently providing onsite services in some form vs all remote and other essential questions.</li> </ul>	<p>Develop Survey</p>	<p><b>Agnes Molnar and Viji Jain</b></p>
<b>Nutrition/ Breastfeeding</b>	<b>Lisa Cogswell</b> <ul style="list-style-type: none"> <li>Committee last meet in July.</li> </ul>	<p>Reach out to Alison Conneally to allow nutrition committee to be involved in piloting remote NE platform</p>	<p><b>Lisa Cogswell</b></p>
<b>Additional Comments</b>			
<b>Regional Reports</b>	<p>None</p>		
<b>Adjournment</b>	<p>Motion to adjourn meeting made by Lisa Cogswell and seconded by Agnes Molnar. With no other items to discuss the meeting was adjourned by Chair Lauren Brand at 2:57 p.m.</p>		

Secretary, WIC Association of NYS  
Date: October 27, 2020

Chair, WIC Association of NYS  
Date: November 3, 2020