

Wisconsin WIC Association (WWA) Board Meeting Minutes

Meeting: WWA Annual Fall Board Meeting Join Zoom Meeting https://us02web.zoom.us/j/84120892110?pwd=czB3Yjk5WVVFYMhd6d3FIRitZN3pxQT09 Meeting ID: 841 2089 2110 Passcode: 945520	Phone: Dial by your location +1 312 626 6799 US (Chicago) Meeting ID: 899 6349 8647 Passcode: 688367 Reoccurring meetings:
--	---

PURPOSE: MONTH 2023 monthly meeting.

Meeting Date:	Location:	Start Time:	End Time:
10/13/2023	Teleconference	9:00 AM	4:00 PM
Facilitator/Lead:		Minutes Prepared by:	

ATTENDEES (checked in attendance)			
<input checked="" type="checkbox"/> Rachel Bauer	<input checked="" type="checkbox"/> Alex Forsythe	<input checked="" type="checkbox"/> Kristina Ingrouille	<input checked="" type="checkbox"/> Beth Scheelk
<input checked="" type="checkbox"/> Annika Crossley	<input checked="" type="checkbox"/> Camen Hofer	<input type="checkbox"/> Lindsay Kohut	<input checked="" type="checkbox"/> Morgan Thums
<input checked="" type="checkbox"/> Kim Damrow	<input type="checkbox"/> Shawn Handfelt	<input checked="" type="checkbox"/> Cheri Nemec	
<input checked="" type="checkbox"/> Ellen Ellingsworth	<input checked="" type="checkbox"/> Brittany Hunt	<input checked="" type="checkbox"/> Sarah Nix	

Items/Actions to Be Approved 9:00-9:30am	Outcome/Notes	Action Items & Person Responsible
Welcome and Approval of Meeting/Ice Breaker <ul style="list-style-type: none"> Introductions, Favorite thing about Fall 	Continue to approve meeting minutes by email-post to website after majority approve by email. Casual start to meetings.	
Treasurer's Report (Ellen/Morgan):	Pay Pal: \$168.03 Business savings account: \$24,452.41 Business debit account: \$16,113.06	

Committee Updates/Overviews - 9:30-11:00am

Outreach Committee (Lindsay) <ul style="list-style-type: none"> Proposed to disbanded or switch status to ad hoc Review and update committee/chair descriptions 	New York State Association Committees Nutrition and Breastfeeding Committee: Conference Committee Legislative/Public Policy Committee Consumer and Vendor Committee Board Development Committee Finance and Fund Development Committee Executive Committee Membership Committee (ad hoc) Marketing and Communication Committee (ad hoc) Bylaws and Nominating Committee (ad hoc) <ul style="list-style-type: none"> With capacity, may consider tabling some outreach efforts and let it happen naturally as it comes up <ul style="list-style-type: none"> Beth is a part of WAND Consider this a part of advocacy team? VOTE: Move outreach to adhoc status <ul style="list-style-type: none"> All in favor – YES, 0 opposed, 0 abstain Move outreach efforts to advocacy committee 	-Move outreach efforts to advocacy committee
--	--	--

<p><u>Advocacy Committee (Vacant)</u></p> <ul style="list-style-type: none"> • WIC Action Alerts • NWA Policy Conference/ Continuing Ed. Requests • WIC Action Network - ALL • State WIC Associations Workgroup -Kim • NWA Midwest Region Local Agency • Review and update committee/chair descriptions 	<ul style="list-style-type: none"> • Biggest time commitment is NWA Policy Conference in Feb 20-23, 2024. WWA helps to set up hill meetings and train those meeting with elected officials • 2 WWA members can attend NWA Policy Conference through WWA scholarship • SWO wants a representative from WWA (voting member of NWA) to join NWA’s Midwest Region Local Agency group – monthly meeting commitment. • Consider Madison advocacy/hill meetings 	<p>ALL WWA members register for NWA Action Network meetings here</p> <p>Kim Damrow (Chair) attends State WIC Associations Workgroup</p> <p>Sarah Nix attends NWA Midwest Region Local Agency</p> <p>Kristina/Kim clarify NWA’s Local Agency group information/commitment for a WWA rep</p> <p>Advocacy Committee add to committee description about outreach being a part of the committee’s responsibilities</p>										
<p><u>Membership Committee (Vacant)</u></p> <ul style="list-style-type: none"> • Membership survey • Review of membership spreadsheet and goals • Brainstorm ways to increase membership engagement • Membership enrollment form • Review and update committee/chair descriptions 	<ul style="list-style-type: none"> • Considering survey monkey vs Google forms for surveys <ul style="list-style-type: none"> ○ Hx of people not wanting to log into Google to fill out our surveys/voting • Membership Drive Nov-March 31 • Membership Survey • Scholarship application <ul style="list-style-type: none"> ○ \$500 cap ○ Need scoring rubric for applications ○ “submit at least 1 month prior to CEU opportunity” • Membership committee leads scholarships. It is under membership in the Strategic Plan 	<p>Membership Chair</p> <ul style="list-style-type: none"> • will write email for Regional Reps to email out about Membership Drive starting November (include membership letter) • Update and send membership survey to include questions about barriers to becoming WWA members. send out in fall 2023 <p>Membership committee</p> <ul style="list-style-type: none"> • Add to Membership committee description to frequently check CEU scholarship application, review and email out to WWA to vote based on rubric • Add to membership committee description to keep an updated log of winning region reimbursements • Scholarship/continuing ed: update to include WWA membership cost as an approved request with hardship stated. <table data-bbox="1169 1585 1404 1764"> <tr><td>250</td><td>5001 +</td></tr> <tr><td>200</td><td>3001-5000</td></tr> <tr><td>150</td><td>1501-3000</td></tr> <tr><td>100</td><td>751-1500</td></tr> <tr><td>50</td><td>750 or less</td></tr> </table> • Create scoring rubric to score applications – reference NWA on how they score • Establish committee member to review all continuing education requests, including initial review of application, follow up of 	250	5001 +	200	3001-5000	150	1501-3000	100	751-1500	50	750 or less
250	5001 +											
200	3001-5000											
150	1501-3000											
100	751-1500											
50	750 or less											

		<p>reimbursement and attendance summary.</p> <ul style="list-style-type: none"> • Create nomination form for an honorary member • Define “nominating committee” <p>Sarah will remind her region to about team building prize and timeline to submit</p>
<p><u>Professional Development Committee (Kristina)</u></p> <ul style="list-style-type: none"> • WWA Conference Review • Annual Member Discussion • Apparel Sale? • Review and update committee/chair descriptions 	<ul style="list-style-type: none"> • Used Positive Promotions for Apparel in the past. Plan on another sale in 2024. • Likely decreasing WWA hosted conference events/collaborating with SWO based on capacity. Plan to share more of other relative events on WWA website. What other partners can we connect with on this? • Plan on 1 hour virtual annual WWA discussion in 2024 	
<p><u>Communication Committee (Camen)</u></p> <ul style="list-style-type: none"> • Website • Newsletter • Facebook • Canva, MailChimp • Logo (Kim) • WWA Connection Tool • Review and update committee/chair descriptions 	<ul style="list-style-type: none"> • Hoping to find a new website designer to redo WWA website • Logo stored on WWA Google Drive 	<p>Communication Committee</p> <ul style="list-style-type: none"> • Add scholarship opportunity application to newsletter/communications.. “submit at least 1 month prior to CEU opportunity”, “any new staff? Submit email/info to WWA” • Website Tutorials <p>Camen (and Committee chair?)will update website with current board, update logo on website, remove PO box address from footer of website, membership page – update address to check address</p>
<p><u>Finance Committee (Morgan)</u></p> <ul style="list-style-type: none"> • Review and update committee/chair descriptions 		<p>Morgan Add to committee descriptions to keep updated log of winning region reimbursements. Add to description to keep address to send checks to up to date</p> <p>Finance -</p> <ul style="list-style-type: none"> -Creation of an audit committee -Renew liability insurance with West Bend D&O
Break 11:00-11:15am		
Update Board Roster - 11:15am-12:00pm		
<p><u>Executive Committee</u></p> <ul style="list-style-type: none"> • Nominations and vote <p><u>New committee chairs and members</u></p>	<p><u>Past Chair:</u> <u>Incoming Chair: Kim</u> <u>Vice Chair:</u> Kim nominates Alex – maybe? <u>Treasurer: Morgan</u> <u>Co-treasurer: Shawn – maybe?</u> (From 2022: Suggestion: have someone in this role for at least 2 years)</p>	<p>Committee chairs will speak to their committees work at WWA meetings.</p> <p>ALL Committee chairs/committee</p> <ul style="list-style-type: none"> • will review their committee’s description document and email to WWA for review, then upload to WICShare

	<p><u>Secretary: Rachel Bauer</u></p> <p><u>Committee Chairs:</u></p> <ul style="list-style-type: none"> • Advocacy: Cheri Nemec/Beth Scheelk <ul style="list-style-type: none"> -Beth Scheelk -Cheri Nemec -Sarah Nix -Kristina -Brittany -WWA Board • Membership: Nominate Sarah <ul style="list-style-type: none"> - Alex Forsythe (Southeast) -Cheri Nemec (Northern) -Annika Crossley (Southern) -Sarah Nix (Western) -Rachel Bauer (Northeast) • Professional Development: Kristina <ul style="list-style-type: none"> -Shawn Handfelt -Beth (WAND) -Morgan • Communication: Annika <ul style="list-style-type: none"> - Annika Crossley -Shawn Handfelt -Brittany • Finance: Morgan <ul style="list-style-type: none"> - Co-treasurer: Shawn –maybe? - 	<ul style="list-style-type: none"> • review their section in the strategic plan to ensure goals are being completed <p>Rachel will update board roster document</p> <p>Camen and Annika will meet to go our Communications Committee</p> <p>Alex and Shawn will connect with Kim within the next week about chair/co treasurer positions</p>
<p><u>Additional Roles:</u> NWA: Sarah/Cheri WALHDAB: Ellen State WIC Director Liaison: Kristina</p>		<p>Kristina ask SWO if they might be able to provide a report of all WIC staff emails to subscribe to WWA emails</p>
Lunch Break – 12-12:30/ 1?		
Membership Drive - 1-1:30 pm		
<p><u>Membership 2023</u></p> <ul style="list-style-type: none"> • Start/end dates • Update Membership letter, form, and website • Regional Rep email • Incentive? 	<p>~Nov 1-March 31</p> <p>Continue with team building incentive \$20-25 per member for winning region</p>	<p>Kim Damrow will updated membership letter (remove honorary member) and send to membership chair</p> <p>Communications Committee will update website</p> <p>Membership committee chair will create a template email to send out regarding Membership drive attaching Kim’s letter above</p>
Scholarships - 1:30-2:30pm		
<p><u>NWA National Policy Conference- virtual</u></p> <ul style="list-style-type: none"> • February 20-23rd (Tues –Fri) • Historical information: 		

<p>-Early Bird Registration ends: Dec 31st -Members: \$285.00 (early bird) or \$385 (regular)</p> <p>Other NWA conferences? State WIC Conference?</p>		
Break 2:30-2:45 PM		
<p>WWA Document Updates 2:45-4 pm</p> <p><u>Review By-laws</u></p> <ul style="list-style-type: none"> • Proposed By-law changes - VOTE <p><u>Member involvement on committees</u></p> <ul style="list-style-type: none"> • Plan to increase participation 	<ul style="list-style-type: none"> • Consider adding consumers, affiliates...etc to board • Board of Directors should be WWA member 	<p>Kim to update by-laws based on today's discussion/edits, plan to build listserv before sending to members to vote Beth will look into how other associations use "honorary" member</p>
<p>Next meeting: November 16th, 2023 12-1pm</p>		

Topics to include:

Monthly board meeting dates

- Do we want to go to meeting every other month?
 - VOTE All in favor – Yes, 0 opposed, 0 abstain
- Meeting dates moving forward
 - **3rd Thursday noon-1pm, every other month**
 - **Jan 18, March 21, May 16, July 18, Sept 19**
 - **May 29th in person spring meeting**
 - **St Point Library – free (Beth familiar)**
 - **Oct 19th all day fall meeting (3rd Friday)**