

## Wisconsin WIC Association (WWA) Board Meeting Minutes

### MEETING:

Topic: **WWA Monthly Meeting**

Join Zoom Meeting:

<https://us02web.zoom.us/j/83367340889?pwd=YTFxYWVvYTIEbFZxa0Y2bzZmZE9lZz09>

Meeting ID: 833 6734 0889, Passcode: 305980

### Phone:

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 899 6349 8647

Passcode: 688367

**Reoccurring meetings:** Every month on the 4th Thurs

**PURPOSE:** monthly board meeting

Meeting Date:	Location:	Start Time:	End Time:
11/21/2024	Teleconference	12:00 PM	1:00 PM
Facilitator/Lead:		Minutes Prepared by:	
Beth		Rachel	

### ATTENDEES (checked in attendance)

<input checked="" type="checkbox"/> Alex Forsythe	<input type="checkbox"/> Emily Seltzner	<input checked="" type="checkbox"/> Marlena Oechsner
<input type="checkbox"/> Alyssa Gallon- maternity leave	<input checked="" type="checkbox"/> Heidi McCann	<input checked="" type="checkbox"/> Morgan Thums
<input checked="" type="checkbox"/> Amy Richter	<input checked="" type="checkbox"/> Kim Damrow	<input checked="" type="checkbox"/> Rachel Bauer
<input checked="" type="checkbox"/> Beth Scheelk	<input checked="" type="checkbox"/> Shawn Handfelt	<input checked="" type="checkbox"/> Guest: Stephanie Peterson

Items/Actions to Be Approved	Outcome/Notes	Action Items & Person Responsible
Welcome!	Welcome new Board Members	
Review WWA Roles: <ul style="list-style-type: none"> <li>Review Roles</li> <li>Recruit Vice Chair</li> <li>Discuss/Clarify Treasurer's role/timeline</li> <li><a href="#">Review Committee Roles</a></li> </ul>	<a href="https://docs.google.com/spreadsheets/d/1xdE-S8EiHfRlwioYqEnXLRl5cv8_yZ9aOdPk0aTvjXA/edit?gid=0#gid=0">https://docs.google.com/spreadsheets/d/1xdE-S8EiHfRlwioYqEnXLRl5cv8_yZ9aOdPk0aTvjXA/edit?gid=0#gid=0</a> <ul style="list-style-type: none"> <li>Beth reviewed the WWA Roles and Committees google spreadsheet to make sure all board member dates/information is correct. This document is in WICShare.</li> <li>Shawn and Morgan are willing to be on the professional development committee.</li> <li>Still looking for a Vice Chair for 2025, this is a position that is absolutely necessary.</li> <li>Treasurer's role was going to be 2 years as treasurer and the 3<sup>rd</sup> year would be co- finishing up with the new person filling that position. As the information was being reviewed, this year Morgan would continue as co-treasurer and for 2026 we would elect Shawn as full treasurer in 2026. We will elect another co-treasurer (under-study) to assist Shawn.</li> </ul>	Please consider being vice chair of WWA. If you are interested let Beth know.
Treasurer's Report (Morgan):	BMO Checking Acct: \$14370.70 BMO Savings Acct: \$24220.68 PayPal: \$4383.62	
Connection Committee: (Alex) <ul style="list-style-type: none"> <li>Newsletter update - Winter</li> <li>Annual member survey</li> </ul>	<ul style="list-style-type: none"> <li>Need to create a new membership description for this committee, which Alex is working on and will send to Beth.</li> </ul>	If anyone is interested in helping with the newsletter, please let Alex know as she will

<ul style="list-style-type: none"> <li>Website</li> <li>Canva log in</li> </ul>	<ul style="list-style-type: none"> <li>There is a draft winter newsletter started. If anyone has topics let Alex know.</li> <li>The winter newsletter will be distributed in the first week of January.</li> <li>Member survey will be sent mid-December with reminder for policy conference.</li> <li>January Newsletter will feature statements from those who went to conferences.</li> <li>We will put a plug in the newsletter about getting an updated staff list from all projects.</li> <li>The membership survey has been created in Microsoft forms. Question at the end will include a link if someone is interested in being on one of the committees they could put their information.</li> <li>Marlena is still working on the website and wanted to know if there were hard deadlines to get this done.</li> <li>Stephanie said she is interested in being part of the connection committee.</li> </ul>	<p>be setting up a zoom call to work on dividing parts of the newsletter.</p>
<p>Professional Development Committee: (Kim)</p> <ul style="list-style-type: none"> <li>Continuing Ed./Scholarship Requests</li> <li>Scholarship Policy Update</li> </ul>	<ul style="list-style-type: none"> <li>Currently trying to figure out if we can pre—purchase scholarships at an early bird rate.</li> <li>Please email Kim if interested in being on the professional development committee.</li> <li>In December each committee should have one meeting within their committee.</li> <li>Shawn and Morgan are willing to be on the professional development committee.</li> </ul>	<p>Need for another member on the professional development committee. Please let Kim know if interested.</p>
<p>Advocacy Committee: (Amy)</p> <ul style="list-style-type: none"> <li>WIC Action Network</li> <li>Facebook Updates (need admin access?)</li> </ul>	<ul style="list-style-type: none"> <li>Early bird for policy conference is 12-17-24. Beth is trying to figure out how to get individual codes for this conference.</li> </ul>	<p>Kim will work on giving Amy access to Facebook site.</p>
<p>Other Meeting Reports:</p> <ul style="list-style-type: none"> <li>State WIC Director Liaison: (Beth)</li> <li>State WIC Associations Workgroup (Kim/Beth)</li> <li>Midwest Local Rep (Sarah – Report?)</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting will be in January with the board as this will leave time in December for individual committees.</li> </ul>	
<p>Other items:</p>	<ul style="list-style-type: none"> <li>Review of 501(c)3 and compliance</li> <li>Determine December meeting? Skip?</li> </ul>	
<p>Upcoming Meetings/Events</p>	<p>Committee chairs will send emails to the board with times for committee meetings. Stephanie is interested in the connection committee. Alex will include her.</p>	
<p>Tabled Items:</p>		