



Meeting Minutes of August 13, 2014

**MEETING CALLED TO ORDER:** The Meeting of the Missouri WIC Association was called to order at 10:06 a.m. on August 13, 2014, by Rhonda Breitenbecher, President. A quorum was present.

**PRESENT:**

***Board Members:*** Rhonda Breitenbecher, President; Acey Staples, Vice President; Jan Glaze, Treasurer; Margie Beckmann, Secretary; Heidi Loecke, NW Rep; Deb Cullum, NE Rep; Erin Harris, C Rep.; Amy Callico, E Rep.; Tammy Drake, SW Rep.; Cheryl Nelson SE Rep.

***Committees:*** Sasha Vandeven, Camille Roland, Jodee Lamp, Derek Nelson  
Darla Ketchum, Brenda Brewer, Suzanne Ball, Karen Sikes,  
Delcena Hamilton

***Absent:*** Tiffany Moran

***Guests:*** None

**APPROVAL OF MINUTES –**

Minutes were presented from the May 14, 2014, quarterly meeting and e-mail minutes dated June 4, 2014.

*A motion was made by Tammy Drake to approve the minutes from the May 14, 2014 quarterly MWA Meeting and June 4, 2014 e-mail, Deb Cullum 2nd the motion. Motion passed.*

**FINANCIAL REPORT –**

Jan Glaze, treasurer, presented the Financial Statement as of August 13, 2014. Bank Statement balance for August 8, 2014, was \$18193.60. Expenses total \$980.63. MWA Meeting/lunch May 2014 \$85.63, Dynamic Marketing (Website Design) \$300.00, Power Marketing Co. (Website Design) \$595.00

*Heidi Loecke made a motion to approve the financial report, Deb Cullum, 2<sup>nd</sup> the motion. Motion was passed.*

Jan stated that the funds for MWA are in a Credit Union. She has been asked to look at banks instead of Credit Unions to see what they have to offer us. They use financial institutions in Jefferson City because she feels it is a central location within the State.

## **COMMITTEE REPORTS:**

### ***Board Development*** – No Report

### ***Conference Committee*** –

- ***Hotel*** –

- The hotel staff has set an alert in their system when registrations have reached 220. At that point they will contact the conference committee to see if they want to negotiate rooms with the Drury Inn.
- The hotel will only have WIC attendees until Tuesday when the next conference, University Extension, will be coming in for the start of their conference.

- ***Food*** –

- Conference Menu draft was presented by the Conference Committee. Food costs were under budget by \$2000.
- Menu changes can be done up until a week before the conference.
- No soda will be served. Attendees may bring in their own soda, or there will be vending machines and a restaurant in the hotel that soda can be purchased.
- Cash Bar was discussed for the Sunday evening celebration. It was stated that they have to sell in drink purchases soda/Alcoholic beverages \$150 the 1<sup>st</sup> hour, and \$100 each additional hour, or we would have to pay the difference. If there were two bartenders, that would be doubled. Board and Committee members didn't seem to feel this would be a problem. The "Sport Zone" and the Lobby Bar within the hotel would be open after the celebration for attendees.
- Would ask the Dairy Council to sponsor the Yogurt in the Monday morning breakfast menu.

- ***Registration*** –

- Discussion was to when to close registration? Since the hotel can accommodate more with rooms, the break outs are large enough areas, and we have the Drury Inn next door it was felt that we could safely close registration at 650.

- State will pay for up to 515 WIC local agency staff, and 38 State WIC Staff to attend conference. It is unknown how many are attending that will be paid by Local Agencies.
- Jan will have a sign-up sheet if you want to work the registration desk at the conference.
- **Reception Celebration –**
  - Camille stated that she is working on the Play List of music for the celebration. She thought of using iTunes but the adds will be an issue. It was suggested to pay for the songs, which is a minimal charge, so we won't have to worry about adds. Camille stated she will listen to the 70's station on iTunes to make up the play list.
  - Erin stated she is working with the Convention Bureau to see which stores would donate a cake for our celebration on Sunday evening.
  - Will be give-a-ways of cash prizes, hotel stay and a tablet for the celebration.
- **Computers/projectors** - Was discussed and decided it would be best to use the hotel equipment in case something goes wrong. There is a significant cost, but not worth not knowing if our own equipment will work with their technology that is already in place.
- **Baskets/Raffle –** Deb Cullum reported.
  - Will be submitting a notice in the WIC updates about the basket raffle. A goal of 40 baskets in honor of 40 years will be indicated in the notice.
  - Do we want basket Theme's?
  - Baskets will be displayed in a "L-Shape" in a cubby located next to the registration desk then moved to the Expo room.
  - Was suggested to do give-a-ways throughout the conference instead of doing all on the last day. Discussion was that it might increase attendee participation to meetings if they knew there were give-aways. Some thought that it might cut down on last minute sales from attendees.
  - 50/50 raffle will still be done, and announced at the end of conference.
- **CEU's –** Erin stated that they have applied for 6 hours of CEU's for those that are attending the conference. Rhonda stated that 4 hours have been applied for LCERPs. Brenda confirmed that Truman does have a template of the certificate for the Conference attendees.
- **Speakers –**

- Erin stated that Camille is assisting with the speaker contracts. Camille stated that speaker contracts have been taken care of except for Robert Lee. Rhonda stated she would contact Robert. The speaker that seems to have questions is Robin Rose and Darla stated she will assist with answering these questions for her.
- Rhonda stated that we will need to discuss who will be introducing the speakers. Will probably not get those notes until the last minute.
- Mike from the Help Desk would like to play Jeopardy for the MOWINS Work shop. Mike was present to fill us in on what their plan was. WIC Trivia will be the topics. Their plan is to divide the audience into 4 sections and pick 5 people from each section to plan. They will incorporate “phone a friend” or “ask the Audience” into the game. The Board and Committee members stated they felt it would be a good plan.
- Erin is working with the Convention Bureau for donations toward speaker gifts. They will donate a “Welcome Banner” and a snack for attendees as they arrive. It was decided that cookies would be a good snack.
- **Badges** – Tammy Drake reported. She presented examples of logos she put together for the name badges for the conference. It was voted and decided that most Board and Committee members like the ribbon Style that was presented with the colors representing the years of service to WIC. There would be a color key in the program indicated the years of service.
- **Saturday Night** – Rhonda stated that a block of rooms has been reserved for those that will be coming Saturday evening. Will plan to meet at 6:00, place TBD, to stuff conference materials in the premium lunch totes that will be given.
- **Premiums** - Karen Sikes reporting.
  - The number of premiums needs to be decided by September 15<sup>th</sup>. It was stated that we would see what total registrants we have by September 15<sup>th</sup>, and add a few extra to the total.
  - Rhonda authorized Jan to pay ½ the total of the costs of premiums as requested by vendor.
  - It was asked for Karen to find out the cost of 400 napkins for the reception on Sunday evening.
  - Cost of the Chair with arms, lunch cooler came to the total of \$19.28 per person. Under the \$20.00 limit. It was decided to add a .58 cent ink pen with MWA to the premium amount.

*Motion was made by Margie Beckmann that the colors of the premiums be; Chair with arms Blue, lunch cooler lime green, and the ink pen in red. Cheryl Nelson 2<sup>nd</sup> the motion. Motion passed.*

- **Exhibits** - Erin Reported.
  - It was again discussed to what the WIC State staff has to pay for an exhibit table. There is already a request for 4 tables. It was not put into the notes last month what was specifically decided on what we expected the State to do. It is unknown if we felt they should pay the non-for-profit fee like everyone else. It was decided that since they are putting on the conference with us, would allow the 4 free tables, and would discuss fees if they were wanting additional tables.

**Communication/Web Site – Darla Reported.**

- New website up and running. Felt the transition was very easy, and Charlie Stuart has been good to work with. Seem pleased with the results.
- Asked for about 8 -10 pictures from agencies with copy rights. Want to change most of the pictures. Asked for suggestions to what needed to be displayed.
- \$300 annually for updates. Links can be added easily.
- Secretary will be able to post minutes/agendas by calling Charlie directly. Suggested putting the last year of approved minutes/agendas on the website.
- Rhonda asked if there was a formal contract with Mr. Stuart. Darla stated not at this time, but she would ask him to get one together for us.
- Jan stated she received a bill from Randy at Skyway for the website hosting. Is this something she should continue to pay? Since we still need a host to run the website this should be paid.
- If anyone has any ideas or comments to the website forward to Darla.
- Deb asked about the two separate amounts on the Financial Report for the website. Darla stated that these were both to Charlie Stuart for the setting up of the website. They felt it was for two different companies that he is associated with.

**Advocacy/Local Agency – No Report.**

**OLD BUSINESS:** Conference and Website discussed in Committee reports.

**Break for Lunch at 12:50 – 1:25**

**Meeting With the WIC Chief:**

Susan White was on vacation, Phyllis Fuller stopped in to see if there was anything that needed to be address with the conference. No further discussion was needed.

### **NEW BUSINESS:**

- ❖ Rhonda expressed concern that if something would happen to Jan, would anyone know where the MWA financial books were located? Jan stated that Jodee Lamp, who works with Jan, would know where the treasurer items were located. This brought up other discussion to when Jan would be retiring in a couple years. It was pointed out by Deb, the Board Development committee, that it states in the by-laws that a co-chair to the Treasurer would be appointed by the MWA president. This has not been done as of yet. Rhonda stated we will look at this at the November Board Meeting, after the Conference in October.

#### **❖ *MWA Business Meeting –***

Rhonda asked Acey and Deb, members of the Board Development Committee, to look at the by-laws for the elections that would need to take place at the MWA Business Meeting. Deb stated that according to the by-laws the Vice-President and the Treasurer would be up for re-election along with the Districts North-west, North-East, and Central. Acey stated that he would not run again as Vice-President, since he would be retiring in the next two years. Much discussion was talked about the Treasurer position with Jan retiring in the next couple years. This position has much information for someone to learn. What is the best way to handle the transition of this position to someone else? Is Jan able to run again, and fill two of the four year term, and then the co-chair would step into that position until the next election? It was discussed that we need to go ahead and have someone else run for the position and Jan would train the person until she retires. Jan did not feel her agency would let her just come to the meetings to train someone in that position. Jan stated she would run again for re-election to the position. Individuals that have been on a committee for two years, or a district representative or a past officer could run for an officer position. If you are interested in running for Treasurer or the Vice President position let Deb Cullum or Acey Staples know as soon as possible. Deb and Acey will get the ballots together for the MWA business meeting.

- Discussion to what needs to be presented at the business meeting.
  - ✓ Updating attendees of the changes with MWA by presenting the new revised by-laws
  - ✓ Explain the committees that have been formed and how all WIC local agency staff can be a part.
  - ✓ Make known the District positions, and the three that are up for re-election, and that anyone from a local agency was able to run for

this position. These positions would be held in November by one e-mail vote from each local agency.

- ❖ Amy Callico expressed concern that now that we have the by-laws in place that we have not incorporated them in to our meetings, etc. She feels this could be an issue, if others want to be on the board, or committee members. She stated that it states in the by-laws that we have a finance committee, and to her knowledge Jan is the only person on finance. Acey suggested that we start looking at the by-laws closely at the November meeting, and be sure that we are following through with what they state.

**OTHER ITEMS OF DISCUSSION:**

- ❖ Cheryl Nelson Complimented Jan on a job well done with the treasurer position. She felt that whomever filled the position would have everything they need to carry on the position.
- ❖ Acey stated that we need to keep the by-laws now as written and go forward. He asked Jan to compile a list of duties that the treasurer position requires. Will work on establishing a finance committee.
- ❖ New officers elected at the October Business meeting will take office at the November 12<sup>th</sup> meeting.
- ❖ It was asked if a retreat/workshop needed to be put into the budget for next year. Rhonda stated that we would be having a retreat/workshop since there would be no conference next year.

**NEXT MEETING:** Rhonda asked if anyone felt it necessary to have a board meeting Saturday evening before the conference. No one expressed the need. Next quarterly meeting is November 12, 2014.

**COMMENTS FOR THE GOOD:** Karen Sikes informed that her son, Jason Chipman, won the primary for the State Representative of the Missouri District 120. He is a WIC supporter and recipient. Rhonda asked if he would submit his WIC story.

**ADJOURNMENT:** *Acey Staples made a motion to adjourn the meeting at 2:00 p.m. Tammy Drake 2<sup>nd</sup> the motion. Motion carries*

Minutes Respectfully Submitted,

By Margie Beckmann, Secretary