



**Meeting Called to Order:** The Meeting of the Missouri WIC Association was called to order at 10:09 a.m. on November 13, 2013, 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., Cheryl Nelson SE Rep.

**Committees:** Carolyn Ezzell, Karen Sikes, Suzanne Ball, Sasha Vandeven, Camille Roland, Jodee Lamp, Derek Nelson. Darla Ketchum, Brenda Brewer, Tiffany Moran, Suzanne Ball

**Absent:** Tammy Drake, SW Rep. Delcena Hamilton, Committee Member

**Guests:** None

**Approval of Minutes** - Minutes were presented from the August 14, 2013 quarterly meeting. A motion was made by Acey Staples to approve the minutes from the August 14, 2013 quarterly MWA Meeting. Jan Glaze 2<sup>nd</sup> the motion. Motion passed.

**Financial Report** – Jan Glaze, treasurer, presented the Financial Statement as of November 13, 2013. Bank Statement balance for October 31, 2013 was \$21925.99. Deposit of \$755.00 from the Workshop “How to Market on a Zero Budget”. Cheryl Nelson made a motion to approve the financial report. Acey Staples 2<sup>nd</sup> the motion. Motion was passed.

Jan had copies of the Audit prepared by Collins Accounting and Tax Service Inc. that was given to each of the Officers. She stated copies could be made for anyone that requested the report.

**Committee Reports:**

**Board Development** – Deb Cullum submitted a copy of the MWA by-laws by e-mail to Larry Dickerson and Members prior to the MWA meeting. Discussion and recommended changes are as followed:.

The sequence of Articles were changed accordingly. Article I and II will stay the same. Article III will become Article V, Article IV will become Article VI, Article V will become Article III, Article VI, will become Article IV. Article VII, VIII, IX, X, XI will stay the same.

***Erin made a motion to approve the revised By-laws as presented by the Board Development Committee Heidi 2<sup>nd</sup> the motion. Motion passes.***

***More discussion followed regarding the election, terms and term limits of the executive committee.***

***Jan Glaze made a motion to amend Article III A.Election of Officers, #3. to read that the President and Secretary will be elected and the Vice-President and Treasurer will be elected biannually respectively. Add B. h. to Article III to read that upon term completion the president may act as advisor to the existing executive committee. A5. went to A6. A5 will read, The executive committee can serve no more than two consecutive terms in their current roll with a break of one term. Amy Callico 2<sup>nd</sup> the motion. Motion passes.***

***Erin Harris made a motion to amend Article II Membership, Board Members B., 1., b. add, will serve no more than two consecutive terms with a break of one term. Adding to Article II, b, 1e. In the event of a board vacancy the president may appoint a successor. Cheryl Nelson 2<sup>nd</sup> the motion. Motion passes.***

Suggested the Vice President and the Treasurer write an explanation of what their job duties are and a short introduction of themselves to be presented at the conference before elections.

Suggestions were made how to inform Local WIC agencies about the MWA meetings: Post on website. District reps need to let their district people know about meetings. Conference Calls will be done for those that can't travel. Need to recommend that people RSVP.

Need to make a "Notebook" that can be passed down to all officers to explain job duties in detail.

At next conference have available the by-laws, roll sheet of people, vision and mission statement. Job descriptions of committee members.

**Communication/Web Site** – Can agencies go in and update their information on the website? Discussion was they needed a password to do this. Brenda and Darla have been unable to get in. Need to change website and need to contract with someone else. We own the site, but we can't make changes. We can add information. Website needs to be redone!

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

**Break for Lunch at 11:45.**

**Meeting with the State staff 12:33 – 1:45. Present was Susan White, Phyllis Fuller and Melissa Seaver.**

**Susan White –**

Certificates of Appreciation were presented by Melissa and Susan for participating in the pilot project for Month-to-Month to Crawford Co., Johnson Co., Miller Co., Truman Medical Center, Lincoln Co., and Texas Co.

Possibility of a 6 hour pre-workshop with Altarim firm for on Sunday of the WIC Conference. They attend WIC Conferences..

The new WIC Logo was presented for review.

(?)Nutrition Assessment hard to have task force on MOWINS. It takes pilots for everyone to give ideas. Release not until May. Open format – suggested questions will be thrown out.

Jan 6<sup>th</sup> release. MOWINS Update – Webinar coming up.

Considering a Pilot – on-line nutrition education for low risk participants. Very interactive. WIC health.org

Government Shutdown - Enough food and NSA reserves to get us through October. FNS swept funding from the states for all states to stay open. No admin \$ for November would have to close. Food side special formula – stores could not honor checks.

Media – Feel the media has several different blows things out of. Face book would be a good place to display this information. Asked if the State could have a media piece in place if this would happen again.

If this should happen again this is the process.

If State's federal dollars gone. Would close doors. Then Local agencies would not have state funding. No retroactive funding. It was up to agency to keep someone on as In-kind. Continuing resolution ends January 15<sup>th</sup>. Possibly another shut down.

Question: Can staff take paid time off during a shutdown? Benefits still available? Susan will have to find out about this.

Conference call in December with local agencies to update on the government shutdown.

Technology front is looking good. Still about 2 years to go. 2015 start pilot for EBT.

Jan 6<sup>th</sup> release - Webinars coming up on the Pending proofs, 1 year cert, terminology changes. MOWINS will get faster on the check printing process.

## **Phyllis Fuller –**

WIC Conference discussion

It is WIC's 40<sup>th</sup> Anniversary party – Would you like to have a committee for this? Fun things — Legislatures invited to show case what we are doing in WIC – Arrange activities - exploring funding options.

Need to discuss Dates

Pre conference workshop

Asked for volunteers in WIC updates. Had one person respond, Colleen Wilson. State staff on the committee with the WIC Conference: Kathy Murtzluft, Marc Davis, Rita Arni, Susan, Phyllis, and Bridgett Henderson because they are considering a break out session on the Vender side. Rhonda

informed that MWA has a conference committee and would be talking about the conference this afternoon.

A conference call will take place on November 26<sup>th</sup> for the conference. Time TBD. Has a list of speakers that were good in the past that they will discuss.

Rhonda stated that we have two new possible presenters from our recent work shop, Vera Massey and Larry Dickerson - low budget presenters-no cost for travel.

### **Melissa Seaver-**

Archiving starting December 1 – Will archive the scanned images, and only keep one year worth of actual data on the production data base. Will take several months to complete. If you need something that is archived the process is to request from Help desk by the Household # and usually can be retrieved within minutes.

Identifying a client that is deceased is in the list of enhancements. Alerts are the only way right now to display this information.

February checks will print 2/1 – 3/2 (30 days) and March checks will print 3/1 – 3/31.

### **Conference Committee:**

Discussion:

Stoney Creek Inn – Smaller, good for a business meeting or a retreat. Not good for a conference.

Holiday Inn – Has everything we need. Best rate is to start the conference on Sunday, October 19, 2014 with a pre-registration and a kickoff with a 40<sup>th</sup> birthday party! All day Monday, 1/2 day Tuesday.

Commit for 250 rooms per day. Leaves us with 5 free rooms.

Looking into contracting with a shuttle for picking up speakers

Eating area will have the Exhibitors displayed around the room.

Need a clause with hotel contract that states that we need to say “if we have no funding we are not held liable”.

Awards for different categories.

Theme lunches/come dressed to celebrate.

Rhonda will talk to Phyllis and Susan of what was discussed before the conference call on November 26<sup>th</sup>.

### **OLD BUSINESS:**

The Vision statement was presented for discussion and approval. Suggestion to change the heading Communication to read Newsletter to Agencies instead of Monthly Newsletter to agencies. ***Deb cullum made a motion to approve the Vision statement as presented. Cheryl Nelson 2<sup>nd</sup> the motion. Motion passes.***

**NEW BUSINESS:** No New Business.

**Items of Discussion:**

Journey Mapping – suggested to watch this webinar available through NWA.

**ADJOURNMENT:** Jan Glaze *made a motion to adjourn the meeting. Cheryl Nelson 2<sup>nd</sup> the motion. Meeting adjourned at 2:37 p.m.*

**NEXT MEETING:** February 12, 2014, a State Holiday. Rhonda will send out notices to MWA members for suggested alternate dates.

Minutes Respectfully Submitted,

By Margie Beckmann, Secretary