

MAINE SCHOOL NUTRITION ASSOCIATION

Mission:

*Educating and empowering members to provide healthy meals
o Maine Children in pursuit of lifelong wellness.*

Notice is hereby given of the Maine School Nutrition Association Board meeting to be held on Thursday, January 30, 2020 at the Mariott Hotel in South Portland, ME. The MSNA Board Meeting will begin at 5:00 PM and end at 7:00PM. Dinner will be served at 6:00 pm.

Call to Order: David Roberts Time: 5:10

Executive Board:

David Roberts (x) Alisa Roman (x) Tina Fabian (x) Dottie Janotta (x)

Voting Board Members:

Jodi Truman (x) Jeanne Reilly (x) Blair Currier (x) Stephanie Salley () Whitney Thornton (x) Ellen Demmons (x) Melanie Lagassie () Kathy Kittridge () Jane McLucas () Tim Harkins () Jeanie LaPointe () Ellen Dore (x) Mary Emerson (x) Vanessa Richardson (x) Martha Spencer (x)

The above people are listed somewhere as a committee member and have a vote on the board. Be mindful of who is being listed as this could affect whether or not we have a quorum when meeting.

Non-Voting Board Members:

Walter Beesley (x) Allison Marceau (x) Jeanie Giroux (x) Cassandra Ring (x)

Communications/Correspondence:

State Plan of Action to SNA – December 15, 2019 - President award of achievement is now called Presidents award of service in honor of Louise Sublet. We are up 4 members in the state of Maine.

SNA Awards Update – President’s Award of Service

SNA Membership Report – up 4 members

SNA Membership Challenge - Plus 1 Membership challenge – if interested get info from Dave

Nominations for Director if year, employee of year, etc due March 1 to Dave Roberts

Action Items:

➤ Secretary’s Report

Recommended Motion: Approve Minutes from Nov 15, 2019 Board Meeting

Motion: Jodi Truman Second: Martha Spencer

Vote: Unanimous

➤ Treasurer's Report

Recommended Motion: Approve Treasurer's Report

Motion: Jeanne Reilley Second: Jodi Truman

Vote: Unanimous

Committee Reports:

Education Committee: winter conference is going well ... starting to work on summer. Guest speaker – Liz Steiling – works for food network. Hoping to have more chefs

Legislative Committee: gearing up for LAC in March. Team of 6 plus 2 others coming with us. Dave, Alisa, Tina, Ellen D, Alison L, Jeanne additional 2 are Peter Esposito and Wendy Collins. The LAC team will be going off topic in regards to the position paper a little and talk about universal meals. Team will put together a coffee style book showing pictures of kids eating school lunch. If anybody has a great photo to contribute, please share with Jeanne. Make sure they have a media release first. Photos can be of staff or other guests (ie. Police, firefighters, etc) they can also be included. Due to Jeanne by Feb 14

Communications Committee: Vanessa Richardson will take over as chair for Alisa. Looking at marketing and branding of MSNA. We have spent a significant amount of money getting our website up and running. Alissa reached out to Kern Hall to find out why stuff is not being added to our website so things are improving. We have looked at pull up banners to use to promote MSNA. Maine Light publication is being passed on to Caroline Trinder. Updates done to website. The minutes on our website are old. We will download them to the google drive and keep current minutes on the web site. Add a member's only part of our website to help increase member participation. We will work on adding presentations of education sessions. We still have a FB account for media. If anybody wants to be part of the admin rights let Alissa know. Whitney volunteered to start an Instagram account. Banner cost is \$199 plus shipping. Mary is asking for approval to purchase. Mary was approved to spend \$250

Membership Committee: 7% increase in membership which is really great. 341 members. National membership went down 4%

Nominating Committee: Stephanie not here to report – Alisa said we need a president elect for Aug

Finance Committee: need to schedule an audit for late March

Industry Committee: 33 booths- 4 comped – we had 4 less than last year. Allison Marceau recommend speaking to the food bank for afterward, dealing with the trash. Think about having somebody to pick up the empty boxes in the future. Somebody asked why we do not have any fruits or vegetables. Idea for future is to offer a mini farmers market at a future show at a discounted rate.

Program Committee: No trash cans after we specifically asked. Food line not restocked and nobody was monitoring it. Communication was not very good. We will consider looking at a future venue for Winter conference 2021. How to handle vendors eating the food provided for attendees. Decision to build the food cost into the registration therefore we do not have to worry about policing the food lines. Change set up time to start at 9:00

Association coordinator: change job description to admin assistant – reviewed job description. Submit suggestions to Jeanne R

Old Business

➤ Policies and Procedures:

What work has been done? Discuss Updated Policies and Procedures for Approval.

Discussed & reviewed committee structure – remove finance make it ad-hoc,

Bill Submission – rewrite expenses will be submitted on reimbursement form – form will be sent to president for approval ten to treasurer for payment. (keep 1, 4, 5, 6 change #6 to be president elect not immediate past president) # 7 will be changed to read finance adhoc committee

MSNA conference registration payment and refund procedures:

Conference attendance: change president & president elect and change to industry committee representation. Send a team once every 3 years

Policy & procedure committee

Credit cards

Reimbursement policy

Recommended Motion: Approve Updated Policies and Procedures

Motion: Ellen Demmons

Second: Mary Emerson

Vote: Unanimous

MSNA Organizational Chart - Officers, Committees; Chairs & Co-Chairs – Review of Committee Chairs, Terms and Cycles, Plans of Succession and Training, Job Descriptions

New Business

1. SNA Legislative Action Conference - Planning Summary and Logistics
2. National Leadership Conference - Planning Discussion and Logistics – check with Wendy & Vanessa
3. Summer Conference – Initial Discussion about Location and Dates Aug 11 & 12 Augusta
4. MSNA 2019-2020 Calendar – Overview and Discussion
5. NERLC Update – Lottie from Hartford Ct, another speaker about generations. Next conference will be NJ

Adjourn:

Motion: Jeanner R

Second: Mary Emerson

Vote: Unanimous

Time: 8:00