

MAINE SCHOOL NUTRITION ASSOCIATION

Mission:

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

Notice is hereby given of the Maine School Nutrition Association Board meeting to be held on Friday, November 15, 2019 at the Maine General Hospital in Augusta, ME. The MSNA Board Meeting will begin at 1:00 PM and end at 3:00PM.

Call to Order: Dave Roberts Time: 1:17

Roll Call: Alisa Roman (x) Allison Marceau () Blair Currier () Cassandra Ring () Ashley Edmondson (x) Darlene French () David Roberts (x) Dottie Janotta (x) Ellen Demmons (x) Ellen Dore () Gayle Glidden () Jeanne Reilly (x) Jeanned'Arc Giroux (x) Jodi Truman (x) Martha Spencer (x) Mary Emerson (x) Maureen Thompson () Stephanie Salley () Tina Fabian (x) Vanessa Richardson () Walter Beesley () Whitney Thornton () Curt Manchester ()

Communications/Correspondence: Dave received an email from Nate Bell that our plan of action is due Dec 15. Rcvd email from SNF with the quarterly report and has it available for anybody who wants a copy. New policies Code of Ethics if anybody wants a copy just let Dave know and he will e-mail. Policy Against Harrassment – again ask Dave if you want a copy. Dave has e-mail regarding state visits and presentations. Dave has info on legislation for universal meals. SNA is not supporting the bill as written due to financial reasons. Dave shared his message that he wrote for the Maine Light.

Discussion that we need to get our message out about what we do but we don't all have the time and resources to do that. We need help to get our message out. There is a social media tool kit on SNA website that can be used for district pages. We need to take control of our own message.

SNF Strategic Plan, Universal Free Meals Legislation, SNA Membership Report, SNA State Visits Presentations, SNA Code of Ethics Policy, SNA Policy Against Harassment

Membership Report – Lost 4 members. Dave has the report if anybody would like a copy.

MSMA was held in Oct. Tina, Stephanie, Alissa and Dave covered the table for 2 days. We should try

Action Items:

➤ Secretary's Report

Recommended Motion: Approve Minutes from August 7, 2019 Board Meeting

Motion: Alisa Roman Second: Jodi Truman

Vote: unanimous

➤ Treasurer's Report

Recommended Motion: Approve Treasurer's Report

Motion: Jodi Truman Second: Alisa Roman

Vote: unanimous

Discussion: Bank of America seems to be closing and we have CD's with them. We may want to consider moving them. May want to look at a credit union. Need to have account with a bank/credit union that is accessible to anybody due to change of treasurer/member. Jodi & Dottie will review changes and bring to next board.

Committee Reports:

Education Committee: Scholarship form Jodi updated it in the shared drive. Change address to the association coordinator and she will forward to the correct person. Guidance on approval process is in Policy & Procedure.

Legislative Committee: Jeannie is assembling a team for LAC. Jeannie, Dave, Alissa. Policy & procedure says president, president elect, vice president, legislative chair and 2 new people. Ellen Dore & Allison Leavitt have shown interest. Jeanne R will reach out to them. Jeanne finalize the list before Thanksgiving so registration can be completed.

Communications Committee: Today is the deadline for Maine Light. Several articles have been submitted. Whitney Thornton is the cover article. An article about a school nutrition employee was submitted regarding feeding kids in Honduras. Discussion about whether or not MSNA supports this article. As a board, we agreed it is appropriate to our audience. Ashley has a small article about 5210 that she will submit for the magazine. A communications committee meeting was held. If nothing is submitted then nothing is being updated on the web site. The rep from the website is not timely about adding our info to the website. Mary would like to get a banner to use. Board approved her to go ahead and get a banner done so we have it available for use. A folder will be added on the google drive for items that need to be added to the website and Vanessa will be responsible to get that information and add it to the website.

Membership Committee: n/a

Nominating Committee: Need a president. Dave will contact Stephanie to follow up

Finance Committee: n/a

Industry Committee: Decision made to send contracts and checks to association coordinator. She will scan the checks and contracts to Industry so they can update the spreadsheet

Program Committee: Discussion about who gets comp time for attending the conference.

Industry chair & co-chair on day 1 only, Education chair, Program Chair and presenters do not pay. Pre-con presenters are comped 1 day of conference fee.

Old Business

MSNA Winter Conference 2020 – Last Minute Updates and Tasks, Welcomes and Introductions, Catering Reminders – Lewiston has asked for permission to send a bus of 150 students to the Industry Show at 2:30 as a tour. Deadline will be changed to 12/20 for consistency throughout the program.

Policy and Procedures – What work has been done, when will it be completed and adopted? Alisa will schedule a new meeting to update Policy & Procedure and have it ready for discussion and vote at January meeting.

New Business

1. 2019-2020 MSNA Operating Budget – Discussion / Approval
Money was added under scholarship expenses as it was zero.
Motion to approve: Martha Spencer Second: Jeanne R
Unanimous

2. 2019-2020 Plan of Action – Discussion / Approval
Motion: Jodi Truman Second: Alisa Roma
Unanimous

3. MSNA 2019-2020 Calendar – Discussion

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

5. NERLC 2019 – Brief Discussion about Attendees and Logistics

6. Summer Conference Pre-Planning – Cross Insurance Arena, Bangor ME – August 11, 12

Change in management at Cross Center and they increased the pricing, search all bags coming in to the building and have metal detectors. We are going to look at the Augusta Civic Center

7. Formation of Ad Hoc Committee - Association Coordinator Job Description and Duties. Reporting and Communication. Performance Review Protocol

Ellen Demmons has volunteered to be on the committee, Jeanne Reilly.
Suggested ask Stephanie Salley as past president be on the committee.
Present job description at January meeting. Perform evaluation between Jan
– March.

Adjourn

Motion: Mary

Second: Martha

Vote: unanimous

Time: 3:30