



SCHOOL NUTRITION ASSOCIATION OF PENNSYLVANIA

EXECUTIVE DIRECTOR REPORT TO THE EXECUTIVE COMMITTEE

Submitted By: Pamela Gallagher
Board Position: Executive Director
Report Date: October 11, 2019
Report Period: October 22, 2019- November 4, 2019

A. Monday Morning & Happenings

1. Created and sent Monday Morning-October28, 2019 and November 4, 2019 Added all to website. Do you read it? If so, tell me one thing about each issue that you appreciated. 😊
2. Developed, reviewed, sent and posted on the website the **2019 Fall Happening**. I hope you all read it! Let me know what you enjoyed. 😊
3. Met with NMTCC on various Fall Happenings items. 2X
4. Sent Happenings file for printing to GraphTech. The printed magazines will be used for LAC, state legislators and booth display.

B. Membership

1. Worked daily on phone calls and emails regarding membership.
2. Complete import of updated database. Initial contact database 3636; updated 1470. Archived 2166 files.
3. Added and removed fields to database. One good add is the BOD field which tracks Board members.
4. Received and processed new state memberships.
5. Sent emails to grace and expired members.
6. **SNA September 2019 Membership Report**
 - Sent expired and grace members email on renewal (10/10/2019).
 - 840 SNA Members (+5)
 - 3 New
 - 14 Reinstated
 - 17 Expired
 - 94 Grace
 - 93 % retention rate
 - SNA Goal 895

C. Financial

1. Checked PayPal to make sure there is no need for transfer of funds - there was none.
2. Completed Credit Card summary- October Sent to Jane.
3. Submitted AR-AP for 10/22 and 10/29 for review and approval (to Curt and Jane).
4. Completed and sent Affini-Pay payment summary for 10/31/2019.
5. Sent numerous invoices to members to settle from conference, sill review issue at Board meeting.

D. Conference (s)

1. Reviewed and sent Spooky Nook contract to EC for review 10/21/2019.

E. Website

1. I've been working diligently on the Wild Apricot website. Found numerous issues with development, plan on reviewing quotes at Board meeting.
2. I have reached out to (3) website designers recommended from Wild Apricot to assist with the new website.
3. Updated current website- various pages.

F. SNAPA Teaches Tuesday Webinar Data

1. Completed 2nd webinar and posted all relevant docs to the website. Christi Beazley was the presenter and she did an awesome job!
2. Pulled webinar analytics for Christi and sent them to her.
3. Sent email to B&I Partners to recruit webinars.
4. Carol Gilbert booked for November.

G. Board Communication

1. Sent November Board meeting call in information & prepared for Board meeting.
2. Sent emails to Board members to collect reports.
3. Prepared agenda for Board meeting.
4. Prepared agenda for Executive Committee meeting.
5. Reviewed minutes from July, made suggestions for corrections.
6. Worked with Kristan on Conference related items; such as send set up kit, send A2Z contract.

H. Banking and Finance Committee

1. Working on changing signatory on bank account. Only 2 signatures; Pamela Gallagher and Curtistine Walker.
2. Working on changing in signature- investment accounts.
3. Picked up and processed US Mail.
4. Weekly Deposits at PNC.
5. Reviewed September FS and uploaded to Google Drive.
6. Uploaded all finance documents to Google Drive- Finance Committee
 - CC Statements and summaries
 - Financial Statements
7. Sent SEK AP-AR for approval weekly.

I. Other

1. October 24, 2019- Presented at the New FS Director's Orientation at the PaTTAN in Harrisburg. Distributed 100 folders to new directors with SNA materials and SNA membership applications. By show of hands 1/2 of the attendees were already members.
2. Attended the PA Hunger Coalition meeting on October 23, 2019 at the Capitol Building in Harrisburg. Karin Marlin also attended. Meeting agenda and notes attached.
3. Visited the attached list of legislators on Harrisburg, still need more visits to state Senators. Will be distributing water bottle to Board member on November 6th. Sent follow up emails to all.
4. Visited Wayne Langerholc upon request from John Callahan from PSBA. This was a connection from the PSBA Conference on October 16th/17th. Senator Langerholc would like a survey completed amongst our members. I will get the questions and let the Board decide how to handle.
5. Worked on Executive Director report for BOD.
6. Cleaning old files in office. Getting 2 boxes scanned at NMTCC.
7. Governor's Hunger Free PA Meeting
8. Breakfast Task Force Monthly Meetings (2) Conference Calls. September and October.
9. Meeting with A2Z about (=) and (-) from Hershey and how we can correct for Kalahari.

Thank you for all your support! Please do not hesitate to contact me with questions or concerns about this report.

Thanks!