**Board of Directors Meeting**

**Comfort Suites, Altoona, PA**

 **Wednesday, October 24, 2018 - 8:30AM-3:00PM**

**Board of Directors Meeting Minutes**

Presiding: Nicole Melia – President

The meeting was called to order at 8:30 am followed by the Pledge of Allegiance and hearing the thought of the day provided by Gerry Giarrantana that talked about Inspiring Positive Change stating that superiority comes with change and included 32 other “Awesome Quotes”.

Roll call was taken and the following BOD members were present:

Nicole Melia  Laura Frye Gerry Giarratana Allison Kimmel Angela DeSarro

Nichole Taylor Susan Eichelberger Randy Walker Joyce Weber Pamela Gallagher

Gina Giarratana Jace Cameron Karin Marlin Beverly Hendricks Kelsey Gartner

Curtistine Walker Chris Dunn

BOD Members Absent: Melissa Harding, Kristin Delle, Justin Tech , Glenn Eaton, Todd Holmes, Jennifer Riegle, Caryn Long Earl and Vonda Cooke.

A motion was made by Joyce Weber and seconded by Susan Eichelberger that the August meeting minutes be approved. The motion carried.

Nichole Taylor made a motion to adopt the agenda. It was seconded by Chris Dunn. The motion carried.

Curtistine Walker served as the Parliamentarian and Chris Dunn served as the Time Keeper.

**Report of the President, Nicole Melia**

1. Board Orientation Webinar - this will take place prior to the conference. The contents will be personalized, and the information needs to be updated.
2. Confidentiality Statement and Standards of Business Conduct – this needs to be taken very seriously, those who did not sign and scan theirs, completed the forms at the meeting and returned them to Pam.
3. SNAPa Bylaws for board member fee for the Annual Conference- $75- In the By-laws, it does state that board members are to pay the $75 fee. This will be corrected and completed for the upcoming conference in Hershey.
4. A brief overview of the Strategic Plan was discussed and the fact that there will be a Part 2. A face to face is preferred before the February Conference Call meeting. Possible location – State College – Meghan’s school district.

**Report of the President-Elect, Nichole Taylor**

* 1. Nichole has been working on the conference with Angela. Nichole, Angela and Pam worked on cleaning up and correcting the conference budget line items based on the expenses and categories from the August conferences budget.
	2. For the upcoming conference – each school district will be asked to submit a video consisting of interviewing students to allow them to share the pros and cons of their district’s food service operations. High quality videos are being requested and there will be a list of 5 questions asked for the interviews of each school district.

**Report of the Vice President, Gina Giarrantana**

1. 2020 Conference Contract Addendum Approval – the present contract took Conference Direct out. Conference Direct needs to be added back into the contract. This will ensure that SNAPA will receive the best deals and values at the venue.

An addendum to the first contract needs to be prepared. Jace Cameron made the motion for this to be done. The motion was seconded by Susan Eichelberger. The motion carried.

When asked how does conference direct make their money? It was stated that it was thorough 10% of the commission from the room nights. A more favorable cutoff date for room reservations is usually negotiated also.

1. It was reiterated that the Chapter Leadership session take place at TLC. This would be beneficial to future leaders as well as anyone who would attend the session.
2. Scholarship and Awards will be posted with additional communication about then awards by the Vice President. All regional Representatives have been asked for assistance with this endeavor. It has been difficult getting a Nutrition Educator of the Year awardee. It has been suggested that we not peruse a nominee for this award.

**Treasurer’s Report– Curtistine Walker**

1. Revised budget approval – there was a calculation error that needs to be corrected. It was corrected by Pam and the budget was briefly reviewed with the Board. $7,00 for Happenings to include at least 250 ($1,500) copies for LAC. Karin Marlin made a motion to approve the adjusted budget. Chris Dunn seconded the motion. The motion carried.

In addition, there was discussion about whether a budget that has been approved can be voted on again. No real resolution to this situation.

1. Update from the Financial Committee and Sub-Committee – the Finance Committee has received updated information of which all information from Pam and Curtistine has been uploaded into a google drive. The Finance Committee has been on hiatus with meetings while the Sub- Committee has been working to create procedures and investigate various sources to handle our expenditures, receipts, payroll and taxes. Nicole- Procedures, Kristan – QuickBooks and Jace – ADP. Still a work in progress.
2. Timeline for budget for next year – Committee chairs need to submit budgets before the February meeting. Chairs need to be sent the July end of the year report to plan their budgets. This includes Regional Reps for Regional meetings.
3. 2017-2018 Financial Statement - This will be used as a basis for preparation of the upcoming 2018-2019 budget.

**Report of the Executive Director, Pamela Gallagher**

1. **Current Projects**- work is being done to ensure that the electronic pages for Happenings flip.
* Monday Mornings – will be published every other week. The database needs daily work. Provisions are being made to make sure that the database matches SNA’s.
* PSBA Conference- folders and made and filled with SNAPA and SNA information. After some discussion, it was decided that we will continue to have representation at the PSBA Conference.
* Pixel and Hammer do not respond to emails. The website needs to be current and it was mentioned that the website should have been updated almost 2 years ago. Because this wasn’t completed, the website does not function the way that it should to promote B&I Partners or create sections on the website that need to be created. Sometimes it takes Pixel and Hammer 8-10 days to respond to an email. North Penn School wires was mentioned. We need to look at a new website company. It was mentioned that Wild Apricot was used in the beginning to manage the membership database. The company has added various services and we are looking into different options. It was also noted that Pixel and Hammer is paid for by the hour. We do not have a contract with them.
1. Addition of Pam as trustee for investment account – A letter was constructed to add Pamela Gallagher, Executive Director of the School Nutrition Association of Pennsylvania and Nicole Melia, President as authorized signers for the TD Ameritrade Account and all other ConteWealth accounts for the School Nutrition Association of Pennsylvania. In addition, Richter Voight and Lori McCoy’s names needed to be removed from the account. A motion was made by Gina Giarratana and seconded by Nichole Taylor to have this letter approved and sent to ConteWealth with any other documents that needed to support this change/correction. The motion carried.

**Report of Public Policy& Legislation, Randy Walker**

1. HB 2471- Share Table? Is SNAPA supporting this? Is there an additional staffing requirement to this? A survey is being sent to directors to find out what they are doing. It has been suggested that an email also be sent to all state buying groups along with SNAPA to see what their practice is with Share Tables.
2. Questions: Do you use share tables? Which grade levels? How is this handled? If you don’t use them, why not? Does the district have CACFP, Pantries, Back Pack Programs, Food Insecurity Agencies, etc.? This information will be collected and compiled by the ED, then sent to Randy for proofing before being sent to state legislators. Our trifold will be sent to all our legislatures in Harrisburg. An appointment will be made to meet with them also (if possible).
3. In preparation for LAC – A representative from PRFSD will be joining SNAPA with charge to the hill at LAC. Randy would prefer that the representative be someone from a Congressional District that SNAPA doesn’t already have covered.  The reason being that the congressmen’s secretary won’t schedule a meeting unless he/she is given a name and address of somebody from their District.

**Membership Service & Nominating Committee, Jace Cameron**

1. It is suggested that recruitment take place at the New Director Training and with Carol Gilbert’s presentations. Pam was present and made a presentation at the new directors training.

**Conference Chair, Angela DeSarro**

1. Hershey Conference Update – The block of rooms for Hershey has not been reduced.
* There are new attractions at Hershey Park.
* The School of Photography will be taking the pictures for the conference.
* Hershey Park tickets will be handled through group sales. PSERES is coming to do a session. There will be training for CACFP operations.
* There will be demos for a new app. We are looking at more than 1 sponsor for the app. The day of the food show will be “Super Bowl” day for app postings.
* Budget $7,000 w/o back of the house
* Directors costs will be $100 and $40 for the pre-con. Probably no ServSafe this conference.

**Non-Discussion Reports**

Nutrition & Education Chair

Communications Chair

Membership Chair

Regional Representatives

**Other Business**

* Clarification of whether SNAPA Happenings will only be printed or sent electronically. It was stated that although it doesn’t cost SNAPA to send electronic versions of Happenings; by only sending electronically, it reduces what we are offering B&I Partners. Platinum Partners are featured in Monday Mornings. Although the original understanding was that there would be 3 printed versions of Happenings, the ED’s job description stated 2 printed versions which was later understood to be 2 electronic versions. Board members articles are needed for Happenings, content is needed, 60% is made up of ads.
* Our Standards of Operations and Bylaws contain contradicting information about terms of office, re-electing chairs and posting candidates. The information will be corrected when botu are updated.
1. **Good of the Order**
2. **Adjournment** – 11:49 pm Motion made by Susan Eichelberger and seconded by Joyce Weber. The motion carried.

**Submitted by Curtistine Walker, SNAPA Secretary/Treasurer**

**LUNCH**

**Calendar/Future Meetings**

* October 23rd -24th 2018- Strategic Planning and Board Meeting- Altoona
* November- Northeast Regional Leadership Meeting- Portland, Maine
* January 13th-15th- SNA Industry Conference- Austin, TX
* February 7th, 2019- Board Meeting- GO TO Meeting
* February 24th-26th- LAC- Washington D.C.
* April 25th, 2019- Board Meeting- Hershey, PA
* May 9th-11th- SNA Leadership Conference- Sarasota, FL