

Breastfeeding Alliance of NE WI

Meeting Minutes

12/22/2016

Members present: Billie Verbruggen and Allison Laverty Montag Winnebago County WIC, Marla Mulcahy and Amanda Cassidy Fond du Lac County Health Dept/WIC, Ashley Weselenak Parent Connection, Kortney Dahm and Claire Opsteen Menasha Health Dept, Amber Bastian Calumet County Health Dept, Jess Moyle and Becky Lindberg Appleton Health Dept, Kari Schneider Green Lake County Health Dept, Meghan Gremban Community member/St. Elizabeth's Hospital, Kristina Ingrouille Waupaca County Health Dept, and Rachael Young and Cindy Brylski-Breit Outagamie County Public Health/WIC

Group discussion regarding disbursing BFF books and posters. Each health department can decide on a case by case basis as to when to distribute. Some centers feel more comfortable receiving these prior to the final assessment visit so they can fulfill those steps in BFFCC, and other centers are able to purchase their own materials and may not need as many materials. Each health department was able to take 3 of each book; Just Like Mommy, Best Milk and My New Baby.

Fond du Lac had a person that was an MPH working at the YMCA who had previously certified 4 child care centers. She did it through Living Well and it was part of Healthy Fond Du Lac Health 2020 objectives. They used materials through Wood County. Those 4 sites are now coming up for recertification as Breastfeeding Friendly Child Care Centers. There was a 5th site that started the process for BFFCC but did not complete it, so may also be working with them.

Additional Child Care Centers certified as Breastfeeding Friendly in 2016:

- Calumet County Health Department certified Kidsland 2 Darboy
- Outagamie County certified Little Mittens Child Care in Appleton (town of Grand Chute)
- Winnebago County certified UW-Oshkosh, and Kindercare Learning Center Neenah

Jess Moyle said she spoke to Kelli Stader asking if we need to renew our agreement with CCRR. Kelli told her we do not need to sign a new agreement with CCRR, but Jess said Appleton Health Dept may decide to sign a new agreement with CCRR even though it's not required.

Billie will double check but roughly \$300-\$400 left for the Breastfeeding Friendly Child Care Center. The group decided artwork was the most important to the centers because it is hard to find those. We will continue to get the free posters through WIC, and will order larger Breastfeeding Matters Now more than Ever- 11" X 18". The group also discussed in home child care centers might not want the larger artwork posters. They might be receptive to getting the magnetic kittens and puppies. The group discussed an idea of doing a drawing for the new child care centers becoming certified each month or something like that.

The policy template done by Vicki Menasha Health Dept for both employees and centers was very helpful to child care sites in completing the steps for BFFCC.

Coffective- Brown County is a pilot site for 3 months. More information will be available when the Brown County site reports how well the pilot went. WIC agencies will have a follow up conference call next week.

The group discussed responsibilities for Co-Chairs, Secretary and Treasurer;

The group present felt it would be less confusing to rename the role of co-chairs into Outgoing and Incoming Presidents.

Outgoing and Incoming Presidents:

Schedule meeting location site

Creates meeting Agendas

Send out meeting reminders and agendas ideally 1-2 weeks before the meeting

Over see and manage BFANWI's business

Jointly lead meetings at which they are present

Provide oversight of agents, professional advisors and consultants

Oversee all the functions of BFANWI - ie grant applications, reports

Have authority to sign, execute and deliver in the BFANWI's name

Delegates responsibilities

Treasurer Role: Keep track of statements, deposits get made, purchasing, seek best deal, delegate purchases, takes care of documents for 501C3, annually updates 501C3, keeps up with Web Design and keeps money from BFAN Walk separate from grants. Currently Billie said her record keeping is mostly on paper, currently does not have info an excel spreadsheet. (Allison said she uses Mint.com- which is free and has been around for a long time. Jess said this program is recommended by Fisk.) Billie said she will explore that for the Alliance.

Secretary Role: Keep minutes of the meetings of the Alliance electronically. Storing documents for BFAN. Assist in preparing documents as needed for grant writing. Perform any other duties decided by the Alliance as needed.

501C3 Board of Directors – co-chair, co-chair, treasurer secretary:

Currently are Billie, Cindy, Allison and vacancy (was Jeri Loewe) 2 years terms-Board needs to meet at least annually

The group discussed having the outgoing President, incoming President, secretary and treasurer also be the Board of Directors necessary to maintain our 501C3 status.

Through 2017	Outgoing President - Cindy
2017 through 2018	Cindy - Secretary
2017 through 2018	Incoming-President - New person
2017 through 2018	Billie - Treasurer
2018 through 2019	New incoming President - staggered with the new president that starts 2017

Allison will send out an email about nominations for Incoming President. People can nominate themselves or someone else. The ballot will be by Survey Monkey.

Anyone interested in running for Incoming President should share a 1 paragraph bio of their information/experience with Allison by January 31st. She will send out the survey in February and it will be open for 2 weeks. Any person running for this role has an expectation that they would attend meetings regularly.

The group discussed Drop Box as a means to storing all of BFAN's documents. Currently the documents are saved to our agencies computers. Allison will invite Cindy to join Drop Box and she will copy all of the BFAN documents to be saved in it.

The group discussed having a Board of Directors for outside perspective. Once we have our offices in order could look at adding area providers/business people. We would want them to be a resource for us- could attend meetings or not. Terms can be staggered – initial directors should serve 1-2 years and then every 2 years.

After Christmas Billie will send an email with the BFAN Ground Rules, Conflict of Interest and the Bylaws of BFAN.

Discussed grant opportunities. Previously Jeri was on a listserv for grants.

The group discussed BFAN Face Book page. Current Face book page administrators are Cindy, Jess, Ashley and Allison.

**The next Breastfeeding Alliance meeting will be on
Thursday
January 26th at
UW-Extension
3365 Brewster St
Appleton
8:30-10 am**