

Meeting: August 2018		Recorded By: Coral Clarke	
Date: 8-20-18	Time: 6:00 PM	Location: Kabob & Curry 8445 Main St, Williamsville, NY 14221	Next meeting date: September 27, 2018
Present: Allyson Odachowski, Elizabeth Miller, Jennifer Turesky, Coral Clarke, Jane Calvert, Erin Burch, Heather Kelleher, Nancy Marinelli, Jennifer Carland, Maria-Elena Damasiewicz, Michelle Daria, Shannon Wilson, Jessie Daly, Noelle DeSantis, Katie Orsino, Elizabeth Crowder, Pam Beamer		Absent: Katie Schaeffer	Excused: Carol DeNysschen, Lisa Neuhaus
AGENDA ITEM	DISCUSSION (concise summary)		ACTION/NEXT STEPS
Call to Order			
Roll call/Quorum	Quorum not established due to absence of last year's BOD members		
Approval of Minutes	Voting on minutes could not be held due to lack of quorum		Minutes to be voted on via email due to lack of quorum
President's Report and Agenda Items	Provided most recent directory for BOD Schedule of Board Meetings for 2018-2019 -Last Thursday of the month -4721 Transit Rd, Suite B, Depew NY 14043 -Open networking 5:15 to 5:30 PM -Business meeting 5:30 to 6:15 PM -No meeting in December NYSAND Grant -Assembled by Jane, Allyson, Heather, Erin -Copy provided to BOD -Requests funding to provide equipment to record continuing education events -Events can be posted on website and sold -Can provide CPE credits for members and non-members for up to 1 year -Has been submitted to NYSAND Theme for the year "Giving back to members" -Would like to showcase benefits of membership		-Provide President with any changes to the BOD Directory prior to next meeting

	<ul style="list-style-type: none"> -Survey to members <ul style="list-style-type: none"> -What do members want from WNYDA membership and the BOD? -Questions desired from each BOD member based on position -Member Q/A Forum on Facebook page or listserv option discussed <p>Bylaws and Policy & Procedure voting/update</p> <ul style="list-style-type: none"> -Voting was open for 30 days -About 18 votes submitted, most "yes", 1 "no" -Changes passed -Documents will be reviewed again in two years 	<p>-Suggested/requested survey questions to be provided to President prior to next meeting</p> <p>-Old bylaws will be removed from website by President or Website Liaison</p>
Delegate Report		
President-Elect	<p>Membership chair for NYSAND</p> <ul style="list-style-type: none"> -Submitted a resolution to change districts to follow county lines -WNYDA district would consist of Niagara, Erie, Cattaraugus, and Chatauqua counties, eliminating slivers of Wyoming, Genesee, and Orleans counties <p>Will start planning for awards dinner towards end of 2018</p>	
Immediate Past President	Recruiting for awards	-Email nominations for awards
Treasurer	<p>Presented 2018-2019 budget and discussed in detail</p> <ul style="list-style-type: none"> -Break-Even Budget lines -Surplus from 2017-2018 <ul style="list-style-type: none"> -Consider potential uses of surplus -Consider sponsors for 2018-2019 <ul style="list-style-type: none"> -Survey members regarding their opinions/concerns -Investigate AND/NYSAND guidelines for sponsors -Consider local sponsors -Pricing for events -Consider increasing WNYDA scholarship -Promote RD Day <ul style="list-style-type: none"> -Video left from prior production -Re-strategize lobby day -Video hosting on website or other platform 	<ul style="list-style-type: none"> -Present suggestions for use of surplus to Treasurer prior to next meeting -Bring suggestions for potential sponsors to BOD prior to next meeting

Professional Issues	<p>Meet & Greet</p> <ul style="list-style-type: none"> -October 3rd, 2018 -Remington Tavern North Tonawanda -Gluten-free vegetarian, gluten-free seafood, gluten-free chicken, and non-gluten-free vegetarian options <p>Potential continuing education seminars</p> <ul style="list-style-type: none"> -Brook -Eating Disorders <p>Social Events</p> <ul style="list-style-type: none"> -Fun fitness classes 	<ul style="list-style-type: none"> -Will include question related to continuing education interests on member survey -Submit suggestions for social events prior to next meeting
Nominating	Will use Meet & Greet as opportunity to look for prospects for ballot	
Membership	<p>135 Members as of meeting date</p> <ul style="list-style-type: none"> -5 or 6 may not be AND members <p>Received a list of NYSAND members who should be WNYDA members</p>	<ul style="list-style-type: none"> -Will investigate non-AND members and remove from WNYDA membership if appropriate -Will reach out to NYSAND members and invite to WNYDA -Will produce three lists: <ul style="list-style-type: none"> -Members (for member-specific emails) -Potential members -Combined list (for promotional emails)
Reimbursement		
Public Policy	Will be attending Public Policy Workshop in October Information will be provided to membership via continuing education	
Public Relations	<p>Buffalo Marathon</p> <p>Merchandise sales via Bonfire</p> <p>Spotlight 15-20 members throughout the year via email and social media</p> <p>Post new studies on social media</p> <ul style="list-style-type: none"> -Facebook & Instagram accounts 	
Website	<p>BOD and Council pages have been updated with new BOD information</p> <p>Membership lists have been updated as of 8/20/18</p> <p>Meeting minutes have been added up to August 2017</p> <p>Membership renewal</p> <ul style="list-style-type: none"> -Changed from Paypal to Stripe recently -Option to automatically renew 	<ul style="list-style-type: none"> -Minutes for 2017-2018 will be obtained from past Secretary

	<ul style="list-style-type: none"> -Annual Membership being offered with automatic renewal -Student Membership will be annual only -Membership will expire if renewal fee charge fails 3 times -Would like to make payment option changes easier or produce document to assist members with making changes <p>Changes to BOD pages requested from BOD members New BOD members will be given access to BOD pages New forms will be uploaded to Treasurer page</p>	-BOD members to provide requested updates to appropriate pages of website to Website Liaison or BOD by next meeting
Media Rep		
Additional	<p>Request received from Carol DeNysschen</p> <ul style="list-style-type: none"> -To send WNYDA letters to local schools regarding her coming in to speak to students about the profession <p>CFSA Dinner will be held in February or March of 2019. They will be asking for nominations for potential recipients of silver award</p> <ul style="list-style-type: none"> -Someone who has contributed to our organization and the profession as a whole. <p>Discussion regarding concept of celiac/allergy/etc. training for restaurant managers/owners</p>	
Adjournment	Meeting adjourned at 7:55 PM	

	Total Year to Date	2018-2019 Budget	Variance
Income			
General Membership Dues	\$616.66	\$4,000.00	-\$3,383.34
Surplus from 17-18	\$1,037.22	\$1,037.22	\$0.00
Programs	\$0.00	\$3,000.00	-\$3,000.00
Meet & Greet			
Ethics Event			
Event			
Event			
Event			
Student mix-n-mingle			
Legislative/Reimbursement Event(s)	\$0.00	\$400.00	-\$400.00
Public Policy and Reimbursement			
NYSAND support for Lobby Day?			
NYSAND Scholarship	\$0.00	\$50.00	-\$50.00
Chrymko Scholarship (\$497 from 17-18)	\$497.00	\$300.00	\$197.00
WNYDA Scholarship (\$431.79 from 17-18)	\$431.79	\$1,050.00	-\$618.21
meet and greet raffle			
Annual dinner raffle			
Investment Interest			
PR - Buffalo Marathon Grant (can apply annually)	\$1,000.00	\$1,000.00	\$0.00
NYSAND District Grant for Video Camera	\$0.00	\$400.00	-\$400.00
WNYDA Merchandise Sales	\$0.00	\$250.00	-\$250.00
WNYDA Annual Meeting	\$0.00	\$1,800.00	-\$1,800.00
TOTAL INCOME	\$3,582.67	\$13,287.22	-\$9,704.55
EXPENSES			
President/President Elect	\$0.00	\$400.00	-\$400.00
President BOD/CC gifts (pres and board)	\$0.00	\$350.00	-\$350.00
Secretary	\$0.00	\$0.00	\$0.00
Treasurer (PO box should be ~84/yr due on 10/31)	\$0.00	\$130.00	-\$130.00
Programs	\$0.00	\$3,000.00	-\$3,000.00
Meet & Greet			
Ethics Event			
Event			
Event			
Event			
Student mix-n-mingle			
Public Relations - RD Day (\$400)	\$0.00	\$950.00	-\$950.00
Merch cost of goods (\$250)			
Video Production (\$300)			
Legislation/PPW at FNCE	\$0.00	\$1,750.00	-\$1,750.00
Membership	\$0.00	\$0.00	\$0.00
Reimbursement (\$100)	\$0.00	\$500.00	-\$500.00
Public Policy and Reimbursement Event (\$400)			
Website Maintenance (starting 2018 \$84/year)	\$95.40	\$400.00	-\$304.60
Website - Marchese Computer	\$0.00	\$20.00	-\$20.00
CFSAs (3 dinners winner+guest+ pres to attend)	\$0.00	\$150.00	-\$150.00
Scholarship - Chrymko	\$0.00	\$300.00	-\$300.00
Scholarship - NYSAND (AME raffle basket)	\$0.00	\$100.00	-\$100.00
Scholarship- WNYDA	\$0.00	\$1,000.00	-\$1,000.00
Member Benefits	\$0.00	\$1,037.22	-\$1,037.22
Nominating (survey monkey)	\$0.00	\$250.00	-\$250.00
Awards (end of year)	\$0.00	\$450.00	-\$450.00
Pres to attend FNCE or NYSAND Annual Meeting	\$0.00	\$300.00	-\$300.00
WNYDA annual meeting	\$0.00	\$1,800.00	-\$1,800.00
TOTAL EXPENSES	\$95.40	\$12,887.22	-\$12,791.82
Surplus (Deficit) from Operations	3,487.27	400.00	\$3,087.27