

Meeting: May 2020		Recorded By: Coral Clarke	
Date: 5/17/20	Time: 9:00 AM	Location: Teleconference	Next meeting date: June 5, 2020
Present: Elizabeth Hartz, Jane Calvert, Heather Kelleher, Shannon Wilson, Sara Martin, Noelle DeSantis, Maria-Elena Damasiewicz, Jamie Vallone, Coral Clarke Emily Schoop		Absent: Allyson Odachowski, Sara Ray, Jessie Daly, Nancy Marinelli, Jenna Guadagna, Jennifer Everdyke, Pam Beamer	Excused: Jennifer Klein
AGENDA ITEM	DISCUSSION (concise summary)		ACTION/NEXT STEPS
Call to Order	9:05 AM		
Roll Call/Quorum	Quorum met		
Approval of Minutes	Motion- Jane Calvert Second- Sara Martin Approved unanimously		
President's Report and Agenda Items (Liz)	<p>Annual business meeting is next month – open to membership</p> <p>Jane is stepping down from their positions with WNYDA</p> <ul style="list-style-type: none"> • Treasurer (reached out to interested party on 5/11) – will follow up Monday • President-elect • Recommendation to offer academy dues paid for interested party since we need the position filled as soon as possible • Want President-Elect in time to attend fall leadership meeting • Per By-laws presidential responsibilities fall to current President for the next year or until someone else is appointed • Pam Beamer contacted about position change so that correspondence is updated for CFSA dinner • NYSAND notified about position changes 		

Appointed positions also available

- Public Relations chair & co-chair, membership chair, career guidance, more

WNYDA has more volunteer positions than other organizations

- Would like to combine some positions

WNYDA is up for the district president representative position (rotating) that is on NYSAND's BOD

- Will be liaison for all districts
- NYSAND considering altering from districts to regions
- WNYDA will likely stay intact with additional counties

WNYDA Name Change

- Documents have been mailed in
- Waiting to get documents back

Web Development

- Suggestion from Allyson to increase payment to web developer to improve and help keep website current
- Will get more info from Allyson
- More money for website in budget than we spend
- Agreed that update to website is needed

Mailchimp

- Suggestion from Allyson for positions to identify their need to have access to Mailchimp
- Grant access so each position can make their own posts to reduce need for back and forth communication and streamline getting information to membership
- Discussed setting up review board/person to ensure emails accurately reflect the professionalism and goals of the organization

Annual awards dinner

- Motion to cancel – Jane Calvert
- Second – Heather Kelleher
- Approved by all voting members present
- Ethics Webinar will still be offered to the membership on June 4th

	<p>Final meeting of membership year Sunday June 7th</p> <p>Potential change in monthly meetings for the upcoming year</p> <ul style="list-style-type: none"> • Initial meeting to be scheduled in August • Will continue to stay in contact but will not have meetings monthly <p>By-laws review slated for 2020-2021 membership year</p> <p>Chrymko scholarship</p> <ul style="list-style-type: none"> • One applicant • Motion to approve - Jane Calvert • Second – Sara Martin • Approved unanimously <p>WNYDA Scholarship Committee</p> <ul style="list-style-type: none"> • Chose unnamed candidate • Winner is Emily Schoop <p>Onboarding Document</p> <ul style="list-style-type: none"> • Reminder - establish document for onboarding in position folder • Tasks performed by each position and what you wish you knew coming into the position 	
<p>Immediate Past President (Allyson)</p>	<p>Via Google Drive</p> <p>Awards ordered from Tony Martin Awards</p> <ul style="list-style-type: none"> • Waiting for them to come in • Will mail to recipients once received <p>Chrymko Scholarship</p> <ul style="list-style-type: none"> • Will notify Meg Garfoot & Chrymko family of scholarship winner and request a check be sent to recipient <p>AME Basket for raffle contents: (focus was local (Buffalo/Akron)</p> <ul style="list-style-type: none"> • Perry's ice cream scoop, natural cut comb honey, book (pie girls) local Akron author, Goodrich coffee, bag of gumballs (Akron made), Oliver's sponge candy, sunbird snacks (wasabi green peas and buffalo wing nuts), 	

	<p>merle maple syrup, local hot sauce, local honey, local BBQ sauce, Perry's key chain</p> <ul style="list-style-type: none"> • All sourced from a store in Akron that is funded by Perry's ice cream. Akron high school students run the store to learn business skills. All profits go back to support the program at the school. • Discussed what to do with basket • Will raffle off at ethics webinar or annual meeting 	
President-Elect (Jane)	<p>Jane will provide everything they have to support Liz and the Board during the transition</p> <p>Scholarship committee</p> <ul style="list-style-type: none"> • Met and chose a winner for the WNYDA Academic Scholarship • Discussed a vision for writing more questions (and scoring rubrics to accompany them) to rotate through over the course of 10-12 years so a student could apply for the scholarship more than once 	
Treasurer (Jane)	<p>Jane will work with the new Treasurer remotely to train them on monthly transactions and will attend the budget meeting in July</p> <p>Budget Summary Year-to-Date</p> <ul style="list-style-type: none"> • \$7800 income (60% of budget) • \$3400 expenses (26% of budget) • Current Surplus: \$4400 <p>Upcoming confirmed expenses (total \$3100)</p> <ul style="list-style-type: none"> • Diversity/Ethics speaker \$1000 • Scholarships \$1300 • End of Year awards/gifts combined \$800 <p>Other budgeted expenses that may or may not happen/can adjust how some funds are used:</p> <ul style="list-style-type: none"> • Annual Dinner (cancelled) \$1600 • Video editing \$700 • Lobby Day \$1250 • Membership Kit/Appreciation \$900 <p>Budget Surplus due to cancellation of events</p>	

	<ul style="list-style-type: none"> • Could look at membership survey responses to determine how best to use surplus to help members • Have enough funds to operate next year if surplus is spent 	
Professional Issues (Heather/Sara R)	Malnutrition CEU will be held virtually Tuesday May 19 th at 5:30 PM	
Public Relations (Shannon/Jessie)	Money from Bonfire will be transferred to WNYDA Paypal account (\$15)	
Public Policy (Sara M/Jennifer K)	Lobby Day cancelled Waiting for NYSAND to develop a social media campaign	
Reimbursement (Noelle)	In communication with NY representative regarding continued telemedicine coverage	
Membership (Nancy)		
Nominating (Maria-Elena/Jamie)	2020-2021 Ballot <ul style="list-style-type: none"> • Can send to membership on June 3rd • Still looking for a Treasurer and President-Elect 	
Career Guidance		
Media Rep (Jenna)		
Website (Nancy)	Covid 19 page up and running	
Delegate (Jennifer)		
Additional	<p>Student Reps: Nothing to Report</p> <p>Secretary: Motion to allow Secretary to run for and hold position for two consecutive terms</p> <ul style="list-style-type: none"> • Made by Jane Calvert • Seconded by Allyson Odachowski • Votes as follows: • President: Yes • President-Elect: Yes • Immediate Past President: Yes • Secretary: Abstained • Treasurer: Abstained • Professional Issues Chair: Absent • Nominating Committee Chair: Yes • Public Policy Co-Chair: Yes • Public Relations Chair: Absent • Motion Carried 	

