



## School Nutrition Association of Michigan

“Be the primary resource that empowers our members to advance good nutrition and promote healthy lifestyles for Michigan children.”

### Executive Board Meeting March 29, 2018 – 9:30 am – 12:00 pm Meeting Minutes

Roll call and establishment of Quorum, 9:43 am

Present: Kurkowski, Panici, Jansen, Hopp, Thomas, Mattison, Connors, Jaramillo on phone.

Non-voting present: Golzynski, Haughey, Little

Absent: Browder, Gorman, Bendall, Simmerman – all excused

Approval of Minutes from January 19, 2018 Executive Board meeting: Motioned Panici, 2<sup>nd</sup> Thomas.

#### **Minutes approved as presented**

Approval of Agenda. 2 items added to discussion: ANC attendees that SNAM pays for and salary survey.

ANC attendees added to action items, as well. Amended agenda motion for approval: **Motioned**

**Mattison, 2<sup>nd</sup> Jansen - passed**

Treasurer’s report: Jansen submitted a written report and also briefed the board on the year to date budget. In summary, budget is expected to come in at about \$15,000 to \$20,000 below budget. Main issues are statewide training revenues coming in significantly lower than budgeted. Other areas of budget tracking fairly well. Cash on hand is \$272,315.

Executive Directors report: Little commented on progress so far with the MDE/SNAM June Directors conference. Haughey is working directly with the hotel on room block. Notice will be going out shortly from MDE encouraging registration. Also commented on MSBO conference (April 17-19, 2018 at Cobo in Detroit) and the various Food and Nutrition topics planned and the current registrations for each class. All of these classes have very reasonable attendance numbers.

Waiting to hear from Amway on 2020 dates and costs. This is in keeping with the Board’s decision to rotate the conference between Lansing, Grand Rapids, and Traverse City for the near future.

President’s Comments: Kurkowski spoke about the Area 3 workshop, there was discussion of potential planning meeting regarding statewide SN events. She also emphasized her desire that all board members sign their staffs up as SNA/SNAM members. As board members, they hopefully see the value in membership.

Membership Chair: Kurkowski announced that Jessica Endres has submitted her resignation from the board due to personal reasons. Kurkowski said that she’d like to appoint IAW with the bylaws a replacement for Endres. She has put forward Sue Bevins from Genesee ISD.

18-19 Preliminary Budget: Little presented a proposed balanced budget for 18-19. Budget adjustments: Statewide training revenues were adjusted downward, registration fees slightly increased for conferences and exhibit booths. MSBO personnel fees increased to \$80,000 to account for potential increases in salary and benefits for Haughey. National conferences budgeted as in the past, including LAC. Electronic copy will be emailed to board for review for approval at May Board meeting. No further discussion.



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Bylaws: Kurkowski briefed board on bylaw progress. Still waiting on report from February meeting with consultant. Main focus for this year is to have the reformatted bylaws, along with required language regarding affiliation with SNA, and changing the bylaw approval process to voting by a Leadership Assembly, consisting of the executive board and area representatives. This should provide a representative structure that allows for transparency, along with flexibility.

Board Nominations: Board members need to recruit people for open positions and member award nominations for Fall conference.

LAC review: Simmerman was absent due to a medical appointment, but provided a report and general discussion of the conference also took place. Consensus is it was a very worthwhile conference and we are glad we were able to send additional people again.

Industry Conference: Jaramillo reviewed the day and felt it went really well. Great feedback from the attendee evaluations. From a budget perspective it was successful - probably exceeding budgeted net income, but still waiting to finalize expenses.

ANC attendance was discussed. The bylaws state that President, President-Elect, Executive Director attend ANC at the expense of the association. However, the association has paid for others when one of these positions couldn't go. Thomas, as VP, assumed she was to go based on recent ANC's. Discussion resulted in deciding the association would pay for the VP this year, along with Haughey as administrative assistant. The board will work to make a consistent policy going forward so everyone knows the protocol.

Salary survey was discussed. MSBO currently does an administrator salary survey, but discussion focused on whether SNAM should consider this. It was concluded that SNAM wouldn't pursue that.

SNAM and MSBO partnership evaluation discussion was postponed to the May board meeting.

ACTION:

### **Membership Chair**

**Motion: Appoint Sue Bevins to the vacant membership chair position for the remainder of the current term (October 2019). Moved Mattison, 2<sup>nd</sup> Thomas - passed**

### **ANC Attendees**

**Motion: Move that President, President-Elect, Vice President, and Administrative Assistant attend ANC 2018 at Association expense. Moved Jansen, 2<sup>nd</sup> Panici - passed**

Adjourned: 12:12 pm