



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
September 21, 2018 – 9:30 am – 12:00 pm
SNAM Office
Agenda

Welcome and Introductions

Kurkowski

Call to Order

Roll Call and Establishment of Quorum

- **8 Members in attendance:** Rachele Bendall, Mary Kurkowski, Peg Panici, Dan Gorman, Jennifer Mattison, Sue Simmerman, Scott Little, Whitney Haughey, Sue Bevins
- **Call in:** Xaviar Jaramillo and Caroline Thomas
- **6 Absent:** Richard Browder, Dan Connors, Diane Golzynski, Carl Hopp, Brenda Jansen, all excused

Approval of Minutes

- Correction from May minutes: Guest - Jill Kline
- Motion:** Simmerman
Supported by: Gorman
Minutes approved

Adoption of Agenda

- Adjustment: 10:00** Auditors report
Little will read Treasurers report
Motion: Panici
Supported by: Simmerman
Agenda adopted

Business Reports

Auditor Report

Jason Clausen

- Auditor Jason Clausen briefed board on audit results without Little and Haughey present.
- All numbers have been audited and are correct
- Refer to 8-page audit report on file.
- Clausen reported the books are well managed.
- The board involvement is very important
- Nonprofits should have minimum of 3 months operating cash.
- We currently have over 6 months fund balance.
- Kurkowski signed the electronic tax return. Little sent to Clausen

Treasurer's Report #5

Scott Little

- \$23,641.00 below budget in 17-18 FY. Primarily attributed to
- Statewide training was budgeted high,
 - MDE grant ended



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- Money was spent to update bylaws
 - Sent an additional person to MSBO Leadership training
- Assumptions made to current budget:
- We do not have to send an extra person to the MSBO Leadership training in the upcoming year
 - Consider not sending someone to SNIC
 - Adjusted Statewide training amount
 - Raised booth fees by \$25.00
 - Increased expected booth spaces for Conference to 142 booths
 - Lansing cheaper venue compared to Grand Rapids
- End of the first quarter is hard to track before conference, however:
- Gross revenue and expenses are near 29% of budgeted amounts at 25% of the FY.

Executive Director's Report #29

Little

- Annual Conferences- 142 Booths, less than 20 left to sell.
- MSBO Facilities Conference next week- Scott attending
- 6 people attending leadership academy in conjunction with conference- looking for more
- Early bird ends next week
- Lean Process Initiative- Met in May at training.
 - They drafted three forms
 - what the training is
 - the second is for evaluations
 - Know before you go template
 - All training opportunities will be in one space. You will know what training SNAM, MDE, MBSO etc. are offering on one site.
 - Waiting on approval by Diane Golzynski
- SNAM Statewide training task force is working on better class descriptions to help sell the classes. Will bring ideas to train the trainer to try to finalize ideas
- Peg's group pulling together information to show what training is currently available. Creating a video and PowerPoint to advertise. They will vet the information to see if it is still relevant.
- Scott was asked to be a part of a working group. Phil Chase at MDE has reached out to MASA, MASSP, MEA, SNAM, MSBO etc. No Kid Hungry initiative. Working on how to decrease the breakfast gap. Dan Gorman is attending, as well.
 - How can we provide Universal Free breakfast after the bell.
 - How to curb the childhood hunger.
 - Focus on all grades not just elementary. Possibly grab and go for Secondary.



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Bylaws Update

Little

- 2 years into the process
- Reformatted/Reorganized Bylaws
- Now reflects SNA language
- All changes were approved by SNA. Required before the membership can vote on changes.
- Drafted three amendments to the bylaws
 - 1801- Allows us to form our leadership assembly from our area reps and board. We want it to be a transparent representative model.
 - 1802: Modified nomination committee for the board consisting of 5 members - 3 most recent past presidents and 2 members not on the board appointed by president.
 - Elections shall be conducted at annual meeting unless it is uncontested
 - 30 days prior to have write-ins added.
 - 1803: Formalizes that the secretary and treasurer do not have concurrent term, so they will be staggered.
- We are obligated to get this information out to the members. We are in the process of mailing 16 pages of bylaws to members to vote to be done at conference.
- Haughey will post reformatted bylaws, along with proposed amendments and rationale, to make sure all efforts have been taken to inform all 1600 members. Hope to have better representation and voting.

Discussion Items

President's comments

Kurkowski

- Breakfast institute member
- No kid hungry well organized and informational
- MDE won \$60,000.00 for no kid hungry to increase breakfast participation

Leadership Retreat Recap

Kurkowski

- Lugnuts stadium Venue was a great opportunity to see
- Format was well organized
- Video is on the web site - videos are great for promoting
- Video quick clips from conference to use as marketing strategy
 - Set up staging area to have each member take 10 second video of attendees regarding what they liked best at the conference.
 - Clips of people interacting
 - Great opportunity to meet new people
 - Hashtag pictures from members -SNAM app



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- Presented Legislator to Lunch - Ways to increase participation in the program and we now offer a giveaway to LAC if you participate, monthly updates
- Discussion regarding changing board make up to fewer committee chairs and make them at large positions. Thoughts shared on creating ad hoc committees when necessary, hopefully resulting in a shorter commitment and a way to increase involvement in organization.
- How to increase membership-
- Refer to Leadership retreat minutes

Record Keeping & Reporting for Board Members

Kurkowski

- Keeps a record
- Helps for your annual report
- Keep it in your binder

Annual Conference

Kurkowski

- Should recognize the big groups from different districts that attend
- Green and White shirts to be worn at Friday night reception
- Hunger Bowls for fundraiser to go to the Lansing food bank. All are handmade and unique. Must preorder. It's on the registration
- Can the food bank or soup kitchen pick up the leftover food from the food show? Haughey will check
- Breakout sessions are relevant and well worth the time
- Encourage all board members to participate in the steps program this year we are doing yoga
- Rodney Page will be entertainment

Board Transition/November Meeting

Kurkowski

- After Transition meeting we will have the LAC meeting
- November will be first board meeting and orientation
- Table Agenda items except for meet and greet and orientation for new members. Make it a planning meeting
- Thoughts were to have new members arrive 30 minutes early for Scott to show orientation PowerPoint. Others commented that it never hurts to have a refresher. Date is November 29th at MSBO.
- June meeting will be for the Board and the Area Reps at the Leadership assembly meeting.
- Dec 3 Train the Trainer all board members will be invited. Topic Managing Personality- 4 hour at MSBO.
- Area rep meeting will also involve board members to help everyone know each other better.
- Thomas would like a board picture-
 - Professional picture on Sunday on the stage.



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- Dress professional.
- Haughey will send reminder.

Member Awards

Little

- Nominate employee by Monday - Dan, Sue and Sara will review nominees.

MDE June Conference MOU

Little

- Memorandum of Understanding
- June 18 - 20 at Shanty Creek in Belaire, MI
- 2nd year combining MDE and SNAM conference.

Action Items

Approve Audit Report

Motion to approve: Mattison

Second: Gorman

Motion Passed

Sign Code of Ethics

Please sign and return

Approve MDE June Conference MOU 2020/2019

Motion to approve: Simmerman

Second: Gorman

Motion Passed

Committee Reports/Round Table

Bevins

- Approached by MISTA interested in partnership.
- Steve Suta DHHS focusing on Moto
- Add to Board report as a discussion item.
- Fall into Fitness- Oct 1-31 Sink fitness 37 minutes of activity encourage all to participate.
- Write articles for First Hand News November 16 due- Board are not the only one that should be supplying articles.

Thomas

- Will submit article on Apple crunch,

Panici

- West Michigan director's meeting- discussion on sustainability.
- SNAM table at Workshop

Simmerman

- CNR- Unpaid meal debt challenges- refer to her report.

Little- Thank you to Kurkowski for her leadership

Adjournment

12:39