



## SNAM Statewide Training Committee Minutes September 28, 2018

**Members Present:** June Altom (Chair), Amy Klinkoski (secretary), Maureen Ouvry, Lori Adkins, Scott Little, Carolyn Thomas, Linda Stull, Emily Mattern, Whitney Haughey, Paul Yettaw

**Members Absent:** Barbie Ward-Thomas, Shari Bock, Gloria Bourdon, Dan Gorman, Howard Leikart, Richard Browder, Korrie Perkins, Whitney Vance

The meeting was called to order at 9:40 am by June Altom at the MSBO/SNAM office.

Moved by Paul and seconded by Carolyn to approve the agenda.

Moved by Maureen and seconded by Paul to approve the August minutes.

### REPORTS

**Treasurer's Report and Budget Update:** Scott Little reported and discussed the profit loss statement. No concerns at this time other than the SNA membership rates have increased.

**YTD Quarterly Participant Report:** Whitney provided class participation as of July 2018. August was a record high ..more wanted classes in August vs June this summer.

**Leadership Academy:** 8 registered for conference..Lori's group has a scholarship attendee from Oakland County —She will write an article for FHN to explain the process. Locations for the academy and other trainings were discussed—Linda has found that some Community Colleges offer free space. June is working on dates for future leadership academies....best to go where there is interest and build participation at that location.

**UDIM Report:** Emily reported that Anne Guyer retired. The School Team is broadening scope to Youth Wellness. Fuel up to play 60 grant has a few changes. Milk consumption trends were a recent research project. There will be programs to increase milk participation. Target Districts will be identified.

**Team Nutrition Report :**Linda shared MDE staff updates. Whitney will be working with Team Nutrition and School Wellness. The grant will cover speakers at Fall Conference.

**Training Lean Process:** Linda Stull reported and provided handouts (attached). Diane G is sponsor and will make any final approvals.

11 recommendations have been identified:

Simplify registration process for easy payment

Categorize training into tracks i.e. new director vs cook

Focus groups identified with stakeholders—MSBO, SNAM, Industry...

Create a common calendar—GFS, -SNAM, MSBO, MDE,...conferences...

Regional training centers—so participants are familiar with area—directions, parking and instructors are familiar with AV equipment and classroom set up

Training portal that holds all the information

Offer a variety of training formats online vs in person

Universal registration process

State wide mentor program

Track training/participation no matter where someone took the training

MDE re-organization—goal to be more customer service so there would be one or two point persons vs several for a district to contact and MDE staff cross-trained in all programs

Handouts on Root Causes and Customer Value Structures shared

## **DISCUSSION ITEMS**

**Non Member Pricing**—discussion about variance in pricing, membership deal and increase in SNA dues. School districts benefit when they pay for membership in advance and this method increases revenue from course fees. Whitney H suggested video snippets to share at trainings and conference to explain how the membership paid in advance is a better deal for districts.

### **Classes for conference confirmed**

Nutrition 180 Sue Bevins and Wen Go

Special Dietary Needs 190 Gloria Bourdon

Leadership Academy

**TTT**— December 3 at the MSBO/SNAM office. The Institute will provide the 4 hour course Dealing with Conflict. Instructions about promoting membership will

be covered as well as other marketing topics. The Theme will be “The Good, the Bad and the Ugly”. Wear your “ugly” sweater.

**Resource and education room-** June will contact Whitney V for team nutrition materials. Carolyn will set up School Nutrition Foundation. Last year \$1000 Scholarship money was raised because 3% donation was met. It was used for four people to attend leadership academy. Silent auction baskets will be available. Contact Whitney H for silent auction table help.

**Liability waiver for classes**—Scott reported that SNAM has General liability which covers a participant injury in a class—so we are covered. There is an additional rider for instructors. There is no need for participants to sign a waiver.

**Procedures for pop up classes-**June provided handout. Discussed difference between Xavier’s 2 hour knife skills class and AR review update.

**Committee Members and Timeline.** Carolyn addressed need for course revisions especially The Intro 100 course. The Task Force Chair will identify a curriculum committee from the Task Force. MDE staff will sit in on the Intro class and provide insight. There was a suggestion for future September Task Force meetings to review evaluations, course curriculum revisions and policy and procedure manual.

Sue will be chair of the Task Force after December 3 TTT. Returning will be Lori-Carolyn (ISD and president elect), Sue Bevins (ISD and Chair) MDE staff TBD, Emily-UDIM rep, Dan Gorman- Nutrition Chair and Dan Connors- Professional Development Chair. Maureen will be on until June 2019. Barb’s term expired and Shari finishing up an extra year. Korrie remains on until 2020. June Altom will stay on as a director

**Course descriptions need more detail - the assignments are:**

Lori and Carolyn will update Intro class

Amy will own Nutrition and Conflict descriptions and course revisions

Paul will do Finance

June Weights and Measures

Sue Marketing classes

All will have ready to present at TTT

**ACTION ITEMS**

**Member and non member rates**—Motion made to increase member and non-member fees \$5.00 by Amy. Seconded by Paul. Motion passed. Rates will be effective as of January 1, 2019.

**Pop up procedures** Motion made by Paul to approve Pop up procedures provided by June and change name to pilot. Seconded by Maureen. Motion passed.

## **OLD BUSINESS**

Sue will host Marketing Class to finalize process

## **NEW BUSINESS**

MDE SMOT training dates:

November 1, 8, 15 at Kalamazoo ISD

May 1, 8, 15 2019 at Genesee ISD

August 6,7,8 2019 in Gaylord (Needs to be confirmed)

## **ROUND TABLE DISCUSSION**

Prometric exam discussion and passing rate versus ServeSafe pass rate. Paul will pursue Prometric proctor status

“The only thing worse than training your employees and having them leave is not training them and having them stay” Henry Ford

Attachments-Procedure for pop up classes and Lean Process Improvement handouts

**Adjourned** 1:57 p.m.

## **Next Meeting**

March 7, 2019 at SNAM Office at 9 :30 am

## Procedure for Pop-Up Class Request

In an effort to provide the best service to our members, this procedure is established:

If SNAM or a SNAM Instructor receives a request for a class/workshop that is not currently offered by the organization, the instructor, SNAM Board Member or authorized SNAM representative may contact the Statewide Training Task Force Chair, or the Professional Development Chair or the SNAM Executive Director or SNAM Administrative Assistant to request authorization to teach the class/workshop.

Please provide complete information about the request and the planned number of participants for the class/workshop. The instructor acknowledges that payment beyond the usual stipend for the number of class hours is not authorized. The instructor may utilize SNAM course materials that he/she is qualified to teach.

If approved, the class/workshop may be posted on the SNAM website to solicit participants.