

**SNAM Statewide Training Committee
Minutes May 4, 2018**

Members Present: Sue Bevins (Vice Chair), Dan Connors, Nick Drzal, Amy Klinkoski (secretary), Whitney Haughey, Scott Little, Gloria Bourdon, Paul Yettaw, Dan Gorman and Emily Mattern
Guests-Dietetic Interns working with Nick from GVSU: Abigail Bothwell and Lindsey Ritchie

Members Absent: June Altom, Barbie Ward-Thomas, Shari Bock, Carolyn Thomas, Howard Leikart, Linda Stull, Lori Adkins, Richard Browder, Korrie Perkins , Maureen Ouvry

The meeting was called to order at 9:35am by Sue Bevins at the SNAM office.

Moved by Gloria and seconded by Dan Gorman to approve the agenda.

Moved by Dan Gorman and seconded by Gloria to approve the March minutes.

REPORTS:

Treasurer's Report: Scott Little reported. Loss of MDE funding is making an impact. Budgeted net income is off 25,000 less which is concerning. Discussion followed about breaking even and what generates revenue for SNAM. The chair will oversee budget in absence of a treasurer. Scott shared the annual budget profit and loss statement and prepared 2018-2019 budget.

Motion made by Dan Gorman and seconded by Dan Connors to adjust 2018-19 budget to 40,000. Motion approved. Scott will integrate into board budget.

Discussion about decreased revenue due to decreased participation. County ISD's provide ServSafe vs using SNAM. Lack of grants to assist with cost to district.

Discussion about reaching out and marketing: Dan Connors reaching out to charter schools. Leadership Academy will be promoted to non-school nutrition professionals. Recommend training to districts needing a spend down plan. Share Best Practices for Professional development at SNAM Conference, MDE Summer Conference, SMOT, SNAM Industry and MSBO.

YTD Quarterly Participant Report: Whitney reported 515 current and May has new classes offered. Discussion about low number of schedule in June.

Pop up class report: June led a committee meeting in March. She will create a procedure on how to implement and schedule pop up classes.

Knife Skills Class: Xavier provided notes but was not able to attend. This class will be added to the August agenda with intention of Xavier attending and providing more information about the class. Discussion followed about liability. Scott confirmed that SNAM does have liability insurance. Dan Connors will check with Board. Nick will check with Cooking Matters program and Amy will check with MSU Ex.

UDIM Report from Emily Mattern: Reported on the Learning Connection Summit and distributed notebooks. New resources and new posters of my plate. Emily will provide instructors with posters upon request to share out at classes. Amy will follow up with instructions. Breakfast in the classroom discussion and what presenters are available and what audiences should hear this.

Team Nutrition Report from Nick Drzal: Working on STEPS program. National is ending sign up but Michigan will set up own site for next two years identifying best practices. There is also a cafeteria to classroom connection. Also working on classes with interns using the institute to roll out nutrition classes for SNAM SWT.

DISCUSSION ITEMS

Buttons and Elevator Speech-June followed up with button distribution and elevator speech.

ACTION ITEMS

All classes will be listed on Agenda for discussion at future Training Committee meetings. Moved by Sue and seconded by Gloria. Approved.

OLD BUSINESS

Marketing Class-need to schedule class
SWT Buttons and Elevator Speech-completed

NEW BUSINESS

SNAM Fall Conference -pre conference classes: Suggestions are Special Needs, Marketing (the first 3-hour session), Intro to School Food Service, Leadership Academy, Michigan Farm Fresh Skills (Okemos-need to coordinate with Lynna once confirmed), and ServSafe exam

ROUND TABLE DISCUSSION

Discussion about new "Training Lean Process Improvement" for Food Service Directors training process. Dan Connors is serving on this committee. Work begins May 6, 2018.

Fall conference—Sue and Carolyn will be presenting on professional standards at Fall conference. They will work on an online version as well.

TTT - if no new classes than what will be on the agenda? Discussed marketing session with instructors. Work on 30 second videos for the class instructors teach so website is more interesting and informative.

Discussed branding-SNAM Professional Development. Dan Connors will be working on marketing plan for SWT. He is working on advertisement to use in various venues including Charter Schools.

Meeting adjourned at 1:10pm

Next Meeting

August 3, 2018 at UDIM 9:30 am