

Wyoming School Nutrition Association Board Meeting

May 25, 2018 2:00 PM

Call-In Number: #1-877-278-2734

Pin# 238950

Attendees: Gina BlackBurn, Shannon Thompson-Emslie, Annie Weisz, Denise Kinney, Wes Clarke, Roxann Greenlee, Mike Pyska

Agenda:

1. Welcome
 - a. Call to order Roll Call
 - b. Adoption of Agenda
2. Reports– President, President-Elect, Vice-President, Secretary, Treasurer, Legislative Chair, Vendor Chair, Regional Representatives – NE, SW, SE
3. Recommended Actions / Routine Matters
 - a. Conference 2018
 - i. Roxann
 1. Speaker info sheet... do you have them all?
 2. Lanyards / name badges
 3. Conference program
 4. Total registered as of today
 - ii. Mike
 1. Total registered vendors as of today
 - iii. Vendor leftovers
 1. Casper Boys and Girls club will take all non-perishable items, they will pick up
 - iv. 50/50 raffle district entries applications?
 1. We have 9 entries so far! YAY!
 - v. Door prize tickets – do we have some?
 - vi. Registration / info booth duties
 - vii. My meeting with Megan on 5/18
 - b. 2018/19 strategic goals and plan
 1. Give input to Wes and Denise
 - c. Open board positions for 2018/2019 seeking nominations, need at least 2 for vice president to hold elections at conference, per by laws members wishing to be on any post must have been members for at least 2 years and attended at least one conference
 - i. Vice – President
 1. 2 candidates!
 - a. Natalee Gaylord Uinta CSD #6
 - b. Megan Scholebo-Smith Laramie CSD #1
 - ii. North West Regional Representative
 - iii. North East Regional Representative
 1. The Regional Reps, per WY SNA by-laws are to be chosen by the president... bring potential candidates names to Gina and/or Wes
 - d. WY SNA Insurance - Shannon
 - e. Spring Newsletter!
 - i. Annie did a beautiful job once again
 - ii. Thank you to all contributors!!

- iii. Remember, you can use these as a marketing tool and hand them out to non-members as well! Newsletters can be a great way to generate “buzz” and get others interested in what we do.
 - f. NLC
 - i. NLC – Leah, how did it go?
- 4. Future Business
 - a. Next Board meeting, June 20th , 5:00-6:00pm at The Fire Rock, Casper
 - i. Bring potential board members
 - ii. Prepare for discussion
 - 1. HOW AWESOME WE ARE AND ALL OF OUR ACCOMPLISHMENTS THIS YEAR!
- 5. Adjournment

Topic and Discussion:

- Conference 2018
 - Majority of speaker sheets have been turned in
 - Badges will be printed the week before conference
 - Roxann is working on the program
 - 140 registered attendees
 - 35 registered vendors
 - Boys & Girls Club will pick up leftovers from vendor show
 - Mike has received tote bags for attendees
 - 9 entries for 50/50 raffle
 - Roxann has door prize tickets
 - Roxann will make conference surveys
- Insurance
 - Tegeler and Associates is our current insurance company. We paid \$2567.93 last year for our policy.
 - Gina BlackBurnmotioned to renew our policy with Tegeler and Associates. Wes Clarke seconded the motion.
- Wes Clarke will audit Treasurer’s books at conference.

Gina’s meeting with Ramkota:

- Vendor Show needs
 - Kitchen usage **yes!**
 - Electrical availability in central / south ballrooms **yes, plenty of 20 amp**
 - Tables and curtains set up **pipe & drape set up, need # of vendors by a week prior**
 - Trash cans throughout **yes**
- Point of contact for hotel staff assistance during conference **Dustin will be a poc, will get his number on 6/18**
- Registration / information table (room)
 - Earliest access time? (can I get in Monday morning?) **will have a key Monday morn by 8am (natrona room)**
 - Need 2 tables for registration, 2 additional tables for door prizes and SNA Membership chairman **yes**
 - Lockable? **yes**

- Classroom assignments
 - For information purposes only
 - Can the Ramkota make signs? **Get class names to Megan asap, Ramkota will make signs for each room**
- Audio / visual information
 - Each room needs
 - Microphone **yes**
 - Laptop (or laptop hook up) / with large screen to present **yes**
 - Flipcharts **yes, let them know which rooms need flip charts and markers**
- American and WY flags and stands **yes they have these**
- Reserve a meeting room for a short board meeting on last day following end general session **she will have a room for this, will get us room name that week**
- Menu
 - Coffee, tea and water available at breaks on terrace 6/19-6/21 **yes**
 - 6/18 12-1pm - Boxed lunch - **yes**
 - 6/19 6:00pm Meat / cheese trays, fruit / veggie trays & drinks and cash bar **yes**
 - 6/20 1:45pm possible snack? **Will put out cookies and brownies**
 - 6/21 10:45-11:45 – lunch for all **plated chuck wagon lunch @ 11.99/person**

Tender grilled chicken breast, topped with crispy bacon, tangy bbq sauce, fried onions, lettuce, tomatoes and American cheese, pickle spear, garden salad or potato chips, and cooks choice dessert

*****Adrian will call Gina 6/14 for final counts for food.**

Next Meeting – June 20, 2018 5:00-6:00 pm at The Fire Rock, Casper