

## Wyoming School Nutrition Association Board Meeting

September 27<sup>th</sup>, 2018 2:00 PM

Call-In Number: #1-605-472-5264

Pin# 339150

**Attendees:** Wes Clarke, Leah Kenison, Linda Martin, Megan Scholebo-Smith, Brenda Caiola, Shannon Thompson-Emslie, Gina Blackburn, Traci McClintic

### Agenda:

Call to Order

    Welcome

    Adoption of Agenda

Reports:

Financials

Budget

    Membership Chair:

Regional Reps:

Conferences

Which ones?

Legislative, Nationals, Leadership

    Who wants to go

Delegate Assembly at national conference

Team Drive on Google

Newsletter

    How often should we put one out

    What should we have in the newsletter? likes /dislikes

Website

    Who is in charge/ who has access?

Updates and editing information

Conference

    Hotel Contract

        223 rooms picked up

    Speaker committee to select one

    Food show

    Special event ideas

Other Items not on Agenda

### Topic and Discussion:

- Treasurer Report:
  - See attached report
  - Checking balance is \$8,000 less than last year

- We spent more money on conference this year and sent more board members to national conferences
    - The board discussed a budget for sending board members to conferences.
      - Need to check by-laws to see who is required to go to conferences.
- Membership Report:
  - 204 total members
  - Down 46 members from this summer
  - Many departments can't pay for memberships. Budget cuts to staffing = less people in our departments = less members
- Southeast Region Report:
  - Green River hosted Lyman and Rock Springs for ICN Food Safety in Schools training – 80 people total. It worked great to pool resources for training.
- WYSNA Conference 2019:
  - Revenue from conference was discussed
    - ~\$18,000 revenue from vendors
    - Small portion of revenue comes from memberships
  - Room booking
    - Last year we booked 223 rooms. Ramkota wants us to commit to 207 rooms.
      - Group rate - \$89 per room
  - Costs:
    - \$350 per day for classrooms
    - Set up/tear down fee - \$1300
    - Booth cost (new this year) - \$10 without poles and drapes, \$25 with poles and drapes
      - The board agreed to pass this cost onto vendors
    - 2018 total bill - \$6500 (included food – snacks, hors d'oeuvres, etc.)
  - Food Show:
    - Many people suggested having the food show on the last day of conference. We will have to coordinate with Montana SNA so we don't have food shows on the same days. Many of the same vendors go to both conferences.
    - We will open up 1 more room for the food show so it is less crowded.
  - Keynote Speaker:
    - The board agreed to have 1 keynote speaker (with breakout sessions) instead of 2 to decrease costs.
    - Do we bring back a speaker we've had before (MGM, Jeff Joiner) or look for a new one? Linda will help look for other options.
  - Night Show:
    - The 2018 night show was a great gift to members and was well-received but if we choose to have another night show, we will need to decrease costs.
  - Gifts:
    - We will look into pricing for make your own t-shirt stations.
  - Contract:
    - Linda motioned and Shannon seconded the motion to sign the contract for the 2019 conference at the Ramkota.
- National Conferences:

- Legislative – Linda, Wes, Shannon, and Traci would like to go. The board will make decisions later on who to send based on the budget. Linda should definitely attend as the Legislative Chair.
- Leadership – Denise & Megan would like to go
- ANC – Megan would like to go. The board will look into budget since we usually only send the current president.
- Newsletter:
  - The board would like to have a fall and spring newsletter again. Articles for the fall newsletter should be submitted by October 26<sup>th</sup> and the newsletter will go out to members on November 5<sup>th</sup>.
- Website:
  - WYSNA website has been updated with board member information. Annie will look into having a link to the WY Directors spreadsheet.

**Next Meeting:**

October 25<sup>th</sup> at 2:00 pm

**WYSNA**  
**Treasurer Report**

**Treasurer Summary Sept 2018**

Checking balance 9.27.18	\$ 25,741.48
Checking balance 9.20.17	\$ 30,057.02
Expenses 5/12/2017 to 6/15/2018	\$ (41,744.04)
Revenue 5/12/17 to 6/15/18	\$ 33,132.44
	<u>\$ (8,611.60)</u>
Expenses 6/15/18 to 9/20/18	\$ (18,223.05)
Revenue 6/8/2018 to 9/20/18	\$ 18,749.00
	<u>\$ 525.95</u>
Difference to date	<u>\$ (8,085.65)</u>
CD 1 - 82400855274	\$ 7,875.29
CD 2- 82400850440	\$ 3,386.65
	<u>\$ 11,261.94</u>