

**Texas Association of Local WIC Directors**  
**Annual Transitional Board Meeting**  
**Tuesday, January 11, 2021**  
**MINUTES**

**Present:**

Eileen Mendoza	Sandra Lopez	Janette Sepeda	Jolene Norbert-Harrell	Jennifer Ranspot	Melissa Gutierrez	Tecora Smith
Nikki Morrow	Brandy Patteson	Amanda Brogdon	Kathrine Galvan	Cristina Eureste	Kristi Kilgore	
Guillermo Walls	Margaret Payton	Kathy Oliver	Jammie Wright	Michelle Cummings	Clarissa Ramirez	
Benny Jasso	Leslie Hibbs	Karen Gibson	Krystal Seger	Zahra Koopaei	Claudia Soto	

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALL TO ORDER</b> DAY 1: 01/11/2021 Eileen Mendoza	The annual transitional meeting of the Texas Association of Local WIC Directors was called to order at 10 am on January 11, 2021 on a virtual zoom meeting by Eileen Mendoza.	N/A	N/A	N/A
<b>WELCOME &amp; INTRODUCTION</b> Eileen Mendoza	Eileen Mendoza welcomed the board and new regional representatives.	N/A	N/A	N/A
<b>ROLL CALL</b> Nikki Morrow	Nikki Morrow conducted the roll call for the 2021 TALWD board which included outgoing and incoming board members for the transitional meeting. Regional representatives were updated along with alternate representatives.  2021 Changes include: <ul style="list-style-type: none"> <li>• VP of Program Operations – Brandy Patteson (continued elected representative)</li> <li>• Treasurer – Guillermo Walls (outgoing Benny Jasso)</li> <li>• Past Treasurer – Benny Jasso (outgoing Sandra Lopez)</li> <li>• NWA Rep Elect – Jolene Norbert-Harrell (outgoing Clarissa Ramirez as NWA Rep, Kathrine Galvan moved into NWA Rep position)</li> <li>• Central Region – Jennifer Ranspot / Alternate – Alissa Orozco</li> <li>• Western Region – Cristina Eureste / Alternate – Herlinda Pouliot</li> <li>• Northern Region – Michelle Cummings / Alternate – Lois Woods</li> <li>• Eastern Region – Kristi Kilgore / Alternate – Scherry Barnes</li> <li>• Southern Region* – Clarissa Ramirez / Alternate - Meliza</li> </ul>	N/A	Nikki Morrow will update member list for the 2021 TALWD board meetings.	January 2021

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	<p style="text-align: center;">Garcia</p> <p>*Clarissa Ramirez is completing the Southern Regional Representative term due to Guillermo Walls is incoming Treasurer.</p>			
<p><b>TREASURER</b> Benny Jasso</p>	<ol style="list-style-type: none"> <li>1) Benny Jasso and Sandra Lopez discussed and explained procedure to add Guillermo Walls as the incoming treasurer onto the Wells Fargo and Chase account and to remove Sandra Lopez. The bank account Authority/ Executor and signatory changes are effective January 1, 2021:               <ol style="list-style-type: none"> <li>a) The CHASE account Authority is currently delegated to the TALWD Secretary, Nicole Morrow. Ms. Morrow will update the account with the removal of Sandra Lopez as she is no longer the Past Treasurer. Furthermore, Ms. Morrow shall delegate Guillermo Walls as Treasurer and Benancio Jasso, Jr., Immediate Past Treasurer as signatories.</li> <li>b) Wells Fargo account Executor is currently Tecora Smith, Immediate Past President. Ms. Smith shall delegate Guillermo Walls as Treasurer and Benancio Jasso Jr., Immediate Past Treasurer as signatories and remove Sandra Lopez.</li> <li>c) Both signatories shall have access to both accounts as required to perform financial duties, including but not limited to online access, app access, issuance of business checks, deposits, etc.</li> </ol> </li> <li>2) Discussion took place regarding the loss of the post office box due to inability to update paperwork to continue service for the TALWD mail. Annette Phinney attempted to do this by phone and in person and was not able to before the deadline. Discussion took place about how this may affect address listed for the TALWD registration with the state and the Sams.gov membership.</li> </ol>	<ol style="list-style-type: none"> <li>1) A motion was made by Tecora Smith to approve the bank account authority/executor and signatory changes. Benny Jasso seconded the motion. The motion carried.</li> <li>2) Continue to attempt to update post office box and keep same post office box number in Austin.</li> </ol>	<ol style="list-style-type: none"> <li>1) Nikki Morrow, Tecora Smith and Guillermo Walls</li> <li>2) Eileen Mendoza will continue to coordinate with Annette Phinney to gather more information and complete.</li> </ol>	<ol style="list-style-type: none"> <li>1) Effective January 1, 2021</li> <li>2) N/A</li> </ol>
<p><b>WHAT TO EXPECT</b> Eileen Mendoza</p>	<ol style="list-style-type: none"> <li>1) Outgoing regional representatives shall coordinate with incoming regional representatives to review how to gather quarterly regional reports and conduct regional quarterly meetings with other directors.</li> <li>2) The next board meeting will include a half day new member orientation which includes a history of TALWD.</li> </ol>	<p>N/A</p>	<ol style="list-style-type: none"> <li>1) Outgoing regional representatives will train incoming representatives.</li> <li>2) Eileen</li> </ol>	<p>January 2021</p>

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			Mendoza and Past Presidents Council will conduct orientation.	
<b>FUTURE MEETING DATES</b> Eileen Mendoza	Future TALWD Board Quarterly Meetings: <ul style="list-style-type: none"> <li>• Tuesday &amp; Wednesday, January 26 &amp; 27, 2021</li> <li>• Tuesday &amp; Wednesday, April 20 &amp; 21, 2021</li> <li>• Tuesday &amp; Wednesday, July 20 &amp; 21, 2021</li> </ul>	TALWD board meetings will continue virtually via zoom until further notice.	Eileen Mendoza	N/A
<b>ADJOURNMENT</b> Eileen Mendoza	The TALWD Annual Transitional Board Meeting was adjourned at 10:38 am.	A motion was made by Jennifer Ranspot to adjourn the meeting. Cristina Eureste seconded the motion. The motion carried.	N/A	N/A

Minutes Prepared by: Nikki Morrow, Secretary

Date: January 11, 2021

Minutes Approved by the TALWD Board: 01/26/2021