

**Texas Association of Local WIC Directors**  
**Quarterly Board Meeting**  
**Tuesday November 19, 2019**  
**MINUTES**

**Present on Day 1:**

Eileen Mendoza  
 Nikki Morrow  
 Benny Jasso  
 Sandra Lopez

Jammie Wright  
 Brandy Patteson  
 Margaret Payton  
 Janette Sepeda

Amanda Brogdon  
 Karen Gibson  
 Clarissa Ramirez  
 Krystal Seger

Bertha Amaya  
 Annette Phinney  
 Cristina Eureste  
 Michelle Cummings

Zahra Koopaei  
 Mandi Wilcox  
 Meliza Garcia  
 Claudia Soto

Tecora Smith  
 Melissa Gutierrez

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALL TO ORDER</b> DAY 1: 11/19/2019 Eileen Mendoza	The regular quarterly meeting of the Texas Association of Local WIC Directors was called to order at 10:50 am on November 19, 2019 at the Staybridge Suites in Austin by Eileen Mendoza. A quorum was present.	N/A	N/A	N/A
<b>APPROVAL OF MINUTES</b> Nikki Morrow	The Board reviewed the October 16, 2019 transitional meeting minutes. The July 23-24, 2019 minutes were not available. Corrections were made to the minutes as follows:  A) Correct spelling of name for Margaret Payton and Cristina Eureste and delete a duplication name entry for Jammie Wright.	A motion was made by Bertha Amaya to approve the October 16, 2019 TALWD transitional meeting minutes with the noted corrections. Brandy Patteson seconded the motion. The motion carried.	Nikki Morrow will make corrections to October 2019 meeting minutes.	Immediate
<b>TREASURER'S REPORT</b> Benny Jasso	A) Financial statements were distributed and verbally reviewed by Benny Jasso. a. Discussion took place over miscellaneous costs, the reception for the RD internship hosted by the state agency, annual meeting costs and annual business meeting printing costs. b. Discussion took place regarding what the breastfeeding account money is used for and has been used for in the past. Margaret Payton clarified any funding requests made by the state agency should come out of this account. The state agency generates money by teaching the breastfeeding classes. The funding requests do not have to be only for breastfeeding related activities and events. It is for any request. The account is referred to as the breastfeeding account because of the classes and to help keep it separate from the TALWD account. Benny Jasso clarified that anytime the SA asks TALWD to pay or sponsor items, it will come out of the breastfeeding account.	A) Benny Jasso will set up a cost category for the RD internship reception since TALWD pays for this annually. Benny will also look into an amount listed as a refund of \$4,101. B) Nikki Morrow will review past notes about the annual business meeting printing costs. C) Benny Jasso will look over SA requests from the past few months to year and correct any items which should have come out of the Breastfeeding account.	Benny Jasso will look into questions about statements and make any necessary corrections.	N/A

Vice President of Organization and Development, Jammie Wright, called upon the following committees for reports:

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<b>BUSINESS &amp; FINANCE</b> Margaret Payton	A written and verbal report was submitted by Margaret Payton.  A) Discussion took place regarding sponsorship requests and time frames for approval and refunds. The 20% TALWD fee on sponsorships was also discussed and whether this should continue as is with a \$600 cap in place or whether the cap should be removed or adjusted.	Eileen Mendoza and Benny Jasso both recommended the Business and Finance committee review and discuss sponsorships and caps as well as look to see the amount TALWD lost by using the current cap.	Business and Finance Committee	N/A
<b>LEGISLATIVE</b> Leslie Hibbs	A written report was provided by Leslie Hibbs and verbal report by Jammie Wright.	No action needed at this time.	N/A	N/A
<b>MARKETING</b> Janette Sepeda	A written and verbal report was submitted by Janette Sepeda.	No action needed at this time.		
<b>MEMBERSHIP</b> Amanda Brogdon	A written and verbal report was submitted by Amanda Brogdon. A) The SA wants to develop a video for new directors, potentially on Adobe Connect.	Eileen Mendoza recommended to set up a conference call with membership committee to look into a video along with working with the communication & organizational cohesiveness group and leadership group.	N/A	N/A
<b>Vice President of Program Operations, Brandy Patteson, called upon the following committees for reports</b>				
<b>NUTRITION ED</b> Kathy Oliver	A written report was submitted by Kathy Oliver and verbal report by Brandy Patteson.	No action needed at this time.	N/A	N/A
<b>BREASTFEEDING</b> Karen Gibson	A written and verbal report was submitted by Karen Gibson.	No action needed at this time.	N/A	N/A
<b>CLIENT SERVICES</b> Jammie Wright	A written and verbal report was submitted by Jammie Wright.	No action needed at this time.	N/A	N/A
<b>LOCAL AGENCY ADMINISTRATION</b> Krystal Seger	A written and verbal report was submitted by Krystal Seger.	No action needed at this time.	N/A	N/A
<b>TECHNOLOGY TASK FORCE REPORT</b> Bertha Amaya	A written and verbal report was submitted by Bertha Amaya.  A) Candace Stohs-Krause is no longer with the state agency. B) Curtis Bush told Bertha the SA is working on a dashboard for all current workarounds in TXIN.	No action needed at this time.	N/A	N/A
<b>Regional Reports</b>				
<b>CENTRAL REGION</b> Annette Phinney	A written and verbal report was submitted by Annette Phinney.	No action needed at this time.	N/A	N/A

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<b>PANHANDLE REGION</b> Margaret Payton	A written and verbal report was submitted by Margaret Payton.  A) Barbara Khaleeq is retiring January 2020.	No action needed at this time.	N/A	N/A
<b>WESTERN REGION</b> Cristina Eureste	A written and verbal report was submitted by Cristina Eureste.	No action needed at this time.	N/A	N/A
<b>NORTHERN REGION</b> Michelle Cummings	A written and verbal report was submitted by Michelle Cummings.	No action needed at this time.	N/A	N/A
<b>GULF COAST REGION</b> Zahra Koopaei	A written and verbal report was submitted by Zahra Koopaei.	No action needed at this time.	N/A	N/A
<b>SOUTHWESTERN REGION</b> Mandi Wilcox	A written and verbal report was submitted by Mandi Wilcox.  A) Ann Sawyer Caldwell is retiring. She was a WIC Director for 34 years and last founding member of TALWD. Ann currently still works with WIC.	No action needed at this time.	N/A	N/A
<b>EASTERN REGION</b> Kristi Kilgore	A written and verbal report was submitted by Kristi Kilgore.	No action needed at this time.	N/A	N/A
<b>SOUTHERN REGION</b> Meliza Garcia	A written and verbal report was submitted by Meliza Garcia.	No action needed at this time.	N/A	N/A
<b>NEWSLETTER</b> Jolene Norbert-Harrell	A written report was submitted by Jolene Norbert-Harrell and a verbal report by Eileen Mendoza.	No action needed at this time.	N/A	N/A
<b>HISTORIAN</b> Claudia Soto	A written and verbal report was submitted by Claudia Soto.	No action needed at this time.	N/A	N/A
<b>PAST PRESIDENTS COUNCIL</b> Tecora Smith	A written and verbal report was submitted by Tecora Smith.	No action needed at this time.	N/A	N/A
<b>NATIONAL WIC ASSOCIATION (NWA)</b> Rep - Janette Sepeda Rep Elect - Clarissa Ramirez	A written and verbal report was submitted by Janette Sepeda.	No action needed at this time.	N/A	N/A
<b>OLD BUSINESS</b> Eileen Mendoza	A) 2019 Annual TALWD Meeting Report	No action needed at this time.	N/A	N/A
<b>NEW BUSINESS</b> Eileen Mendoza	A) 2019 Audit Review Group for January – Claudia Soto, Clarissa Ramirez and Tecora Smith will conduct.  B) 2020 Code of Ethics & Conflict of Interest Agreements will be sent electronically and available at next meeting.	No action needed at this time.	N/A	N/A

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	<p>C) The state will conduct Regional Meetings in Four Areas this upcoming FY 2020 – most likely cut state in 4 sections, discussion to request agenda and do some pre-planning.</p> <p>D) Committee Member signup sheets will be sent to Committee Chair electronically – Regional Reps need to review report format.</p> <p>E) Relocating Board Meetings to a different location for the upcoming 2020 &amp; 2021 FY</p> <ul style="list-style-type: none"> <li>• Must be Sam.gov approval</li> <li>• Plenty of room for Board Meeting &amp; State Updates</li> <li>• Present results to Board in January</li> </ul> <p>F) TALWD Next Meeting – January 27-28, 2020 at Staybridge Suites</p> <p>G) 2020 Annual TALWD Meeting - Panhandle Region</p>			
<p><b>ADJOURNMENT</b> Eileen Mendoza</p>	<p>The November 19, 2019 TALWD Quarterly Board Meeting was adjourned at 3:55 pm. The next meeting will be held January 28-29, 2020 at the Staybridge Suites in Austin.</p>	<p>A motion was made by Sandra Lopez to adjourn the meeting. Michelle Cummings seconded the motion. The motion carried.</p>	<p>Voting Board Members</p>	<p>Immediate</p>

Minutes Prepared by: Nikki Morrow, TALWD Secretary

Date: January 22, 2020

Minutes Approved by the TALWD Board on: January 28, 2020