MISSION STATEMENT

To improve the health of NJ families by working collaboratively to promote, protect and support breastfeeding.

1/17/19
Annual Trustee Meeting
10am – 4:00pm
“Window Conference Room” - 2nd fl., CJFHC

10:00 am
Welcome (Warm Seat Activity!)
Trustee Questionnaire
Trustee Position Description*
New Trustee Orientation*
By-laws**
Conflict of Interest** (signature page will be collected)
Election of New Officers (2 yr. term – 1/2019 through 12/2020)

Annual Reports/Updates:
Co-President: IRS application, NJBC/CJFHC Grant from NJDH*, Registered agent/business address
Acting Secretary: Minutes – all organization meetings, storage/retrieval
Treasury: 2018 year-end cash balance and expenses, annual audit, draft Treasury policy*, Dues policy*, NJ taxation filing/reporting, IRS taxation filing/reporting, accountant/bookkeeping oversight
Legal Affairs: Lobbying, Infographic, Child Fatality Board
Membership: quarterly surveillance/reconciliation
NJBC Website
Zip Milk
USBC: trustee representative(s) and updating/editing our Coalition profile (YouTube tutorial)
Facebook: 2 sites and FB policy*
Board Insurance
Trustee Conference Calls: Five calls (pre-planned - 1 hour) - proposed March, May, July/Aug., Sept., November or based upon dates chosen for general meeting
Additional Updates

Working Lunch!
1:00 PM

**Strategic Planning: 2019**
“Talking Points”*
Mission/Vision Statements*
Surgeon General Call to Action*
Smart Goals/Strategies 2019*
Sponsorships (?): USBC Coalition Convening, IBCLC examination

**2019 General Membership Meetings:**
Purpose
Proposed meeting dates and site(s): **Wednesday, Feb. 6th confirmed at CJFHC, (April, June and October in past years)**
Volunteer task: Meeting set up (room, water, coffee, speaker?)
Minutes and record keeping
Finalize Committees and Task Force Workgroups

**4:00 pm - Adjourn**

**Note:**
Double starred (**) “By-laws and 2 Conflict of Interest (COI) documents” will not be copied/handouts for the meeting. Please have By-laws and COI documents available.

Single star* handouts will be provided at the meeting