



**New Jersey Breastfeeding Coalition (NJBC)
Board of Trustees Quarterly Meeting
January 17, 2019
Central Jersey Family Health Consortium (CJFHC)**

Trustees Present: Cassandra Leahy, Jessica Libove, Ellen Maughan, Kay O’Keefe, Judy Schneider, Ellen Shuzman, Mary Turbek, Jill Wodnick, and John Worobey

Trustees Absent: none

Quorum Present: Yes

Others present: none

The meeting was called to order by (2018) Co-President Kay O’Keefe at 10:15 am .

AGENDA ITEM (TOPIC)	DISCUSSION	ACTION
<p>1. Welcome and introductions</p>	<p>Kay O’Keefe welcomed everyone and led an activity for the members to get to know each other.</p>	<p>Infomational</p>
<p>2. New Trustee Orientation</p> <p>Trustee Position Descriptions</p>	<p>Overview of NJBC led by Kay O’Keefe, with assistance of other ongoing Trustees</p> <p>General trustee description and responsibilities provided</p> <p>Kay O’Keefe referred to th ByLaws for descriptions and duties of President and/or co-presidents, Secretary and Treasurer. Other Board members are assigned Committee duties</p>	<p>Handout provided on Position Description: Trustee</p> <p>ByLaws were sent out in email prior to meeting.</p>

	<p>Ellen Shuzman noted that the ByLaws, under Article VI , Section 1b Finance and Audit Committee, states there will be an Audit Committee consisting of no less than two members of the Board. She asked if there is ever an audit by an outside auditor. Kay O’Keefe reported she did ask the PBP attorneys, and currently not warranted. (NJBC has low income/assets.)</p>	
<p>3. Conflict of Interest</p>	<p>As a result of the recommended changes to the ByLaws based on advise of the probono lawyer and the application for 501(c)3 status, there is now a separate Conflict of Interest form that all Trustees must sign. Kay O’Keefe emailed it out form.</p>	<p>Kay O’Keefe is keeping tract of forms. To date all Trustees have submitted signed forms to Kay O’Keefe.</p>
<p>4. Election of New Board Officers (President, Secretary and Treasurer)</p>	<p>Responsibilities discussed for each position. The position of President can be held by two Co-Presidents. President and or Co-Presidents, duties, include but not limited to, sending out meeting notice, agenda, arranges for location, and speakers.</p> <p>Secretary responsible for minutes .</p> <p>Treasurer – responsibilities include, but not limited to annual financial report of expenses and cash flow, bookkeeping oversight, IRS and NJ tasation filing and reporting,</p> <p>2 year term 1/2019-12/2020</p> <p>The following Trustees volunteered to serve:</p>	<p>Unanimous decision to accept the following as the new Board Officers:</p> <p>Mary Turbek- President; Kay O’Keefe- Treasurer; Ellen Shuzman –Secretary</p>

	<p>Mary Turbek- President; Kay O’Keefe- Treasurer; Ellen Shuzman –Secretary</p> <p>Jessica Libove said she could assist with minutes.</p>	
5. Trustee Questionnaire	Purpose of questionnaire to stimulate thinking about NJBC in 2018. Brief group discussion	To use information when reviewing the Mission statement, Vision, Priorities and Goals
<p>6. Annual Reports/Updates</p> <p>a. Co-President IRS Application</p> <p>NJBC/CJFHC Grant from NJDH</p> <p>NJBC Registered Agent /Business Address</p> <p>b. Acting Secretary</p> <p>c. Treasury Report</p>	<p>IRS application for federal 501(c)(3) tax exempt status- was completed and sent in in 2018 and have not heard anything yet. Uncertain when IRS will respond due to Government shut down.</p> <p>NJBC, in collabotation with CJFHC, is seeking a grant from the SNAP-Ed of the NJDOH, that uses Federal monies, to develop the New Jersey Breastfeeding Plan. CJFHC will be the grantees and will hire a project manager. NJBC and key NJDOH, other keystakers will help to develop the Plan. Work will involve focus groups. The Plan will consider how to continue funding. The grant period is January to September 2019. Cudos to Mary Turbek for keeping on top of the it.</p> <p>Need to change Registered Agent/Business Agent for filings.</p> <p>Ellen Maughan stated that changes in ByLaws necessitates that minutes be posted. This will need to be done going forwarded.</p> <p>Kay O’Keefe presented the Treasury Report from 2018 on behalf of past Treasurer, Marilyn Hines.</p>	<p>Informational.</p> <p>Informational</p> <p>New Treasurer’s name and address will be used. Kay will begin the process</p> <p>Ellen Maughan will send out last meeting minutes.</p>

<p>d. Dues Policy</p>	<p>12/31/18 balance of \$2756.40, then received from Paypal \$500 and \$47.77, leaving \$3304.23. Paypal were from dues paid.</p> <p>Expected expenses: a small amount to NJ taxes, and change of registered agent fee, but not expecting small determination of Federal taxes until 2020.</p> <p>Kay has started get information on a computerized program for bookkeeping. She will look for someone to set up the books.</p> <p>Jessica Libove suggested looking at a company called Bookminders which does do accounting for non-profits on a sliding fee scale.</p> <p>Two Board members needed to do the Audit in the Spring.</p> <p>Kay O’Keefe presented a draft of a dues policy. Membership has always been based on paid membership. Cass Leahy and John Worobey had looked at the membership and it was not always clear who was an active member. It was easy to reconcile if payment by PayPal but not if by check. Paid up membership allows the individual to vote. Dues are \$30.00 annually. Discussion centered around the need that not everyone can afford the dues. The question was raised if we can have a “donation dues”, i.e. each person pays what they want to give. This would then not exclude any individuals. The dues policy needs to be developed. The Board would like to pilot a donation of dues approach.</p>	<p>Kay O’Keefe will followup on a computerized bookkeeping system.</p> <p>Mary Turbek and Kay O’Keefe will do the audit.</p> <p>Kay O’Keefe will write a proposal for a piloting a donation dues.</p>
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<p>g. NJBC website</p>	<p>noted in above in dues, current membership as defined by paid dues has been reconciled.</p> <p>Need to look at literacy of content of handouts.</p> <p>Allyson Murphy is designing graphics.</p> <p>(See discussion under facebook for disclaimer)</p>	<p>Informational</p>
<p>h. ZipMilk</p>	<p>Casi Leahy has reported that ZipMilk does not take a lot of time to administer. If participants need to change their information, they need to call Casi so she can delete the old information and then the participants can put in the new.</p>	<p>Informational</p>
<p>i. USBC</p>	<p>Kaaba Chenault Maynard was the representative from NJBC to USBC. Need a new representative.</p>	<p>Mary Turbek will update the profile on the USBC website. New representative needed.</p>
<p>j. Facebook</p>	<p>Judy Schneider had prepared an update and emailed it out prior to the meeting. Policy on facebook posits from May 2017 also provided</p> <p>Discussion that we need disclaimer that posts may not be the opinion of NBJC. Also discussed that the website postings must also have a disclaimer.</p>	<p>Informational</p> <p>Judy Schneider and Casi Leahy to follow-up.</p>

<p>8. Strategic Planning: Vision Statements</p>	<p>The three vision statements were reviewed and discussed. 4 vision statements were developed:</p> <ol style="list-style-type: none"> 1. Normalizing breastfeeding 2. Supporting an inclusive breastfeeding environment 3. Promoting evidence-based and culturally sensitive breastfeeding education, information, and support 4. Ensuring that everyone who breastfeeds or provides human milk has the resources to meet their goal 	<p>Unanimous decision to accept these changes</p>
<p>9. Strategic Planning: Smart Goals and Strategies for 2019</p>	<p>Three goals with strategies were developed by the Board.</p> <p>Goal 1- To complete the NJ Breastfeeding Strategic Plan by September 30, 2019.</p> <p>Activities/Tasks: provide oversight of the grant and project coordinator</p> <p>Tasks by the Trustee group</p> <p>Timeline: Jan 31- Sept 30, 2019</p> <p>Goal 2- To increase diversity in membership by 25 individuals in 2019</p> <p>Activities/Task to accomplish: personally ask members to invite people, Flyer to inform others at any gathering we attend.</p> <p>Vary locations of meetings to North, South and Central NJ.</p> <p>Task by Trustees and members</p>	<p>Strategic Plan will be shared with the General Membership</p>

	<p>Pilot change in membership dues to donation dues</p> <p>Task of proposal by the Treasurer</p> <p>Goal 3- To increase the number of diversity lactation support provider through education</p> <p>Activity/Task- cost analysis of CLC course in order to sponsor breastfeeding education for lactation support providers from diverse populations; and consider partnership with other organizations to sponsor the education</p> <p>Jessica Libove and Casi Leahy will follow up.</p>	
<p>2019 General Membership Meetings</p>	<p>Discussion: in the past there has been an education portion of the meeting. Discussed that members do not always value the education presentation. Members do want to share news, roll out information, and network.</p> <p>Meetings are 4 times a year. Previously proposed date of February 6, 2019 at CJFHC has been confirmed. Additional meetings had been in April, June and October as determined by general membership availability and meeting room availability. Kay O’Keefe reported that she will be writing the agenda for the the next General Membership Meeting. Kay asked for someone to volunteer to set up the room for the upcoming meeting .</p>	<p>Format of General Meeting will be changed to focus on sharing news, information and networking. Participants will be given opportunities to share issues.</p> <p>Kay O’Keefe has arranged for the location for the next General Membership meeting which was planned prior to this Board meeting.</p> <p>Next General Membership Meeting Wednesday Feb 6th (confirmed) to be held in CJFHC.</p> <p>Jessica Libove and Mary Turbek will help set up the room. Water for the February meeting has been purchased and it is stored in Ann Mruk’s office for use on 2/6/19.</p> <p>Ellen Shuzman will send out email to ask for Board member to take minutes and have attendance list.</p>

	<p>At the meetings held at CJFHC :</p> <ol style="list-style-type: none"> 1. Need Board member to set up the room, get water, ensure coffee and hot water available for tea which is provided by CJFHC 2. Need minutes and attendance. 3. Finalize Committees and Task Force Workgroups <p>Kay O'Keefe and Ellen Shuzman will not be at that meeting .</p>	<p>Furture General Meetings tentatively will be held in: South Jersey in April, Northern Jersey in June, and Cenral in Octorer, 2019.</p> <p>Ellen Shuzman will help make arrangements for rooms in the North and South by reaching out to the MCH Consortia.</p>
Trustee Conference calls	Proposed March, May July/August, Sept , November or based upon dates chosen for general meetins.	Next Conference Call on Thursday March 7, 2019 from 12:30 pm to 1:30 pm.
Meeting Adjourned 4 pm		

Minutes respectively submitted by Ellen Shuzman

Sent out for comments to Board Members ; no changes or additions received.

