

Trustee Conference Call Minutes notes

Date/Time: July 9, 2019 12:00PM

Attendees: Ellen Shuzman, Mary Turbek, Ellen Maughan, Kay O’Keefe, Jessica Libove, Jill Wodnick

Not Attending: John Worobey, Judy Schneider, Casi Leahy

Meeting Facilitator: Mary Turbek

Minutes: Ellen Shuzman

Attachments: None

Topic	Discussion	Action
Funding Camden’s BF event in August (\$105)	Chocolate Milk the Movie will be shown for World Breastfeeding Week. NJBC Trustees agreed by consensus via email and gave monies for refreshments.	
Phase 1 of the NJ Strategic Plan report	<p>2 phases due to funding Jan- June 30 ended phase 1 Report sent to the Dept of Health and Steering Committee. Status. This document notes that US Surgeon General’s 20 Steps is the basis for the strategic plan. To properly do justice to this plan more time will be needed</p> <p>2nd phase- it will be difficult to submit a final strategic plan developed by Sept 30. Collaborative process – need more data</p> <p>There will be a meeting with Lisa Asare from Department Health to discuss this project with Healthy Women and Healthy Families Program</p> <p>Illinois – took 2 years to get all the stakeholders to collaborate and develop their state strategic breastfeeding plan.</p>	<p>Informational</p> <p>Ellen Maughan will check if she can send the Report to the Trustees.</p>

<p>Membership Demographics</p>	<p>Mary Turbek and Casi Leahy will meet to discuss NJBC website and what Mary can take on as her responsibility. When responsibilities delineated and the membership form is revised it will be posted on the website.</p> <p>New Membership policy will not be released until membership form is done. Also need a donation letter form which is recommended for nonprofits.</p>	<p>Mary will ask USBC about their demographic form.</p> <p>Kay will develop donation letter.</p>
<p>Chocolate Milk the Movie</p>	<p>Takisha Miller contacted NJBC to report that her organization, Families for Equity/Chocolate Milk Café, will be showing the Chocolate Milk Movie at their Chocolate Milk Café. She is putting NJBC on flier and will send it to NJBC.</p> <p>Other organizations with planned screenings may also be making flyers. NJBC can help publicize.</p> <p>Breastfeeding Week - Do we want ask our members if they would like us to publicize events?</p>	<p>Mary will send out to google list asking members for input.</p>
<p>Estimated value of legal services for 501 © 3 was \$35,980.</p>	<p>Pro Bono Group has been helpful making certain NJBC is doing what they need to do re: nonprofit status</p>	<p>Informational.</p>

<p>Zipmilk posters</p>	<p>1000 posters would cost \$225 double sided – one side English, other side Spanish. Each site would need two posters. Or may consider two separate posters: one English and one Spanish should be made.</p> <p>Targeted for Pediatrician offices, FQHCs, clinics? How can we ensure Pediatricians will use?</p> <p>Jean Grazel might know if we can ask to AAP for help.</p> <p>Lisa Asari, Assistant Commissioner of Family Health Services may be able to provide some direction. Jean G. works under her.</p> <p>Linda Anderson, is over FQHC at the state. She might know if posters would be used.</p> <p>Suggestion to pilot one county and find out if target population would support use of the posters.</p>	<p>Kay will follow-up with Jean Grazel. and Linda Anderson.</p>
<p>Unable to place important documents on the Trustees' portion of the website</p>	<p>Membership meeting minutes are posted on website.</p> <p>Trustee meetings minutes need to go on the website- so we need to discuss in future meeting.</p> <p>Question about where secretary or president who officially keeps minutes and pertinent attachments. How are documents archived, i.e. on line? Hard copy?</p>	<p>Executive Committee will meet to discuss who will save documents and archiving documents. Ellen Maughan and Kay O'Keefe will look at nonprofit requirements</p>

Creating a monthly NJBC email to introduce our website	Agreed it would be beneficial to send out NJBC email to promote our website and to publicize upcoming programs.	Mary Turbek volunteered to create a NJBC monthly mailing after she has tutorial from Casi on website
PennMedicine Princeton Medical Center submitted to NJBC an application for breastfeeding friendly work place employees recognition	Princeton Medical Center eligible for recognition. Will need someone to help present.	Kay O'Keefe will follow-up. Volunteer needed to present certificate.
Treasurer Report	Filed a 990 with Federal government No bank activity this month. Balance remains at \$2,732.97	Informational
General Meeting	October 15 is tentative date of next meeting, to be held at Central Jersey Family Health Consortium. Date and site to be confirmed	Ellen Maughan will confirm meeting.
Next Trustee Conference call	September 10, 2019 (Tuesday) 12:30-1:30	
Meeting adjourned	Adjourned at 1:00 pm	