



## New Jersey Breastfeeding Coalition Trustees' Conference Call/Zoom Meeting

**Date/Time** December 14, 2020 4:00 PM-5:13 PM

**Attendees:** Ellen Maughan, Ellen Shuzman, Mary Turbek, Judy Schneider, Nasheeda Pollard, John Worobey, Kay O'Keefe, Casi Leahy, Jessica Libove

**Not attending:** Danielle Tropea

**Quorum present:** yes **Others Attending:** Chanelle Andrews, Jessie Yeung, Alea Lopez

**Meeting Facilitator:** Mary Turbek

**Minutes:** Ellen Shuzman

Agenda Item	Discussion	Action for Trustee
<p>Welcome to new Trustees who will be starting in January.</p> <p>Mission/ Vision</p> <p>Reminder that during this and every meeting work toward our goal to eliminate disparities.)</p>	<p>New Trustees introduced.</p> <p>Mission/ Vision stated.</p> <p>Stated reminder that during this and every meeting NJBC will work toward goal to eliminate disparities.</p>	<p>Will continue to state mission/vision.</p> <p>Will continue to state at each meeting goal to eliminate disparities.</p> <p>goal to eliminate disparities</p>
<p>Minutes</p> <p>1. October 30 Special Trustee Meeting</p> <p>2. November 9, 2020 Trustee Minutes</p> <p>3. December 14, 2020 Trustee Conference</p>	<p>1. October 30, 2020 Special Minutes previously sent out for review and comment. Wording that was consistent with the Bylaws remained in the minutes. Information on Zoom Access will be deleted.</p> <p>2. Deleted Zoom Access information, corrections made prior to meeting on quorum number to read 7 not 8.</p> <p>3. Ellen Shuzman will send out the draft of the minutes for this current Trustee Conference Call/Zoom to the Current Board of Trustees</p>	<p>8 members present during vote to accept October 30, 2020 Special Meeting Minutes and November 9, 2020 Trustee Meeting Minutes. Both minutes unanimously accepted.</p> <p>Ellen Shuzman will send out draft of December 14, 2020</p>

<p>Call/Zoom Meeting Minutes</p>	<p>Plan for Transition to new Board as Ellen Shuzman will not be a Board Member in 2021.</p>	<p>Trustee Conference Call/Zoom Meeting and ask for feedback by December 21, 2020, at 9 AM so she can make corrections. Draft 2 will be sent to Ellen Maughan. Any suggestions to the minutes after December 21, 2020 should be sent to Ellen Maughan for finalizing the minutes.</p>
<p>COI forms from 2020</p>	<p>COI forms that were signed in 2020 were pdf and sent to Board Officers for archiving. Discussion that they should be archived on Google Drive along with other NJBC Documents</p>	<p>Ellen Maughan will follow-up.</p>
<p>Letter re: Nurture NJ Maternal Infant Strategic Plan</p>	<p>Ellen Maughan reported that our letter written to First Lady of NJ- P. Murphy was received by her staff, but requests for NJBC to partner with Nurture NJ and be included as stakeholders has not been acted upon by Nurture NJ. In addition, Nurture NJ did have a strategic planning meeting and the NJ Breastfeeding Plan is not included; 9 of the Nurture NJ actions have 4 recommendations that deal with breastfeeding. Board in support that we need to send another follow-up letter. Ellen Maughan began to write a letter but needs assistance.</p> <p>Suggestion that the Coalition put a statement on the website that we would like to be more involved and then let out members know.</p>	<p>Ellen Maughan will send Kay O’Keefe the draft she has written for Kay’s input.</p> <p>Follow-up needed on other implementing other actions.</p>
<p>Tutorial of Google Drive</p>	<p>Jessie Yeung and Alea Lopez have been instrumental in developing NJBC Google Drive. Provided the Board with a Tutorial. Well received.</p> <p>Suggestion that older versions of policies and other documents being placed in archive when new ones are approved All documents need to be labeled with a date.</p>	<p>Board members will practice using Google Drive. Kay will have Monthly Financial Excel Sheer Report placed on Google Drive before meetings for Board Members to review.</p> <p>Documents will be dated.</p>

<p>Centering Parenting Application- Henry J. Austin</p>	<p>Proposal for funding from Discussion that the request for an EvenFlo Demo Breast Pump not appropriate because we cannot support one brand only; in addition to the fact that Demo pumps can be often be donated by the manufacturer or someone who used that brand. Other items named in proposal Board members felt was appropriate for funding. Board discussed need for progress reports on goals, purchases made and outcomes of their program.</p>	<p>Board voted on whether to fund the Proposal without including monies for Breast Pump; total amount of funding \$355.00. 6 members present for vote, unanimously accepted funding the project. Progress reports will be required.</p>
<p>ChildCare Project</p>	<p>Deferred due to lack of time</p>	<p>Follow-up at next meeting</p>
<p>Old Business</p>	<p>Reminder by Mary Turbek, who is stepping down from the Board, that the New Board needs to continue with the Old Business:  Healthy NJ 2030  Spanish Translation for Breastfeeding and Employment poster  WBW video  Letter to DOH regarding separation of COVID and suspected COVID dyads  Guidelines for posting on Website, e-mailings, research  IBCLC Candidates</p> <p>Activating Committees for Board of Trustees  On membership form  Advocacy/Legal – Ellen M.  Health Equity  Education  Community Engagement</p> <p>Officers:  President  Treasurer  Secretary</p> <p>Other tasks  ZipMilk  Website  Grant writing  Mentoring  Membership  Internships  Queries</p>	<p>Board will follow-up.</p>

	<p>Social Media- Facebook  Workplace Recognition  Elections  USBC contacts  Policies  Oversight of Projects- presidents  Meeting with Partners</p>	
<p>Thank you to Outgoing Board Members</p>	<p>Accomplishments of NJBC under Mary Turbek's Leadership as a President and Co-President acknowledged.  Role of Ellen Shuzman as secretary acknowledged.</p>	
<p>Next Board Meeting</p>	<p>Annual Board Meeting arranged  Next General Meeting to be scheduled</p>	<p>Ellen Maughan will poll new Board for availability for General Meeting.</p>
<p>Meeting adjourned</p>		<p>Meeting adjourned at 5:13PM</p>