



Making the right food choices, together.

**School Nutrition Association of Connecticut
Executive Board Meeting Minutes
September 22, 2015
270 Murphy Road, Hartford, Ct**

8:30A.M Meeting called to order
Pledge of allegiance
Quorum established
Adoption of agenda
Approval of May 5, 2015 meeting minutes

Action Items:

- 2015/2016 Committee Chair appointments :
 - Membership Committee Chair – Ernie Koschmieder
 - Naugatuck Chapter– still in need of a Regional Rep
- A Motion was made and seconded to assign the Executive Director and the Board Treasurer as master signers and authorized users on the main SNACT bank account and master signers on the 6 Chapter bank accounts with the Regional Representative for each Chapter being the authorized user for their Chapter account. The procedure for updating bank signatures (attached) was voted on and accepted.
- Board Reports
 - Lonnie requested that the meeting be focused on the upcoming SNACT Industry show with ideas and recommendations for increasing vendor and district participation
 - Treasurers Report
 - Beth reported some issues with Quickbooks and will consult with Nick to correct the issues
 - Education Committee Report (attached)
 - The committee has been focusing establishing policies and procedures. Distributed the Committee's Planning Guidelines (attached), a list of classes/workshops that are available which coincide with the SNA Key Areas and USDA Professional Standards (attached), and an SNA Training Tracking Grid (attached)
The Committee is looking for trainers

- SNACT Industry Show and Conference
 - Lonnie stressed the importance of everyone making an effort to boost attendance and promote the upcoming Industry show and Conference on November 6 and 7
 - Directors took names of other Directors in the state to call to invite and inform of the benefits of attending the upcoming event
 - The SNACT budget depends on the success of this event

SNACT dates to note (attached)

Meeting adjourned at 10:30

**SNACT Dates to Note
2015-16**

August 2015

Aug 15: Nutmegger Submission Deadline

September 2015

Sep. 22 : Board Meeting

October 2015

October 7: Regional Training: (Nutmeg) "Knife Skills" at Cheshire HS

Oct. 12-16: Nat'l School Lunch Week

Oct. 14: Regional Training: (Mohegan) "Production Records" at Winthrop Elem., New London

Oct. 15: Conference Early Bird Registration deadline

Oct. 21: Regional Training: (Naugatuck) "How to Write a Recipe" at Wolcott HS

Oct. 22: Regional Training: (Charter Oak) "How to Write a Recipe" at IMSGC, South Windsor

November 2015

Nov. 6-7: SNACT Industry Show and Annual Conference

Nov. 17: Board Mtg

Nov. 18: Regional Training: (Yankee) "Dealing with Allergens" at EO Smith HS

December 2015

January 2016

Jan. 2: Nutmegger Submission Deadline

February 2016

Feb 9: Board Mtg

Feb. 28-Mar.2: SNA LAC

March 2016

Mar 1: Nutmegger Submission Deadline

Mar 1: SNA Award Nominations due

Mar 7-11: SNA Nat'l School Breakfast Week

April 2016

April 15: SNACT Award Nominations due

April 20-22: SNA NLC (Baltimore, MD)

May 2016

May 3: Board Meeting

May 19: SNACT Banquet

TBD: Leadership Day

July 2016

July 10-16: SNA ANC (San Antonio, TX)

SNACT Finance Committee Action Item

SNACT Bank Account Master Signers and Authorized Users

SNACT has its main bank account set up with Webster Bank, with sub accounts set up for each of the 6 Chapters in the association. The Executive Director and Board Treasurer will be master signers and authorized users on the main bank account, and master signers on the 6 Chapter bank accounts. For each Chapter, the Regional Representative and Chapter Treasurer will be authorized users for their Chapter bank account.

- A master signer has the power to add or remove authorized users on any of the accounts by obtaining forms from the bank and using the procedures outlined below.
- An authorized user has the power to sign checks and make deposits on an account.

To add or remove any one individual on any account, SNACT must:

- Submit a letter of instruction signed by a master signer.
- Submit the drivers license number, social security number and phone number of the individual who will be added or removed.
- Complete a new signature card signed by all the authorized users on the account.
- Submit a new corporate resolution signed by the master signers.

This procedure will be completed by the first Board meeting of every odd year when a new Board Treasurer takes office, to change the master signer and authorized user responsibilities as outlined above. The Executive Director will initiate the procedure by obtaining the required forms and coordinating with the outgoing and incoming Board Treasurer.

This procedure will be completed by October 31 each year to change the authorized users on Chapter accounts as follows:

Odd years - Yankee Chapter, Mohegan Chapter, and Charter Oak Chapter

Even years - Nutmeg Chapter, Minute Maid Chapter, and Naugatuck Chapter

This coincides with beginning terms for Regional Representatives. Any off cycle changes shall be included each year as needed. The Board Treasurer will initiate the procedure by obtaining the required forms and coordinating with the Regional Representatives.

All completed forms will be submitted to Webster Bank by the Executive Director, the Board Treasurer, or the Regional Representative for their Chapter account. Regional Representatives will notify the bank of any address changes for mailing bank statements. The Executive Director will notify the bank of any address changes for mailing the association main account.

SNACT Committee Chair Report

Date	9/22/15
Board Member	Trish Molloy
Committee/Project	Finance Committee
Goals	Develop protocol for Chapter bank accounts and SNACT bank account. Develop protocol for association accounting systems.
Activities toward Goals since last board meeting	Action item attached for authorized signers on all bank accounts with Webster Bank.
Status on Goals and Timelines	Implement banking procedures with Board approval by the end of October.
Proposed Next Steps	Work with SNACT Treasurer and Executive Director on accounting protocol.
Items for Discussion or Issues of Concern	Action item for vote on bank account authorized signers.

SNACT Committee Chair Report

Date	September 18 th , 2015
Board Member	Brunella Ibarrola
Committee/Project	Education Committee
Goals	<p>Primary focus has been to strengthen the education committee by establishing policies and procedures. We plan on continuing this process throughout the upcoming winter & spring by:</p> <ul style="list-style-type: none"> • working more closely with input from SDE as well as our SNACT program committee • continuing to augment and strengthen our training network, • establishing standardized training session curriculum for SNACT regional training. <p>We will continue our ongoing committee goal of being a premier source of regional training for our SNACT memberships.</p>
Activities toward Goals since last board meeting	<p>Committee Meeting August 11th</p> <p>Moving forward with Regional Training Sessions planned for Fall 2015. (see attached for complete listing of sessions for dates/locations/topics/presenters and sponsors)</p> <ul style="list-style-type: none"> • Opportunities for Regional Training sessions have been distributed to membership • Tuesday Tidbit – 9/29/15 • Development of Trainer listing with corresponding USDA professional standards coding information • Formalization of Certification Process • Development of tracking tool for training session attended (with USDA learning codes) • Development of registration link for regional training sessions (thank you Denise!)
Status on Goals and Timelines	See section above
Proposed Next Steps	<p>Successful implementation of Regional Training Sessions re-assessment of process Committee meeting – 1st week December</p>
Items for Discussion or Issues of Concern	<p>Opportunities for training via Child Nutrition Institute (formerly NSFMI) Last year offered “Foundations for Excellence” 1/23/15 Should such opportunities be offered by education committee, program development, joint venture...?</p>



SNACT Education Committee Planning Guidelines

1. With the goal of supporting our membership by providing opportunities for training, the SNACT Education Committee will continue to work with Regional Chapters to plan local educational workshops.
2. The Education Committee will collaborate with Regional Reps and Presidents to set up 1-2 training sessions per year (Fall & Spring).
3. Regional Reps and Presidents will be consulted to determine:
 - Content Area
 - Optimal Time and Location
 - Opportunities to Advertise and Promote the training sessions within their area.
4. Content Area will coincide with SNA Key Areas/USDA Professional Standards and trainers will be selected from the Educational Committees registry. Care will be taken to provide a variety of topics and locations.
5. Once the schedule is determined, the SNACT executive director will solicit sponsor recruitment who will:
 - Provide dinner to workshop participants and have an opportunity to share appropriate product information for no longer than 15 min. (This portion of the program should not impact on the time allotted to the educational portion of the program.)
 - Work in cooperation of the trainer to assure a smooth transition of the workshop.
6. A member of the education committee should be present at each session to:
 - Welcome participants & introduce the trainers
 - Provide any needed assistance in facilitation of the program.
 - Assure all participants sign-in (verify SNACT membership)
 - Provide participants with a Certificate of Attendance.
7. Trainers may submit an invoice with accompanying general voucher for expenses associated with the session (mileage, printing etc.) as well as a nominal stipend of \$75 per session.

***WORKING DRAFT ***

SNACT Education Committee Classes & Trainers 2015-2016



Class/Workshop*	SNA Key Area	Instructor	Status
1. Production Records	USDA Key Area: Operations Learning Topic Code: 2120	Chris Wallace	Active
2. Proper Receiving & Storage	USDA Key Area: Operations Learning Topic Code: 2520	Roberta Jacobs	Active
3. Dealing with Allergens	USDA Key Area: Nutrition Learning Topic Code: 1160	Allison Thurston	Active
4. Sanitation Refresher	USDA Key Area: Operations Learning Topic Code: 2600	Jim Bondi, Susan Alston	Active
5. Knife Skills & Safe Culinary Practices	USDA Key Area: Operations Learning Topic Code: 2130	Maureen Nuzzo & Tim Prosincki	Active
6. Getting Ready for the Administrative Review at the School Level	USDA Key Area: All area Learning Topic Code 3000 (program management)	Roberta Jacobs & Jackie Schipke	Active
7. Signs, Sizes & Sizzle	USDA Key Area: Communication & Marketing Learning Topic Code: 2210, 2220, 2230 (15 min each)	Roberta Jacobs	Active
8. SWHAC & Ellie	USDA Key Area: Communication & Marketing Learning Topic Code 1220	Madeleine Diker	Active
9. Smarter Lunchrooms	USDA Key Area: Communication & Marketing Learning Topic Code: 4160	Chris Wallace	Active
10. Breakfast & More	USDA Key Area: Nutrition & Marketing Learning Topic Code: 1000, 4000	Jackie Schipke	Active
11. How to Write a Recipe	USDA Key Area: Operations Learning Topic Code: 2110	Chris Wallace & Roberta Jacobs	Active
12. Portion Sizes & Offer vs. Serve	USDA Key Area: Operations Learning Topic Code: 2210, 2220	Jackie Schipke	Active
13. Helping to Make Your Vegetables Kid-Friendly	USDA Key Area: Nutrition Learning Topic Code 2230	Maureen Nuzzo	Active
14. "Saving the Green"	USDA Key Area: Operations Learning Topic Code 3330, 3340	Roberta Jacobs	Active
15. The New Meal Pattern: Understanding the Bigger Picture	USDA Key Area: Nutrition Learning Topic Code: 1110	Mary Ann Lopez	New
16. Marketing Your Program	USDA Key Area: Communication & Marketing Learning Topic Code: 4110	Chris Wallace	New
17. Farm 2 School	USDA Key Area: Nutrition Learning Topic Code: 1130	Monica Pacheco	New
18. Dealing with BOE's & School Administration	USDA Key Area: Administration Learning Topic Code: 4140	Chris Wallace	New
19. Teamwork	USDA Key Area: Administration Learning Topic Code: 3200	Chris Wallace	New

* All Classes are 1 Hour and planned to provide 1 CEU
August 2015



Professional Standards



SNA Training Tracking Grid for USDA Professional Standards

School Information

School Name

School District

Address 1

Address 2

City

State/Territory

Zip

Trainee

Job Title

First Name

Last Name

SNA Member #

SNACT Committee Chair Report

Date	9/21/15
Board Member	Kariann Gallegos, DTR, SNS
Committee/Project	Yankee Chapter
Goals	<ul style="list-style-type: none"> • Establish a new President • Finalize dates, locations, and speakers for Chapter Meetings • Finalize activities and learning to occur at Chapter Meetings
Activities toward Goals since last board meeting	<ul style="list-style-type: none"> • Outreach to Windham for October Meeting • Confirmation of Allergens with Alison on November 18th • Brainstorm of ideas for meetings with Tolland and Coventry
Status on Goals and Timelines	<ul style="list-style-type: none"> • Have activities/speakers/vendors finalized for October Meeting by October 7th • Attend Board Meeting to receive further guidance on operating without a President or appointing a new one
Proposed Next Steps	<ul style="list-style-type: none"> • Have a successful first meeting with engaging activities • Distribute flyers for October Meeting for Final Count
Items for Discussion or Issues of Concern	<ul style="list-style-type: none"> • No president to replace Holly Shields whom is no longer in district