

Pennsylvania Breastfeeding Coalition
Altoona Meeting Minutes
October 22, 2014
1000 to 1503

Attendees: Susan Boling, Leslie Cree, Jeanine Dorman, Judy Gutowski, Kay Hoover, Alison Keating, Patricia Keister, Ruthann Lanosz-Harriss, Shannon Lilienthal, Lauren Lowe, Nancy McDaniel, Lisa McCloskey, Natalie McCullen, Stacey Novak, Dottie Schell, Jeanne Spencer, Genevieve Whitehouse, Nellie Wiancko, Ruth Wilf

Members unable to attend: Liz Brooks, Bonnie Higgins-Esplund, Katja Pigur, Dawn Blanchard, Nicole Hackman

Minutes taken by Lisa McCloskey and Alison Keating

Topic	Discussion	Decision/Action
Roll Call	19 members in attendance, members introduced themselves	Meeting called to order by Judy Gutowski
Approval of Minutes	<p>Additions to minutes: Meeting location of Somerset and attendance.</p> <p>Suggestion made to keep accurate attendance records for planning of future meeting locations to maximize attendance.</p>	<p>.</p> <p><i>Judy discovered attendees were listed on the original minutes Bonnie completed, but, were cut off from header during printing.</i></p> <p>Motion made by Jean and seconded by Kay for approval of minutes with additions. Unanimous vote for approval of minutes.</p>
Future Meetings	<p>Suggestion made to have meetings in consistent location each year and to have October meeting in eastern part of the state.</p> <p>Interest in teleconferencing as option for attendance without traveling.</p> <p>Judy explained that phone conferences have not worked well in the past and that few members utilized this option (1-3 at most). Technology problems interfere with the meeting and a single central speaker makes it difficult for members calling in to hear discussions.</p>	<p>January 21, 2014 is teleconference meeting.</p> <p>Jeannine Dorman will check on Reading for October 14, 2015 meeting.</p>
Nominations for Officers	<p>Recognition and appreciation expressed from coalition members for the phenomenal work and service done by Judy Gutowski and for completing the revision of the bylaws. Judy applauded by all coalition members!</p> <p>Bonnie Higgins-Esplund willing to remain as Secretary.</p> <p>Lisa McCloskey willing to serve as Vice-Chair.</p> <p>Nellie Wiancko and Judy Gutowski declined nominations for Chair.</p> <p>Jean Spencer said she would entertain the idea of filling this office, although she has already served. She expressed that accepting the position of Chair is intimidating for future leaders because these are difficult shoes to fill. Need to delegate and communicate. Need for job descriptions for committee chairs and officers.</p> <p>Judy explained that with the completion of the new bylaws and legal documents, the jobs of the executive committee are more concrete. Working in small groups, of even 2 people, can effectively accomplish Coalition tasks. If each person does a small job, as proposed in the new Bylaws, the work is not overwhelming for one person.</p>	<p>Leslie Cree agreed to draft job descriptions for coalition roles.</p>

	Voting for officers delayed until later in meeting.	
Treasurers Report	<p>Checking balance: \$5124.96 Savings balance \$5091.83</p> <p>Expenditures: legal fees, PO Box for 6 months, reimbursement for hotel room at USBC Coalitions Conference in Washington, DC from August, 2014 for sponsorship of Lisa McCloskey and Kay Hoover's attendance</p> <p>Income: Memberships, Bestfed Beginnings grant</p> <p>Upcoming expenses: Website is \$2000.00</p> <p>IRS filing was accepted</p> <p>Members can conveniently join PABC on the website through PayPal, PayPal payment online can be made with a credit card or a debit card. Membership can also be paid by mail with a check. Members can join or renew at meetings with payment of either cash or check.</p>	Treasurer provides receipt of payment to members.
Membership Coordinator	<p>Jeanine Dorman reported initial list of members and provided membership registration forms at meeting.</p> <p><i>Discussion on rolling memberships (one year from date of payment that would be very difficult to track, also restricting membership payments to a specific time period, i.e. July-Aug, to make it easier to determine eligible voting members but this could negatively impact total membership since many pay throughout the year. Decided to allow memberships to be paid ongoing as in the past.</i></p>	Treasurer, Patricia Keister, will send a monthly list of new members to Jeanine Dorman, Membership Committee, so new members can be formally welcomed.
Website Redesign Report	<p>Lisa McCloskey reported our redesigned website is live, although still under construction. Basecamp is an on-line communication tool for Media Solutions to track communication and work progress on the website project. If invited to Basecamp, please join.</p> <p>Need photos to represent website topics and reflect diversity. Maternity Care Coalition gave permission to use their photos and USBC has photos from Landscape of Breastfeeding Support. Members asked to forward photos to Lisa for website.</p> <p>Question asked, "how can we get coalitions on map?"</p> <p>Website, Facebook, and coalition materials will be branded for consistent look and recognition. Opportunity to connect local coalitions to state coalition through Facebook and a page on the state website.</p> <p>A meeting (date undetermined) is planned with the website design team and the website committee in Mechanicsburg. Shannon Lilienthal stated she would like to attend this meeting.</p> <p>Lisa and Judy acknowledged the professional work and responsiveness of Matt Wilson and the team at Media Solutions.</p>	<p>Send local and state coalition events to mccloskeylj@gmail.com for posting on website.</p> <p>Judy will provide link to USBC landscape of breastfeeding support to website committee for selection of photos.</p> <p>Leslie will add Facebook coordination to Basecamp Communication.</p> <p>Lisa will schedule meeting with website development company and committee in Mechanicsburg, PA.</p>
	<p>Legal documents were never filed with Pennsylvania since the formation of the Coalition to register PABC as an Unincorporated Association or Charitable Organization in the state. State obligations need to be met to comply with 501 (c) 3 guidelines. The original formation document cites the PABC as an Association, not a corporation. New regulations governing unincorporated associations took effect in PA in Sept 2013. These regulations protect the</p>	

	<p>members and leadership of an association, as individuals, from liability for the organizational debts or actions. Documents prepared by Judy and the attorney, are proposed for approval today to bring PABC into compliance.</p>	
<p>By Laws</p>	<p>Liz Brooks raised concern regarding the requirement that new members must wait 2 months before obtaining voting privileges, via e-mail. Attorney suggested this to prevent hostile takeovers.</p> <p>PABC is responsible to uphold the WHO Code to comply with our obligation to United States Breastfeeding Committee guidelines. Inclusion of WHO code and Inconneti Declaration to membership agreement was discussed as a way to facilitate. There is confusion about how the individual in their work setting must be “compliant”. Discussion clarified that this compliance is regarding Coalition work, not workplace where an individual is not in control.</p> <p>Motion made to amend current membership form to state new member has received, read and agreed to support the Who code and Innocenti Declaration. Motion withdrawn.</p> <p>Suggestion made to have new members personally agree to support the WHO code in all of their “Coalition” work, as a condition of membership. Understanding of Code unclear. Consideration of receiving training in the future from Marsha Walker who presents this topic. Motion made to add Inconneti Declaration to membership agreement. Motion withdrawn.</p> <p>New membership requirement in bylaws identified on page 3. Committee membership required for all members. No opposition.</p>	<p>Motion made that only a <i>first time</i> acting member waits 3 months before obtaining voting privileges to Article VI in the bylaws. Motion made, second and unanimous vote to have new member wait 3 months before voting. Implied that returning members may vote.</p>
	<p>Motion to change bylaws to add 10 people minimum as requirement to change bylaws or dissolve coalition under Article 13, page 8, paragraph one and two. Dissolution section on page 12 needs to match page 8.</p> <p>Strike Dissolution paragraph on page 8 and previous amendment, and include paragraph on page 12 as earlier amended. Amendments section to read 10 people minimum.</p>	<p>Motion made, second and unanimous vote carried.</p>

<p>Voting for Officers</p>	<p>Nellie agrees to accept chair on the condition of assistance from Jean Spencer, unanimous vote in favor. Genevieve Whitehouse agreed to provide support for meetings as communication liaison/ meeting coordinator.</p> <p>Vice-chair Lisa, unanimous vote in favor.</p> <p>Judy agreed to advisory role for new Chair.</p>	<p>Chair: Nellie Wiancko, nwiancko48@gmail.com and assistance from Jeanne Spencer, JSpencer@conemaugh.org</p> <p>Vice-Chair: Lisa McCloskey, mccloskeylj@gmail.com</p> <p>Secretary: Bonnie Higgins-Esplund, Bonnie.Higgins-Esplund@uphs.upenn.edu</p> <p>Treasurer: Patricia Keister, pkeister@wellspan.org</p>
	<p>Alison Keating taking minutes for second half of meeting.</p>	
<p>Whistleblower Policy</p>	<p>Motion to accept “whistleblower” policy</p>	<p>Motion made, second, unanimous vote to accept this policy</p>
<p>Form 990 letter from Rhodes and Owen law firm</p>	<p>Advisory letter from attorney addressing tax implications for PABC, asking us to keep clear records of sources and uses of funds and detailed meeting minutes.</p> <p>Motion made to add this advice into policies and procedures</p> <p>Motion to send a note of thanks to legal firm for reduced rate assistance</p>	<p>Motions made, second, unanimous vote to add the information in this letter to policy</p> <p>Unanimous vote to thank Rhodes and Owen</p>
<p>Tag line about detailed financial information</p>	<p>Kay Hoover motioned that the sentence, “The official registration and financial information of Pennsylvania Breastfeeding Coalition may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania 1-800-732-0999. Registration does not imply endorsement,” be added to the bottom of all of our correspondence.</p>	<p>Motion made, second, approved</p>
<p>Guidelines for county coalitions contract with PABC</p>	<p>Fees for contracted counties will be \$100, which includes two individual memberships</p> <p>Change guideline and contract s to read: “Contract fees will include the dues for two county coalition memberships.”</p>	<p>Motion made to change fees, second, approved</p>

Strategic Plan	<p>Report from Lauren Lowe on PABC strategic plan for 2015-2017</p> <p>Committees formed by PABC should reflect objectives on strategic plan</p>	Motion made to adopt plan, second and approved
Agreement for fiscal sponsorship	<p>Article III, "Fees and payment" should read "\$100 payable by May 1"</p> <p>Ruth Wilf asked for county coalitions present to join today, as a "trial" run, fees still payable in May. The joining of these local coalitions right now will help PABC work out any problems in the Guidelines for contracted coalitions.</p>	Motion to approve fiscal sponsorship document made, second, unanimous approval
Laptop and software	<p>Judy Gutowski's son donated a laptop to PABC, Judy purchased Quickbooks software, 3 licenses, with Coalition funds for \$99 from Techsoup.org which is a substantial discount, normal costs is over \$400. Judy donated software purchased from Techsoup as well for MS Windows and Bitdefender antivirus.</p>	
HB 2210	<p>There is legislation proposed in PA to exempt breastfeeding women from jury duty. Please contact your local legislator to support jury duty exemption for breastfeeding mothers.</p> <p>http://legiscan.com/PA/bill/HB2210/2013</p>	
Committee Selection	<p>Five Committees designated: Membership, Communications, Public Policy, Health Education, Recognition (providing kudos for achievements by hospitals or other local coalitions)</p> <p>Since membership on at least one committee is required within the new by laws, members selected a committee for service.</p>	<p>Volunteers as follows...</p> <p>Membership: Janine, Nicole, Natalie</p> <p>Communications: Ruth, Shannon, Lisa, Leslie</p> <p>Public Policy: Judy, Lauren Lowe</p> <p>Health Education: Dottie, Jeannie Spencer, Susan B., Genevieve</p> <p>Recognition: Alison, Dottie, Lisa, Leslie</p>

Report from USBC meeting given by Kay Hoover	<p>Healthy People 2020 goal: 8.1% Baby-Friendly Hospitals</p> <p>We are currently at 9.1% across the US!</p> <p>Help for Baby-Friendly in PA: Keystone 10 initiative is in the works</p> <p>USBC is seeking to promote diversity in the profession</p>	
Baby-Friendly Designations	<p>Pinnacle Health notification that they achieved Baby-Friendly status on 10/11/14.</p> <p>Lancaster General Women & Babies Hospital , Lancaster, PA received designation in July, 2014</p> <p>Reading Birth and Women’s Center, Reading, PA was initially designated in 1997 and Re-Designated 2013-2018</p>	<p>Signatures provided from members will appear on congratulatory letters sent to these organizations from the Recognition Committee</p>
Meeting adjourned 3:10pm	Next meeting is a teleconference on January 21, 2015 from noon to 1pm	