

Texas Association of Local WIC Directors
Executive Board Conference Call
March 19, 2019
MINUTES

Present:

Eileen Mendoza, TALWD President
 Tecora Smith, TALWD Past President

Nicole Morrow, TALWD Secretary
 Benancio Jasso, Jr, TALWD Treasurer

Brandy Patteson, TALWD Vice President of Program Operations
 Jammie Wright, VP of Organization & Development

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
EXECUTIVE BOARD CONFERENCE CALL Eileen Mendoza 03/19/2019	The executive board of the Texas Association of Local WIC Directors held a conference call and was called to order by Eileen Mendoza at 1:06 pm.	N/A	N/A	N/A
DISCUSSION	<p>A discussion took place to review old and new business prior to the next TALWD meeting.</p> <ol style="list-style-type: none"> 1. 2018 Tax Prep Quote – TALWD has received a proposal from John Vail with Tax and Financial Advisory Services out of Austin for the amount and not to exceed \$1750. The TALWD taxes will be prepared on the 2018 990 long form and include dates of 12/31/17 to 12/31/18. Benny Jasso stated the \$1750 bid was lower than last year’s bid and requests the executive board to approve in order to get the process started. The bid includes preparing the 2018 long form for this year and is a lot less expensive than in previous years. 2. Lactation Center Funds – Clarification needed on whether the Lactation Center (LC) funds are \$250 or \$500. Tecora Smith explained during her year as President, one LC did not use their \$250 so it was approved for another LC to use the extra funds left over thereby creating \$500 in their budget that year. The receiving LC had gone over their budgeted amount from TALWD and reason why the decision was made for that year only. 3. TALWD Website – Missy Hammer has requested changes be made on dietary restrictions and prerequisites on the website. Does this need to be approved by the board or does it fall under maintenance? 4. April Agenda – Eileen Mendoza will meet with the funding formula group to discuss FY2021. Quarterly reports are due July 15-16 and will be emailed out July 17. Do not send Treasurer’s report electronically. <p>Reviewed new business from previous meeting notes. Add to New Business for April 2019 – LC budget information on TALWD website.</p>	<p>2018 Tax Prep Quote – Eileen Mendoza made a motion that TALWD move forward with John Vail and the Tax & Financial Advisory Services to prepare TALWD taxes this year for the quote not to exceed \$1760. Benny Jasso seconded the motion. The motion passed.</p> <p>LC Funds – Tecora Smith recommends a letter be sent to each LC explaining budgeted funds and amount, approved expenditures and how to get reimbursed on expenses. Tecora recommends the executive board also review and approve the letter.</p> <p>TALWD Website – Eileen Mendoza will check if this can be added to the maintenance cost or if it is already part of it.</p> <p>April Agenda – Annette Phinney recommended to Eileen Mendoza to consider changing location of TALWD meeting. The meeting room is small and we have outgrown it.</p>	<p>2018 Tax Prep Quote – Benny Jasso and Sandra Lopez will contact John Vail to start the tax prep process.</p> <p>LC Funds - Benny Jasso will speak with Karen Gibson about a letter and with Janette Sepeda to add the information onto the TALWD website. He will run the letter and information through the TALWD Breastfeeding Committee.</p> <p>TALWD Website – Eileen Mendoza will speak with Janette Sepeda to</p>	N/A

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			look into these changes and cost. April Agenda – Eileen Mendoza will gain access to the contract and see what is written in the agreement with the hotel.	
ADJOURN 03/19/2019	The executive board adjourned the meeting at 2:04 pm.	The motion to adjourn the meeting was made by Eileen Mendoza and seconded by Nikki Morrow. The motion passed.	N/A	03/19/2019

Minutes Prepared by: Nicole Morrow, TALWD Secretary

Date: March 19, 2019

Minutes Approved by the TALWD Board on: _____