

**Texas Association of Local WIC Directors**  
**Executive Board Conference Call**  
**January 4, 2019**  
**MINUTES**

**Present:**

Nicole Morrow, TALWD Secretary  
 Tecora Smith, TALWD Past President  
 Sandra Lopez, TALWD Past Treasurer

Brandy Patteson, TALWD Vice President of Program Operations  
 Benancio Jasso, Jr, TALWD Treasurer  
 Eileen Mendoza, TALWD Interim President

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>CALL TO ORDER</b> DAY 1: 01/04/2019 Eileen Mendoza	The executive board meeting of the Texas Association of Local WIC Directors was called to order at 12:04 pm on January 4, 2019 via conference call.	N/A	N/A	N/A
<b>APPROVAL OF MINUTES</b> Nikki Morrow	Corrections to the minutes for August 21-22, 2018 are as follows: <ul style="list-style-type: none"> <li>• Correct spelling of Brandy Patteson's last name</li> <li>• Add Benancio Jasso, Jr as Treasurer</li> <li>• Add regional alternate representatives</li> </ul>	Sandra Lopez motioned to accept minutes with changes declared. Tecora Smith seconded the motion. The motion passed.	N/A	N/A
<b>FINANCIAL</b> Sandra Lopez	Discussion of Bank account Authority/ Executor and signatory changes effective January 1, 2019: 1) CHASE account Authority to be delegated to the current TALWD Secretary, Nicole Morrow with the removal of Rita Davidson as she is no longer with the organization. Furthermore, Ms. Morrow shall delegate Benancio Jasso, Jr., Treasurer and Sandra Lopez, Immediate Past Treasurer as signatories. 2) Wells Fargo account Executor shall remain as Tecora Smith, Immediate Past President. Furthermore, Ms. Smith shall delegate Benancio Jasso Jr., Treasurer and Sandra Lopez, Immediate Past Treasurer as signatories. Both signatories shall have access to both accounts as required to perform financial duties, including but not limited to online access, app access, issuance of business checks, deposits, etc.  There was recent difficulty in paying for the post office box renewal after the forwarding period for the TALWD mailbox expired causing a delay in mail and resulting in the mailbox service being temporarily suspended. Annette Phinney with LA 01, was able to resolve with the postmaster and reactivated the services.	A) A motion was made by Eileen Mendoza to approve the bank account authority/executor and signatory changes and Brandy Patteson seconded the motion. The motion passed.  B) Add as new business to have the mail forwarded to Benancio Jasso, Jr. as the new TALWD treasurer.	A) Nicole Morrow, Benancio Jasso, Jr., Sandra Lopez & Tecora Smith	N/A
<b>OTHER BUSINESS</b>	Preparing for upcoming board meeting discussion.	Find name plates for TALWD board meeting Print conflict of interest statement forms for 2019 board.	Nicole Morrow	January 2019

TOPIC	DISCUSSION	ACTIONS/ RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
<b>ADJOURNMENT</b> Eileen Mendoza	January 4, 2019 TALWD Executive Board Meeting was adjourned at 12:43 p.m. Nicole Morrow motioned for adjournment and Brandy Patteson seconded the motion.	N/A	N/A	N/A

Minutes Prepared by: Nicole Morrow, TALWD Secretary

Date: January 4, 2019

Minutes Approved by the TALWD Board on: \_\_\_\_\_