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School Nutrition Association of Utah

Board Meeting Minutes

February 15, 2019

Canyons School District

9150 South 500 West

Sandy, Utah 84070

Call to Order: Jerie Ortez 11:48 a.m.

Thought of the Day: Lori Bawden

Pledge of Allegiance: Kathy Torok

Roll Call: and Establishment of Quorum: Sheri Welch

Members in attendance: Jerie Ortez, Ken Crawford, Sheri Welch, Laurie Sandberg, (phone), Karen Seely, Renee Dalton, Kathy Torok, Kathleen Britton, Sebastian Varas, Tara Scarpino, Monica Hight, Kayleen Anderson, Lori Bawden (phone), Becky Lowe.

Absent Members:

Approval of Minutes: April 19, 2018 minutes were read. Ken Crawford motioned to approve the minutes. Kathy Torok seconded the motion, all agreed, minutes approved. September 27, 2018 minutes were read. Kathy Torok motioned to approve the minutes with two word changes. Sebastian Vargas seconded the motion, all agreed, minutes approved. Karen Seely will make necessary changes to September minutes and any word changes in the April 19th minutes and send them to the board.

Action Items:

Vice President: Jeri Ortez discussed the tabled item of keeping the Vice President position. It was decided that the position is very important and we will keep the position in the SNAU organization. This was the second time discussing the issue. Kayleen Anderson motioned to keep the position of Vice President. Sebastian Vargas seconded the motion, voting was unanimous.

Job Descriptions: Jeri Ortez discussed current job descriptions. Jeri stressed the importance of knowing what our responsibilities are as an SNAU Board Member. Karen Seely asked about the conference meeting minutes that are stated as her responsibility and wondered if she should be taking minutes and typing them up. Ken Crawford said that the President Elect takes notes and shares the document with the board and should be

sufficient documentation. It was decided that to be sure we are following policy that Karen Seely should take minutes and provide them to the Board.

Per Diem Rates: Out of town travel per diem rates for meals were discussed. There are different rates for different states and cities. Ken Crawford looked up the standard rates on the Internet. On this website different cities have different per diem rates. It was questioned if the SNAU per diem is sufficient? It was suggested that food and travel per diem be kept separate because the transportation fees such as cab fares would use up the per diem quickly and there would not be enough left for food. Guidelines were reviewed. It was suggested to take out transportation and pay separately or increase per diem. Becky Lowe suggested submitting receipts. Ken Crawford showed Ogden School District form and suggested to do a similar form and submit before you go so the per diem can be figured sufficiently. It was suggested to adopt the form. Kathy Torok suggested to add wording that if you go over the amount you can be reimbursed with receipts. Ken Crawford motioned to keep the per diem \$50.00 per day for meals and incidentals (tips) plus actual cost of hotel room and transportation, and that the amount should be reviewed every three years to see if it is still sufficient. Kathy Torok seconded the motion. This was the 1st discussion and there will be a second discussion at the meeting in May.

Open Board Positions: Jeri Ortez discussed open Board Positions. Jeri suggested to have the Treasurer position become a four year position. Kathy Torok motioned to change the position to a four-year position starting in 2021. Kathleen Britton seconded the motion. It was also discussed that the Secretary position be moved to a four-year term beginning 2020. Kathy Torok motioned for the change and Renee Dalton seconded the motion. This was a first discussion on both positions and it will be discussed again at the meeting in May. The position of Parliamentarian and Legislative chair was discussed. Sheri Welch and Sebastian Vargas were asked to continue for another term.

Renee Dalton will be going to Leadership Conference as a future leader. Renee won the registration so it will save SNAU the extra cost this year. Jeri Ortez will also be attending to help educate her for the upcoming SNAU Future Leaders class. It was motioned by Sebastian Vargas to send both Jeri Ortez and Renee Dalton to the Leadership Conference. Kathy Torok seconded the motion. The voting was unanimous in the affirmative.

Treasurer Report: Renee Dalton reported that the current balances for the association are as follows:

Checking- \$21,548.28

Savings- \$50,734.98

It was noted that 14 vendors have registered for the Vendor Fair as of February 6th. Lori was asked to continue to send Renee the registrations weekly so she can keep on top of it. The question that Monica Hight brought up at the last meeting about the fees was explained. The fees are for monthly percentage fees for using the banks services to run Credit Cards with CVENT. Reimbursement guidelines were discussed. Financial Guidelines are attached. Renee needs the Map Quest listing when board members turn in mileage reimbursement. Executive Board for reimbursements must be accompanied by a receipt and submitted within 60 days. The requests are subject to review. Credit Card purchases must have receipts in order to receive a reimbursement. Members are responsible to get this information to Renee Dalton in a timely manner.

Area directors must submit receipts, reimbursement forms, and a signed roster before SNAU will reimburse the maximum \$3.00 per person reimbursement from Area Meetings. Some conference expenses have already been paid reflecting the low balance in accounts. Ken Crawford motioned to approve the Treasurer Report. Becky Lowe seconded the motion. The Treasurer report was approved by unanimous vote.

Membership Report: Laurie Sandberg stated that membership is up 3% from last year. There are 13 new members, and one reinstated member. School District owned memberships are down a little. Drawings will be done at conference as was done last year for new and reinstated members. We are not currently participating in the Spring Membership Drive. Ken Crawford will forward information he received for the Spring Drive drive to Jeri Ortez and Laurie Sandberg.

Area Meetings: Kayleen Anderson reported that Area Meetings began October 9th and ran to November 30th. She attended 8 meetings including Juab, Cache, Dixie, Ben Lomond, Uinta, Emery, Salt Lake, Nebo. Kayleen also conducted meetings for Voyage Academy, Syracuse Academy, and Ascent Academy.

Summer Conference: Ken Crawford had no additional information for conference. He did mention that the Ben Lomond Bag Pipe Corp would be at conference to assist with the opening session.

Legislative Action: Sebastian Vargas reported that they would have two groups at the conference. Schedules have changed from what was planned so there will not be as much time as expected but should work out well. Board Members attending the conference are, Sebastian Vargas, Ken Crawford, Jeri Ortiz, Monica Hight, and Kathleen Britton. Non board members attending are: Steve Knowles, Joe Correy, Amber M, and Tammy Horger. Items for discussion are as follows: Continue to increase the commodity funding for school breakfast, encourage a return to a 5 year cycle for Administrative Reviews, modify the Smart Snack Rule to include anything that we prepare as a Smart Snack, urge USDA and the Board of Education to adopt the best practices to allow students more time to eat, and Block Grants.

Policy/Procedure/Bylaws: Sheri Welch had nothing to add.

Public Relation/ Media: Lori Bawden felt like she benefitted from the conference she went to last summer for CVENT. Would not encourage having someone attend every summer but it was informative for one time.

USDA/USBE: Kathleen Britton stated that the FRAC report came out for breakfast expansion and Utah is still last in the Nation. The State Office has applied for No Kid Hungry Breakfast Grant. An Appropriations Grant has also been applied for. This grant is similar to the FFVP Grant. This is a pilot program that will go for one year. This grant will help districts pay the extra money it costs to buy local produce. New Spring Commodity Survey is open. The State Office is will be working with UBET to serve the

Utah State Board of Education breakfast to educate them on the importance of breakfast expansion. This will take place on March 7, 2019.

Professional Development: Tara Scarpino mentioned that she has only had 2 people nominated for the awards, one manager and one employee. Tara would like to have the email resent to members to encourage nominations. The nominations are due March 1, 2019. Lori Bawden will put something on the website to advertise. Tara is working on the awards. Tara would like to something glass instead of a wood plaque. Something more like a trophy to go with the theme. Tara is planning to do a \$100.00 Visa Gift Card instead on the one night stay at a resort.

Dairy Council: Becky Lowe announced that she would be retiring. She has really enjoyed serving on the Board and will miss everyone. The job announcement has gone out and the applications are due February 15, 2019. Interviews will be the first week in March. Dairy West is planning to have the new person in place by the first part of April. Becky will be leaving the last part of April. Becky talked about equipment grants and encouraged all to apply. Becky mentioned that the merge with Idaho has been beneficial to Utah because the money flow for grants is about ten times more than the Utah Dairy Council was able to offer before the merge. There were 40 applications put in but only 17 of them came from Utah. She encouraged more applications from Utah. Becky encouraged everyone to get involved with Fuel up to Play 60. Becky requested that we try to offer 1% chocolate milk. It is not currently being produced but if we ask for it the producers will produce it. Becky handed out flyers for Why Milk, Fuel up to Play 60, and Grants.

Industry: Monica Hight mentioned that emails on the SNAU website were wrong. Lori will work on fixing the links. The Vendor Fair registration is wrong also. The link is taking the Vendors to the 2018 Vendor Fair Registration. Lori Bawden will fix that. Monica encouraged directors to ask manufacturers about the minimums at the Vendor Fair so we have some leverage with the distributors. Monica mentioned DOT Foods. This is a warehousing company that distributors can contact to get products that are considered special order products. This helps with the minimum problems that we run into. The distributor will need to get set up in the DOT system. Monica also mentioned that discontinued items may not be discontinued from the manufacturer but the distributor may not be carrying it anymore. She encouraged asking the manufacturer about these items instead of assuming it is not available. It was suggested that we have a panel of distributors, manufactures, and sales representatives at the conferences to educate us on all of the things pertaining to the items previously discussed that directors may not understand. Knowledge is Power.

Meeting Adjourned: Meeting adjourned by Jeri Ortez at 2:40 p.m.