



Ohio Breastfeeding Alliance – *Human Milk for Human Health*

Meeting Minutes for June 14, 2017 Board Call beginning at 12 noon

Present: Michelle Catersino (R4 Rep), Debbi Smith-Moore (ABN Rep), Lori Nester (Treasurer, R3 Rep), Ann Davis (LLOH Rep, Secretary), Jennifer Foster (Chair, OLCA Rep), Stephanie Carroll (R7 Rep), Libby Svoboda (R5 Rep), Mary Burton (Vice Chair, R6 Rep).

Not Present: Terri Rutz (R1 Rep), Sylvia Ellison (R2 Rep).

Jennifer opened the meeting by clarifying the positions of the R1 and R2 reps, Terri Rutz and Sylvia Ellison. She will be sending an email to them to ask them what their positions are, as no formal letter of resignation has been received yet, and it has been discovered that their terms are not actually ended yet. The board agreed with the action of sending the letter to clarify their position. Both Terri and Sylvia are currently unable to attend board calls on the current schedule. It was agreed that finding a way to facilitate participation by all board members is important. Jennifer will be sending a letter that will include details about their current terms' parameters, and what the requirements of the position are. We are searching for possible board members from Regions 1 & 2, as well as future candidates from other regions.

Approval of Minutes: The minutes for the May 25 board call were accepted with no changes, and will be posted on the website.

Treasurer's Report: The Treasurer's position is still in transition between Lori and Stephanie, Lori having been elected Treasurer in May. Ann will need financial information for the Ohio AG, and will get that information from Lori.

Reports from Committees/Reps/Projects:

Childcare: Ann had no report, but some questions, about this project. She is unsure of the status of the breastfeeding working group subgroup on childcare, and if a chair will be appointed by ODH. Jennifer will be sending information around as one of the co-chairs of the breastfeeding working group. The next call is on June 23. One possibility is working on a recognition or award for childcare facilities that are including breastfeeding support and education in their staff training and duties. Board members can direct any interested in participating to the Ohio Early Childhood Health Network website to join and be included.

First Steps: Jennifer shared that a webinar was presented last week on father involvement, which was well-received, with information being shared by Steve Kilpak, Sandra Houk and Lydia Furman.

Applications for a new round of clinic/hospital recognitions are due July 1. Another committee being formed under the breastfeeding working group is on nursing in public, and Jennifer included Ann's name under that, due to the toolkit development. Jennifer wondered if we can increase presentations of our toolkit around Ohio. Ann noted that we need to continue to develop and improve the toolkit.

Jennifer asked for OBA to keep a history of what our accomplishments and history have been, and who has been involved in what projects. OBA has been asked at times to present a report about what we have done, and having a place to collect this information permanently will help in putting such reports together. Libby suggested that this could be a page on the website to showcase OBA work. Ann suggested we could also use such info on the Facebook page. Ann also reminded the board that we are supposed to produce an annual report, and that this is a great way to meet this requirement. Jennifer asked about the past history of annual reports, and those have been presented in person only at the General Meeting so far in OBA's history. One of the revisions to the bylaws allows the report to be published in a written format and distributed to members instead of an oral presentation, which has been the history of OBA so far. Jennifer noted that creating an Annual Report should go in the Policies and Procedures Manual.

Jennifer is also looking for reports on a regular basis from regional reps, and the board discussed different formats and ways to achieve this. It was suggested that this information can be submitted in advance, so that it's known a report is to be made, and reps can prepare for giving a report. Making regular reporting a responsibility of the reps is an item to be included in their job description in the PPM. The group agreed that formalizing this as a rep's responsibility should be done.

Libby asked about the status of her donation letter to the Cleveland History Museum and other museums that participated in the NIP training, and Lori and Ann both said that, having read it, it was well-done. A motion was made to allow Libby to send her letter as drafted to the museums requesting donations on behalf of OBA, and passed unanimously. This concluded the reports and updates.

USBC Conference: OBA is sending Mary Burton and Stephanie Carroll to the USBC Conference, and is supporting their trip with a stipend of \$100.00, in agreement with a motion and vote in the affirmative by the board.

Addendum: this stipend was raised to \$118.00 during an email discussion in the week after the meeting, due to expenses being higher than anticipated.

At this USBC Conference, coalition representatives will be able to vote on behalf of their member coalitions. Mary and Stephanie are eligible to attend the meeting before the conference to represent OBA. Their attendance was undecided at this time.

Jennifer asked the board about further work on the PPM and setting a deadline or goal for completion. It was suggested that the board use a Google Doc to develop this material, and the board is aiming to have the PPM fleshed out for the second 2017 General Meeting later this year, or by the end of this year. Ann will spearhead this effort to push forth on PPM creation. It was suggested that the board may be able to split up sections of the PPM to work on among the board. Ann will post a list of policies that need developed, as well as templates that may apply, and a link to the Google Doc we will use.

Getting more members involved in OBA work was discussed. Jennifer asked what other committees should be on the list to give a regular report, and Ann mentioned the nominating committee is one to be included. OBA doesn't have any other current standing committees. The board discussed what other standing committees should be formed as a way to involve more members. Suggestions included Communications or Publicity, Membership, and Recruiting. It was suggested that a board member sit on each board. Jennifer also recommended the format that the Appalachian Breastfeeding Network is using

that includes a review timeline for policies. The board also discussed conducting a membership push using Facebook, and including a push for involvement as well. One suggestion to interact with members was to ask them what may be a breastfeeding need in their community. Lori is willing to help with Facebook recruitment and follow up. Lori mentioned the resources for a discussion list available through the USBC website. The group discussed focusing on interests of members to match them with a project that pulls on their passions. The board discussed how a Communications committee would operate, what they would be allowed to create and send out, and how the board should approve content or statements, especially those that reflect OBA policy. Suggestions to reach out to a more diverse population, outside of lactation professionals, as a goal of the Membership Committee, were considered to help increase the people who can contribute work hours to OBA. The board also discussed and agreed to open up board conference calls to more members as a way to encourage participation by members.

The group briefly discussed the USBC and CDC conference calls. Ann and Lori attend these fairly regularly, and will continue to do so. USBC Webinars are open to anyone to attend, and are available in an archive to listen to as well. Board members are encouraged to attend these. You can sign up to receive notices about these through the USBC website.

The board discussed the meeting schedule for July, with summer schedules and vacations to be dealt with. Jennifer will be polling board members about possible other meeting times for the board call. Libby asked about what OBA does for World Breastfeeding Week. Ann shared that she shares other events from local coalitions or organizations, and highlights the week through posts on the Facebook page. OBA hasn't conducted a created campaign of its own, but does recognize WBW. The group left the decision about holding a July meeting open, and Jennifer will follow up with this. Michelle asked about orientation for new board members, and Jennifer and Lori will coordinate this for Michelle and Debbi. It was suggested that this training could take place in July in place of a regular meeting. Jennifer, Ann and Lori discussed some information with Michelle after the meeting.

Respectfully submitted by Ann Davis, Secretary, on August 8, 2017.