



## Meeting Minutes from Board of Directors Meeting 12.2.14

Call to order and welcome at 6:00 PM Pacific Standard Time. Board Members in attendance: Ali Kulenkamp, Genevieve Colvin, Carol Delaney, Carol Kelley, Lisa Wilkins, Sharon Knorr, Rachelle Lesteshen, Rebecca Ruhlen.

**Agenda:** Sharon Knorr moved to accept the agenda for this meeting, Ali Kulenkamp seconds. All in favor.

**Review Minutes from Past Meeting (June 2014):** Minutes from the June 2014 meeting were accepted by the Board on October 28, 2014, during a BoD Phone Call. Ali moves to accept, Rebecca, seconds. All in favor.

### **Board Announcements:**

#### *-Officer Elections (10/13/14)*

Genevieve Colvin - President  
Lisa Wilkins - Vice President  
Ali Kulenkamp - Secretary  
Carol Delaney- Treasurer  
Sharon Knorr - Director  
Carol Kelley - Director  
Rebecca Ruhlen - Director  
Rachelle Lesteshen - Director

*-Conflict of Interest:* "Acknowledgment and Financial Interest Disclosure Statement." All of the Board of Directors have signed this form. It was discussed that the policy would extend to committee chairs who oversee budgets. All other committee chairs will be required to sign the document as well.

*-Board Orientation* is complete

*-Conference Attendance:* BfUSA attended the following outreach and advocacy events:

United States Breastfeeding Committee Annual Meeting  
ILCA Conference  
Academy of Breastfeeding Medicine.

*-Breastfeeding USA endorsed WABA's Statement to the 2nd International Conference on Nutrition (ICN2)*

*-Committee Chairs Announced:*

- Patty Jacobs, Funding and Development
- Rebecca Ruhlen, Education Chair

**Continuing Education Requirement Announcement:** All of the Breastfeeding Counselors accredited during our first year (2011) will reach the three year deadline for fulfilling the continuing education requirement on December 31, 2014. To allow them to take advantage of the internal program soon to be available, the Board—in consultation with Charlene Shenk, BC

Support Manager; Norma Ritter, Continuing Education Manager; and Rebecca Ruhlen, Education Chair -- has agreed to extend their time period for fulfilling the requirement by one year. Continuing Education workgroup is developing strategies to make CEs available through Breastfeeding USA.

**USBC Job Description:** Reminder that there is a vacancy in [this position](#).

**Compliance Officer:** [Priority position](#) needs to be filled—currently vacant.

**Committee and Workgroup Update:** Committees were tasked with providing a brief update—the information provides a brief overview of recent events and specific needs. Board President Genevieve will follow up with Volunteer Services about getting a list of potential volunteers and calling them in the New Year.

**Financial Report by Treasurer:** *New Bank, Tax Return, Financial Plan* (approved.)

**I'll start with the tax return:** Breastfeeding USA's tax return was filed on October 29 and promptly made available to the public on our website. I would like to take this opportunity to thank the members of the Financial Accounting team who made the timely filing of our tax return possible. Volunteers Ginger Gorrell, Bookkeeper, and Patty Jacobs, Receipts Manager, are diligent about fulfilling their responsibilities in service to Breastfeeding USA's mission. I would like to also thank the Board of Directors for your conscientious participation in this fiduciary responsibility.

**On to the Financial Plan, also known as a budget:** Shortly after the new Board was seated, the Financial Plan for the new fiscal year was approved. At the end of the last fiscal year input into the Plan was requested of each Committee Chair and their engagement with this financial responsibility was much appreciated by the Board. Upon the Board's approval of the Financial Plan, each Chair received a copy of her committee budget.

**Here's something listeners should know about the Financial Plan:** In the new fiscal year the Board renewed the Chapter Grant. Any questions about applying for the grant should be sent to Finance@. It's good to know that Chapters can also freely fundraise. All funds raised are deposited in the national bank account, set aside for the Chapter's exclusive use and accessed by use of an Expense Reimbursement Form.

**Now the bank:** In November the Board approved moving Breastfeeding USA's account to a new bank. We have been using a California regional bank. National organization volunteers, including those in Financial Accounting may be located anywhere in the country. The Officers who are signers on the account are elected annually, and it is possible for the three volunteers of Financial Accounting to change just as frequently. Wells Fargo was chosen because of the number of branch offices throughout the US and because the services we require are available. The minutes of this meeting will be the final documentation needed to make the transfer.

The Accounting Team would like to have a new Receipts Manager in place when the transfer happens. Please contact me to learn about this opportunity.

Rachelle made a motion to accept change in banks. Ali seconded. All in favor.

**Digital Library:** Board approves purchase of *Breastfeeding Answers Made Simple* digital license. Rebecca is managing until a librarian can be identified.

Volunteer Support will recruit and Rebecca will train an [Online Library Manager](#) to run and maintain our existing and any future digital library resources.

BC Support and BRAID will be trained (by Rebecca and/or the future Digital Library manager) to use the online BAMS and to support BCs in accessing and using it. Both BC Support and BRAID will regularly reinforce and encourage BCs to use the online BAMS in their helping work with mothers, as needful and appropriate.

Not announced yet to BCs - still working out access and enrollment. It will be announced on the BC-Discussion list. BC Support/BRAID will be trained first. Next Step: Rebecca will get the active BCs enrolled in Moodle - and recruit. Carol D. - We budgeted for this and we came in under budget!

**Travel Policy:** Sharon made a motion to accept policy, Carol K seconds, all in favor. Motion accepted. Travel Policy [found here](#).

**Funding and Development:** #GivingTuesday raised \$2,000+. Thank you F&D. Amazon Smile is being promoted on Facebook and other social media. Annual appeal will also go out!

**Official close of meeting is 7:13 PM Pacific Standard Time.**

Respectfully submitted,  
Ali Kulenkamp, Board Secretary