**NCBC Board Meeting**

**Sunday February 18, 2023**

**2:00 PM**

**NCBC Board in attendance:** Jayne Carpenter, Exec Assistant; Haleigh Woodard, Membership Coordinator

**Welcome and Updates -** Happy Birthing Day Briana! And happy  first bday to your baby!

**\*next taskforce meeting scheduled Feb 27th to get feedback and updates from folks. May be the last monthly taskforce meeting and move to quarterly as NCBC board is built back up.**

**Jayne to send out bios and headshots to taskforce AND membership via mailchimp for official vote on Volunteer Coordinator and Membership Coordinator.  Requesting write-ins for secretary.**

* **Intro Haleigh and Briana -**

Jayne has bio and headshot from Briana. Entered into a Form for Brandi to approve and OK to send out for current taskforce to officially “vote”.

Should we do this prior to Feb 27th meeting? **Decided Yes**

* **Volunteer things -**

Hear from Briana- unable to attend today

Jayne sent email to Monet Kees, who was interested in re-entry into volunteering with NCBC… connect her with Briana?  Shared the treasurer and secretary position outlines (as they appear in the Drive doc– need to re-write? Work on through 2023? Collab between the 4 of us on language and responsibilities?  Reference “Board Orientation Document” [Board Orientation Information\_2018.doc](https://docs.google.com/document/d/1SdIF2yKr6nw_AqDSXuJm8o-P3XIueG6h/edit?usp=sharing&ouid=113649849620844127958&rtpof=true&sd=true)   and various role outlines in the shared NCBC Dropbox.  \*this is old but can serve as a guide moving forward\*

Lots of feedback on survey re: interest in volunteering. Briana to begin working on this list and outreach for help with projects.

* **Discussed  Need to  re-read Bylaws** [**NCBC Bylaws\_commented\_9\_16\_17.doc**](https://docs.google.com/document/d/1TJpNMf4HqXIo9OVb_TaNt6CHdUVRXTvh/edit?usp=sharing&ouid=113649849620844127958&rtpof=true&sd=true)

* **Bank account things:**

**Email thread begun between Brandi, Haleigh, Jayne and Colette Waddill** [**Colette.waddill.RN@gmail.com**](mailto:Colette.waddill.RN@gmail.com)**(outgoing treasurer) to firm up switching names on bank account.  Per Colette’s communication with Jayne:**

“What branches will you and Haleigh need to visit?  I will make an appointment with my personal banker and have her coordinate with a service rep at the other branch or branches.” -2/12/23

Haleigh is able to meet Jayne and Brandi at WF branch in Sylva at 4pm most days of the week. When is most convenient for Brandi? Jayne can do Wednesday or Thursday afternoon? Setting up for Thursday 3/2/23 in Sylva

Bank account: name change can be done at any WF branch. In-person. Have proof of published minutes.  Have proof of 501c3 status; include address of new treasurer \*NEED to GET\* (norma as stand in?) ; very clear language about who is \*not\* filling role of treasurer and who \*currently is\*  Dr. Sinai suggested having 1 board member and 1 non-board member on account.  Should we ask about Dr. Hannon being this person? Someone w/ CGBI? \*ask Kathy or Dr.Hannon if they would want to be thie “non-board member” named on here

**Need new bank Card information to :**

1. **Zoom for nonprofits ready to go once we have payment information**
2. **Need to order more window clings**
3. **Need to print MBCA certificates and letters (will also email letters + sample press release)**
4. **Postage**
5. **Letters and clings for community partner awards through BFFCA**

* **Social Media:**

FB, IG, Twitter accounts - who has login credentials?  Ask Dr. Sinai?

Once we have this information, Briana Smith to take over most of the social media for NCBC

* **Schedule bi-weekly meetings with existing board members:**

Best time on a Sunday? Other day of the week?

Board decides on  Sundays at 5:30 PM

**Next meeting:**  March 5 @ 5:30-6:30PM -send meeting invite to repeat ev 2 weeks

* **Jayne taking suggestions for things to include in newsletter; to begin working on newsletter for this quarter - include highlights from USBS weekly wire, Lancet series on BF, State and Territory 2023 BF report, include at least 1 new research piece \*open access\*, links for cerps (IABLE, MIBFN, AHEC system offerings, etc) New board members, “thank you” survey participation; statewide  LC program updates, scholarship opportunities, Breastfeed Durham First Food Equity series  webinars, Milk Bank updates, IYCF-E, formula crisis, etc.**

* **Jayne drafted MBCAward  letters for Dr. Hannon, Kathy Parry and Brandi to proof read ; MBCA certificate made also.  Sending via email and printed version.**
* **Digital cling, letter, press release template, & certificate included in award email**
* **Physical cling, desk cards, letter, press release template, & printed cert. Mailed to clinics**

**Good to go**

Please feel free to read and let me know if there are changes you recommend we make!-JC

* **Clinic and BFFC Partner Awards-** see secretary dropbox folder for old awards/certificates/etc.  Revive as needed and editJayne waiting for go-ahead from Kathleen on letters and cling disbursement
* **Haleigh-** caught up on the membership items from this month. Available to help with other tasks as needed.

**Planning 2023 meetings: 21 April 12-1p**

**2 June 12-1 p**

**22 Sept 12-1p**

**HYBRID -Saturday Nov 11th 12-2p**

**@ NC A&T conference space ?**