

# CACFP National Professional Association

Supporting Leadership, Quality and Integrity in the USDA Child and Adult Care Food Program

## Board Members

Ann McCormack  
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Lynne Torpy  
Immediate Past President  
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## Regional Representatives

Deborah Langley  
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Dustin Melton  
Western  
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Robin Holz  
Mountain Plains  
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(515) 281-3484

## CACFP/NPA Member Meeting Minutes

April 2, 2014

The President, Ann McCormack, called the Member meeting to order at 1:45 p.m. The agenda for the meeting was reviewed. Ellen Farrell (FL) made a motion to approve the agenda. The motion was seconded by Melissa Halling (SD).

### Review of Minutes of 2012 Conference

Minutes from the 2012 conference were reviewed by Thomas Saunders. These minutes were approved by the membership in 2012 and posted on the CACFP/NPA website. Members were asked to watch for the 2014 minutes for review and approval in the near future.

### Treasurer's Report

The treasurer's report was presented by Sheri Alberti. The report is as follows:

Checking Account Balance as of September 30, 2014:	\$39,609.71
Reconciled balance as of February 28, 2014:	\$57,160.01
Income for October 1, 2013 – March 30, 2014:	\$59,960.00
Conference Registration Fees:	\$39,160.00
Exhibitor Fees:	\$6000.00
Membership Fees:	<u>\$14,800.00</u>
	\$59,960.00

Sheri also reported that the Association lost its nonprofit status because the 990 was not filed. The Association paid the \$850 fee to have the nonprofit status reinstated. It was also requested that the nonprofit status be reinstated retroactively.

Cesar Uriarte (NM) made a motion to accept the treasurer's report. The motion was seconded by Lenora Phillips (MS). The treasurer's report was approved by the membership.

### Recognition of Past Presidents:

Ann recognized and thanked past presidents, Ellen Farrell (2012) and Lynne Torpy (2013) for their service to the CACFP/NPA. Ellen and Lynne were presented with a custom etched red marble apple paperweight. The paperweight was engraved with their names on it.

### Accomplishments of the past two years:

Ann reviewed the accomplishments for the CACFP/NPA of the last two years. The accomplishments included:

- Membership flyer and outreach
- 2012 Conference evaluation outcomes posted on the web
- Representation on the paperwork reduction task force
- Representation on the CACFP Technical Assistance Workgroup

- Representation on the Sponsor Forum
- Provided input on development of the USDA Handbooks
- Updated the website
- 2014 Biennial Conference

**Challenges:**

Ann also reviewed the challenges. Challenges included:

- Continuity of operations
- Maintenance of tax exempt status
- Conference planning and coordination

**Goals:**

Mary Young reviewed the goals for the CACFP/NPA. Goals are:

- Improve visibility of the organization
- Improve communications and coordination with USDA and partner organizations
- Plan annual conferences
- Increase membership
- Advocacy
- Fundraising
- Facilitate greater member input and involvement
- Establish better communications – surveys, newsletters, webinars, etc.
- Establish a task force to work on 2015 Reauthorization with FRAC and USDA
- Establish a working relationship with the CACFP National Sponsor's Association
- Become a clearinghouse for resources developed and used by state agencies in the administration of the CACFP
- Provide opportunities for state agency training

**Board Elections 2015:**

Lynne Torpy reviewed Board positions that are open for 2015 and the responsibilities. The open positions are:

- President Elect
- Treasurer
- Mid-Atlantic Regional Representative
- Northeast Regional Representative
- Mountain Plains Regional Representative
- Midwest Regional Representative

Lynne encouraged members to run for one of the positions.

Responsibilities of the open positions are as follows:

### **President-elect**

- a. Learns about the responsibilities of the President and the Board of Directors and prepares to assume the duties of the President.
- b. Serves on the Board of Directors as a voting member.
- c. Performs the duties of the President in the absence of the President.
- d. Becomes the President in the event the Board of Directors declares the office of President vacant.
- e. Assists the President in fulfilling the obligations of the office by performing such duties as requested by the President. Represents the Association at the request of the President.
- f. In non-conference years chairs and appoints members to the Conference Committee and continues this into the term as President.
- g. Promotes membership in the Association to those eligible.
- h. Serves as liaison with the Webmaster.

### **Treasurer**

- a. Monitors Association funds.
- b. Serves on the Board as a voting member.
- c. Prepares an annual budget and submits to the Board of Directors for approval in advance of the start of each federal fiscal year (FFY).
- d. Submits a treasurer's report for each meeting of the Board of Directors and a financial report to the members at the national conference of the Association.
- e. Provides the status of the Association funds when called upon to do so by the President or the Board of Directors.
- f. Prepares and sends dues notices by August 15, accepts dues payment and maintains a current electronic database of all paid memberships and contact information provided by members. Provides mailing list to Secretary.
- g. Issues and signs all checks for expenditures of Association funds authorized by the association President and Board of Directors.
- h. Arranges for agreed-upon-procedures to be conducted at the end of the Treasurer's term(s) in office by an independent Certified Public Accountant.
- i. Appoints members to serve on the finance committee, acts as committee chair and updates the Board on committee work.
- j. Sends membership updates to the Webmaster.
- k. Promotes membership in the Association to those eligible.

### **Regional Representatives**

- a. Surveys members in their region on matters before the Board and expresses the views of the states to the Board. Forward minutes of each Board conference call to members in their region.
- b. Serves on one of the 5 committees.
- c. Elects one Regional Representative to serve as a voting member on the Executive Committee.
- d. Elects one Regional Representative to be chair of the Member Services Committee.
- e. Promotes membership in the Association to states within their region with the goal of ensuring that each state has at least one member.
- f. Surveys states and provides recommendations to the Nominating Committee. Identifies and encourages members to serve on committees.
- g. Accepts responsibilities as delegated by the Executive Committee.
- h. Meets as a group periodically as needed.

### **Future Direction of the Association:**

Arnette Cowan presented the idea of hiring an association management company to run the Association. Some benefits of hiring an Association Management Company include: conference planning, advocacy, lobbying, membership management, fundraising, website management. It was suggested that the Board also consider hiring an Executive Director before working with an Association Management Company. The Board will take this under advisement.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Arnette Cowan". The signature is written in black ink and is positioned above the typed name and title.

Arnette Cowan for  
Stephanie Schenkel, Secretary