

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

APPROVAL SHEET FOR THE MINUTES

Second Board of Directors Meeting

October 28, 2011

I have approved the minutes of the Second Board of Directors Meeting of the Texas Association for School Nutrition held on October 28<sup>th</sup> at the Austin Marriott South Hotel in Austin, Texas

  
\_\_\_\_\_

Signature

11-1-11  
\_\_\_\_\_

Date

Terry Mendez

Dawn Foos

Please note the following correction and/or additions to the minutes:

Please fax your approval to Dorothy Thompson at 972-727-0547. Thank you!

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

APPROVAL SHEET FOR THE MINUTES

Second Board of Directors Meeting

October 28, 2011

I have approved the minutes of the Second Board of Directors Meeting of the Texas Association for School Nutrition held on October 28<sup>th</sup> at the Austin Marriott South Hotel in Austin, Texas

*Dawn A. Foos*

*Nov. 1, 2011*

Signature      Date

Terry Mendez

Dawn Foos

Please note the following correction and/or additions to the minutes:

Please fax your approval to Dorothy Thompson at 972-727-0547. Thank you!

TEXAS ASSOCIATION FOR SCHOOL NUTRITION  
Second Board of Director's Meeting  
2011-2012  
Austin Marriott South Hotel, Austin, Texas  
October 28, 2011

President Debbie Bading called the Second Board of Director's Meeting of the Texas Association for School Nutrition to order 1:30p.m. at the Austin Marriott South Hotel in Austin, Texas.

Invocation was given by Nelle Coleman, TASN Membership and Registration Assistant.

The Chair welcomed all to the meeting and appointed Terry Mendez and Dawn Foes to the committee to approve the minutes.

Secretary/Treasurer, Dorothy Thompson, called roll of the Board. All Board members were in attendance with the exception of Alicia Hernandez. The Chair declared a quorum established.

The Standing Rules were read by Melanie Konarik, OAC Chair. The Standing Rules were adopted by a 2/3 majority vote.

The agenda was adopted as presented.

The Chair appointed Jeff Atkinson as Timekeeper; Deborah Bryant and Sally Ulrich as Pages; Barbie Dickinson (Chair of Tellers), Angela Shaw and Karlyn Thomas as Tellers.

Financial statements were presented by Dorothy Thompson, Secretary/Treasurer. Financial statements were approved as presented.

Reports of Officers were filed by President, President-Elect, Vice President, Secretary/Treasurer, Immediate Past President and Area Representatives Chair.

Report of the Executive Committee

Motions from the Executive Committee were read to the Board of Directors.

Report of Headquarters Management

Reports have been filed.

At this Board Meeting, there were 27 participants in the Director's Academy; 14 participants in the Manager's Academy and 15 participants in the Financial Management class.

The annual audit is 90% completed and the audit will be presented at the February Board Meeting. Plan of Action goals have been met. Locations are secured for 2012 Leadership Camp, 2013 and 2014 Industry Seminar. Locations are being worked on for 2015 and 2016 Annual Conference.

Report of Area Representatives

Area representatives have done an excellent job at Leadership Camp.

Report of Employee Representative has been filed. Comments have been received that retired members may seek to run for an elected TASN office.

Report of Standing Committees

Education Committee report has been filed.

Industry Committee report has been filed. A motion was read from the Industry Committee concerning booth prices for 2013.

Membership Committee report has been filed. A scrolling photo gallery will be added to the website. A commercial will be developed for TASN highlighting classes and certification. The membership drive will run from January 1, 2012 thru March 31, 2012.

Organizational Affairs report has been filed. Districts encouraged to review their by-laws.

Public Policy and Legislative Committee report has been filed. Committee members are preparing for LAC. SNA recommends that members do not contact their legislators about the Collins Amendment. Area Representatives will be assisting in setting up appointments with legislators.

Report of Other Committees/Special Reports

Nominating Committee report has been filed. The Committee will present a ballot prior to Thanksgiving.

Past Presidents Advisory Board report has been filed.

Angela Olige from Texas Department of Agriculture presented an update from the agency and from the federal government.

Unfinished Business

There was no unfinished business.

New Business/Action Items

- From the Finance Committee, Diane Dahm brought a motion to renew the health insurance for Headquarters staff with Aetna for another year. The rationale is that Headquarters staff is pleased with the current coverage. The financial impact is that this is the least expensive option. The motion passed.
- From the Finance Committee, Diane Dahm brought a motion to give \$250 of TASN PAC money to Todd Staples' campaign. The rationale is that this will bring TASN recognition. The motion failed.

- From the Finance Committee, Sandra Campbell brought a motion to add to the Policy and Procedure Manual, that for SNA elections we approve \$250 to be spend for online elections (phone lines) and \$300 per candidate running for an SNA office, the total not to exceed \$1,150 per year. The motion passed.
- From the Finance Committee, Diane Dahm brought a motion to adjust the TASN travel policy to allow the following positions to attend meetings:
  - TASN Annual Conference = all Executive Committee members
  - TASN Industry Conference = all Executive Committee members
  - TASN Leadership Conference = all Executive Committee members, all Area Representatives and the Employee Representative
  - TASN Board Meetings = All members of the Board of Directors and all Executive Committee members
  - SNA LAC = President, President Elect, Vice President, PP&L Chair, PP&L Vice Chair, both of Headquarters Management staff
  - SNA Annual Conference = all Executive Committee members and one member of Headquarters Management
  - SNA Leadership Conference = President, President-elect, Vice President and both members of Headquarters Management staff
  - SNA Industry Conference = President and one member of Headquarters Management staff
  - Those attending meetings will be those Board members in office at the First Board of Directors Meeting in June (newly elected members).

The motion passed.

- From the Industry Committee, a motion was brought by Karey Clements of the Industry Committee to keep booth prices for 2013 Annual Conference the same: \$1,500 & \$1,600 for members; \$1,650 & \$1,750 for non-members. The rationale is that due to the economy and merging/downsizing of companies, the price should remain the same. The motion passed.

Announcements:

January 15-17, 2012 -- Child Nutrition Industry Conference, Orlando, Florida

January 23-25, 2012 – Industry Seminar Hilton Bella Harbor Resort, Rockwall, Texas

February 16-17, 2012 – Third 2011-2012 Board Meeting and Training, Managers’ Academy and Directors’ Academy

February 17, 2012 – Third Board Meeting at Austin Marriott South, Austin, Texas

March 4-7, 2012 – SNA Legislative Action Conference, Washington, D.C.

March 5-9, 2012 – National School Breakfast Week, “Go for Gold”

April 26-28, 2012 – National Leadership Conference, Louisville, KY

May 2-6, 2012 – School Nutrition Employee Week

June 17-20, 2012 – TASN Annual Conference, Austin Convention Center and Hilton Hotel Downtown, Austin, Texas

July 15-18, 2012 – SNA Annual National Conference, Denver, Colorado

There being no further business, the meeting was adjourned.

Dorothy Thompson, MS, RD

Secretary/Treasurer

**TEXAS ASSOCIATION FOR SCHOOL NUTRITION  
SECOND BOARD OF DIRECTORS MEETING**

**October 28, 2011**

**1:30 P.M.**

**Austin Marriott South  
Austin, Texas**

- I. CALL TO ORDER – Debbie Bading**
- II. INVOCATION - Nelle Coleman**
- III. WELCOME**
- IV. APPOINTMENT OF COMMITTEE TO APPROVE MINUTES  
Terry Mendez and Dawn Foos**
- V. ROLL CALL – Dorothy Thompson**
- VI. ADOPTIONS**
  - A. Standing Rules**
  - B. Agenda**
- VII. APPOINTMENTS**
  - A. Timekeeper**
  - B. Pages**
  - C. Tellers**
- VIII. APPROVALS**
  - A. Financial Statements**
- IX. REPORT OF OFFICERS**
  - A. President**
  - B. President Elect**
  - C. Vice President**
  - D. Secretary/Treasurer**
  - E. Immediate Past President**
  - F. Area Representatives Chair**
- X. REPORT - EXECUTIVE COMMITTEE**
- XI. REPORT - HEADQUARTERS MANAGEMENT**
- XII. REPORT - AREA REPRESENTATIVES**
- XIII. REPORT - EMPLOYEE REPRESENTATIVE**

- XIV. REPORT OF THE STANDING COMMITTEES**
  - A. Education**
  - B. Industry**
  - C. Membership**
  - D. Organizational Affairs**
  - E. Public Policy and Legislative**
  
- XV. REPORT OF OTHER COMMITTEES/SPECIAL REPORTS**
  - A. Nominating Committee**
  - B. Past Presidents Advisory Board**
  - C. TDA representative**
  
- XVI. UNFINISHED BUSINESS**
  
- XVII. NEW BUSINESS/ACTION ITEMS**
  - A. Motions brought forward by Executive Committee**
    - **Employee Insurance**
    - **Travel – Executive Committee**
    - **New website**
  - B. Report of Edward Jones**
  - C.**
  - D.**
  - E.**
  
- XVIII. ANNOUNCEMENTS:**
  - A. January 15-17, 2012 Child Nutrition Industry Conference, Orlando, Florida**
  - B. January 23-25, 2012 Industry Seminar Hilton Bella Harbor Resort in Rockwall, TX.**
  - C. February 16-17, 2012 Third 2011 - 2012 Board Meeting Training, Managers' Academy, and Directors' Academy**
  - D. February 17 , 2012 Third Board Meeting Austin Marriott South**
  - E. March 4-7, 2012 SNA Legislative Action Conference Washington DC**
  - F. March 5-9, 2012 National School Breakfast Week "Go for Gold"**
  - G. May 2-6, 2012 School Nutrition Employee Week**
  - H. June 17-20, 2012 TASN Annual Conference Austin Convention Center and Hilton Hotel Downtown, Austin, Texas.**
  - I. July 15-18, 2012 SNA Annual National Conference, Denver, Colorado**
  
- XIX. ADJOURNMENT**



**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 28, 2012

Austin Marriott South, Austin, Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Debble Bading

**TYPE OF MEETING** Second Board of Director's Meeting

**OFFICE/COMMITTEE** President

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Committees actively addressing Plan of Action items

Opportunity to visit area associations and promote membership

TASBO offered to meet to discuss possible dual credit of courses for both Associations

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

attended the following either in person or via conference call

ANC in Nashville, TN

Leadership Camp

Central Texas School Food Service Director's Association

Texas Association for School Business Officials (TASBO) school nutrition advisory committee

Finance Committee Meeting

Executive Committee Meeting

Public Policy and Legislation Committee Meeting-cc

Industry Committee Meeting

Industry Seminar Committee Meeting-cc

Conference Planning Committee Meeting-cc

Membership Committee Meeting

Area Representative Committee Meeting

Education Committee Meeting

Past Presidents Committee Meeting

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 27,28, 2011

Austin Marriott South

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Sandra Campbell

**TYPE OF MEETING** 2nd Board meeting

**OFFICE/COMMITTEE** Vice President

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

1. Assembled Industry Seminar Committee
2. Held 1st Industry Seminar Committee conference call on September 12th
3. Attended 1st Conference Planning Committee meeting in College Station
4. Attended Leadership Camp in Marble Falls on September 30th and October 1st
5. Corresponded with Headquarters concerning Industry Seminar
6. Held 2nd Industry Seminar Committee conference call on October 20th

# TEXAS ASSOCIATION FOR SCHOOL NUTRITION

## Report Form

10/28/11  
DATE OF MEETING

Austin  
PLACE OF MEETING

NAME Quia A Henning

TYPE OF MEETING 2nd Board

OFFICE/COMMITTEE Past President

Prepare in duplicate and submit one copy to the Secretary (white), and one copy to Headquarters (pink). Report should cover key activities since the last meeting.

**Oral Report:** (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

*planned + gave info at cong. committee mtg.  
participated in Leadership Camp. Met w/ past president  
committee and discussed scholarships + foundation*

**Written Report:** (List all activities you have participated in relating to TASN since the last meeting.)

*Attended Leadership Camp, EIC meeting, PPL +  
conference committee meetings. Met w/ past president  
to discuss foundation + scholarships.*

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 28, 2011

Austin, Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Dorothy Thompson

**TYPE OF MEETING** Secretary/Treasurer

**OFFICE/COMMITTEE** Secretary/Treasurer

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

none

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

- \*Presented Secretary/Treasurer Training at TASN Conference in Fort Worth
- \*Presented the report of the Secretary/Treasurer at the TASN Annual Meeting
- \*Attended SNA in Nashville, TN
- \*Submitted minutes of the following meetings:
  - 4th Executive Committee Meeting on June 19, 2011
  - 6th Board of Directors Meeting on June 20, 2011
  - TASN Annual Meeting on June 20, 2011
  - Finance Committee Meeting on June 21, 2011
  - 1st Executive Committee Meeting on June 22, 2011
  - 1st Board of Directors Meeting on June 22, 2011
- \*Reviewed TASN financial statements for August, 2011 and September, 2011 as presented by TASN CFO
- \*Approved payments of invoices as presented by TASN CFO
- \*Approved Edward Jones investment allocations as presented by TASN CFO
- \*Reviewed contract with Gaylord for 2015 TASN Conference

# TEXAS ASSOCIATION FOR SCHOOL NUTRITION

## Report Form

28 Oct 2011  
DATE OF MEETING

AUSTIN, TX  
PLACE OF MEETING

NAME CHRIS KAMRAT

TYPE OF MEETING BOARD MTG

OFFICE/COMMITTEE PP&L

Prepare in duplicate and submit one copy to the Secretary (white), and one copy to Headquarters (pink). Report should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

- SUBMITTED IN MTG

- SNA MEMO OF 25 OCT.
- TASN RESPONSE
- AR'S HELPING W/LAC APPOINTMENTS.

Written Report: (List all activities you have participated in relating to TASN since the last meeting.)

# TEXAS ASSOCIATION FOR SCHOOL NUTRITION

## Report Form

October 28, 2011  
DATE OF MEETING

Austin, Texas  
PLACE OF MEETING

NAME Terry Mendez

TYPE OF MEETING Board of Directors Meeting

OFFICE/COMMMITTEE Education Committee

Prepare in duplicate and submit one copy to the Secretary (white), and one copy to headquarters (pink). Report should cover key activities since the last meeting.

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**Oral Report:** (The oral report should provide only key information that you have accomplished as it Relates to the Plan of Action, general information important to the membership, or a motion.)

**Written Report:** (List all activities you have participated in relating to TASN since the last meeting.)

Education Committee Conference Call - The Education Committee met via Conference Call on August 10, 2011. Those present included: Terry Mendez, Chair, Debbie Bading, President, Carlette Drabek, Managers' Academy, Elaine Revell, Directors' Academy, Judy Lee, Nutrition, and Reba Baker and Amber Dickman from Headquarters. Gaylan Mathis, Directors' Academy and Gracie Garcia, Managers' Academy were unable to attend. Items discussed are as follows:

Certification Program - After a lengthy discussion, the consensus was that the program works as it is using TDA, NFSMI, SNA, and Regional ESC materials. We will do some housekeeping type of changes to the Continuing Education Handbook.

On-line Tracking for CEU's. - Different options were discussed and the topic was placed on the Agenda for the Education Committee Meeting on October 28, 2011.

Registration for Managers' Academy and Directors' Academy - Target date for registration to be on line September 1, 2011.

Posting of increase in Certification Level Price from \$15.00 to \$20.00.

Plan of Action for the Education Committee - The Committee has 12 items on the Plan of Action. Amber e-mailed a copy to all committee members with the sections highlighted, members and headquarters have been working on the different items and discussion will continue at our Education Committee Meeting on October 28, 2011.

Conference Planning Meeting - I also attended the 2012 TASN Conference Planning Meeting via Conference Call on September 16, 2011. We are all working on our areas to make this conference a success.

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 28th, 2011

Austin, Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Bob Millunzi

**TYPE OF MEETING** Board of Directors Meeting

**OFFICE/COMMITTEE** Industry Chairman

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Industry has begun to plan the TASN 2012 Annual Conference exhibitor coordination and work schedules. In addition, we will be striving to secure as many exhibitors as possible for the conference. While this year may be challenging, the importance of exhibiting at TASN has many rewards.

We have placed on the agenda for the October 28th, 2011, Industry Committee meeting, discussion of long term initiatives that can benefit TASN members. Our hope is to provide ideas/suggestions and programs designed to bring Industry closer to all TASN members. We have so many knowledgeable Industry members that are ready and willing to help.

We have also started to review the Evening of Entertainment venues. This part of the conference has always been a great event and allows for an exceptional opportunity to meet old friends and meet new members.

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

10-28-11

Austin-Marriot South Hotel

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Karen Buendia

**TYPE OF MEETING** Committee/Borad of Directors Meeting

**OFFICE/COMMITTEE** Membership Chair

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

In a working process.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Attended TASN Conference. Have worked on some ideas for a new brochure for TASN, this project is for the plan of action just 1 of many projects. Sent those ideas to headquarters over the summer. Have been campaign to recruit new members for TASN and SNA. Have spoke to several chapters who wish to have TASN headquarters change how they send there new and renewals sign up sheets to there Chapter Treasurer so they can collect chapter dues along with renewals and new members fees to send back to head quarters. I think this a good way to keep up with who is a member in there chapter and who is not. Have started working on the plan of action. Come up with a new survey to put with the new brochure packet to begin next year.



**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 28, 2011

Austin, Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Melanie Konarik

**TYPE OF MEETING** Board Meeting

**OFFICE/COMMITTEE** Organizational Affairs Committee Chair

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Reviewed the Bylaws changes from the Annual Meeting. Headquarters to make all grammar corrections and changes approved by the members. Two chapters(Mansfield and Cypress Fairbanks) have mailed in their updated Bylaws for TASN files. The chair will work with TASN committees and Executive Board to prepare changes to Bylaws for 2012 Annual meeting. OAC committee will work electronically. Consider a session on parliamentary procedures at the Spring Board meeting or Annual Conference.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Phone discussion with TASN office

Committee to assist with OAC responsibilities to include Carolyn Watson, and Patricia Mouser

**TEXAS ASSOCIATION OF SCHOOL NUTRITION  
Report Form**

October 28, 2011

Austin Marriot South

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Jeff Atkinson

**TYPE OF MEETING** 2nd Board Meeting

**OFFICE/COMMITTEE** Area 1 Rep.

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

1. Spoke at ESC 2 Summer Workshop to stir up excitement for TASN
2. Spoke at ESC 2 Director meeting in an effort to drum up support
3. Talked with Smithville at Texas 20 training about how to excite her staff
4. Attended Leadership Camp
5. Spoke with Kerrville, Mercedes, PSJA during our time at Leadership Camp
6. Presented award information at Leadership Camp

**TEXAS ASSOCIATION OF SCHOOL NUTRITION  
Report Form**

October 1st, 2011  
**DATE OF MEETING**

Marbles Falls  
**PLACE OF MEETING**

**NAME** Dina A. Muñoz

**TYPE OF MEETING** Leadership Camp

**OFFICE/COMMITTEE** Area Rep. 2

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Attended Leadership camp.  
Introduce to several President Chapters  
Discuss different ways for fund-raisers and how many they can have  
How to increase memberships and certifications active  
Send e-mail and trying to find Nutrition Dept. to form Chapters

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

10-28-11

Austin , Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Betty Stanley

**TYPE OF MEETING** Board Meeting

**OFFICE/COMMITTEE** Area 3 Representative

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

I sent a "Welcome Back" letter to chapter Presidents giving them tips on how to have a successful school year with in their local association. These tips included planning fund raisers and certification classes well in advance of the actual date of the event.

I began collecting contact information from the local chapters.

I am trying to recruit members to hold positions on the upcoming board.

I have sent information to local chapters about the upcoming Leadership Camp and the Board Meeting in October.

I attended the Leadership Camp on September the 30 and October 1.

I participated in the Breakout Session at Leadership Camp by sharing information about Scholarships.

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

October 28, 2011

Austin, Texas

**DATE OF MEETING**

**PLACE OF MEETING**

**NAME** Donna Middaugh

**TYPE OF MEETING** 2nd Board Meeting

**OFFICE/COMMITTEE** Area 4 Representative

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

9-9-2011 Area 4 members were emailed regarding Call for nominations, form was included and an open invitation for nominations for anyone interested.

9-30 to 10-1-11 Attended Leadership Camp with other members of Area 4.

10-10-11 Invitation to Area 4 members to attend the board meeting and training sessions.

10-10-11 Request that all chapters complete the chapter leadership forms asap.

**TEXAS ASSOCIATION OF SCHOOL NUTRITION**  
**Report Form**

OCTOBER 28, 2011  
DATE OF MEETING

MARRIOTT SOUTH AUSTIN TEXAS  
PLACE OF MEETING

NAME SAM GUAJARDO

TYPE OF MEETING TASN BOARD OF DIRECTORS MEETING

OFFICE/COMMITTEE AREA 5 REPRESENTATIVE

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Actively engaged members at leadership camp to attend Board of Directors meetings, learning seminars, and our state conference.  
E-mailed current contacts with information about TASN.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Submitted an article to the TASNews for the fall issue of the quarterly magazine.  
Have tried to update contact information for the chapters in area 5  
Promoted TASN during the summer workshop at Region 12 held in Robinson Texas.  
Visited Killeen ISD Association for School Nutrition for their membership drive (Discussed the benefits of being a member of our state organization)  
Attended Leadership Camp, discussed with member the plan of action and shared fund raising ideas and membership, hot to get new members and keeping current members involved in TASN.  
Visited Temple ISD Association for School Nutrition's monthly meeting (discussed the benefits of being a member of TASN)  
Assisted the Belton ISD Association for School Nutrition, to kick off a fund raiser for the holiday season, attended a meeting to discuss TASN's Leadership Camp, and encourage members to attend the TASN Board of Directors meeting also discussed the benefits of being a TASN member , taking advantage of learning seminars, and other trainings sponsored by TASN. Plan to attend the annual state conference in Austin Texas.

# TEXAS ASSOCIATION OF SCHOOL NUTRITION

## Report Form

October 28, 2011

Austin South Marriott

DATE OF MEETING

PLACE OF MEETING

NAME C. J. Brown

TYPE OF MEETING Second TASN Board of Directors

OFFICE/COMMITTEE Area Representative Chair

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Participated in planning of Leadership Camp via conference calls; participated in 2 conference calls for the Industry Committee on Industry Seminar Planning; Kept in contact with ARs on all information sent from Headquarters, Leadership Camp rolls; Second Board of Directors; Forwarded all information from HQ to Area 6 Directors and Chapter Presidents; Presented information at the Child Nutrition Director's Association of North Texas on October 18 in Mesquite.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Participated in Annual Conference, doing all activities required of me.  
Attended all Executive Committee meetings  
Attended all Board of Director's meetings  
Participated in 2 Industry Committee conference calls  
Attended Industry Committee meeting on October 28  
Participated in all Leadership Planning Conference Calls  
Close communications with ARs and their rolls during Leadership Camp so they would be prepared to present the handbook to chapter officers, and the Opening Rally as well as what to expect at Area Meeting.  
Communicated with Area 6 Officers before and during Leadership Camp  
Presented Chapter Handbook class at Leadership Camp along with other ARs  
Held meeting with Area 6 officers at Leadership Camp, went over the Plan of Action  
Traveled to Mesquite ISD to present TASN updates to the Child Nutrition Directors Association of North Texas  
Worked with CANDANT to get Reba Baker, Debbie Bading and Karen Andradi to attend the February Meeting  
Announced Area 6 Call To Leadership Meeting to be held January 7, 2012 at Glen Rose High School  
Plans to work with Area 6 and ARs to get our TASN memberships higher.  
Working on mail out to all Area 6 districts and Officers with TASN Membership Drive  
Communicated with Little Elm ISD Director who is interested in re-joining TASN as a chapter  
Collected AR Reports to give to Dorothy Thompson at BOD  
Attended Executive Committee Meeting, Industry Committee Meeting, Conference Committee Meeting, Membership Committee Meeting and other meetings while at Second Board Of Directors, October 27-28.  
Held Area Representative Meeting while at Second BOD.  
Sent out email blasts to Area 6 Directors and Chapter Presidents about any TASN Headquarter communications.  
Working with Area 6 Chapter Presidents to help them receive the Gold Plan of Action Award.

*WROTE 2 ARTICLES FOR TASN NEWS*

*Attended Executive Committee, PP&L Committee, Conference Planning Committee on Oct. 27*

*Presided over Area Rep meeting, attended Membership Committee Industry Committee and Board Meeting on Oct 28.*

TEXAS ASSOCIATION OF SCHOOL NUTRITION  
Report Form

Oct 28, 2011  
DATE OF MEETING

Austin  
PLACE OF MEETING

NAME Dawn Foos

TYPE OF MEETING Second Board Meeting

OFFICE/COMMITTEE Employee Representative

Prepare in duplicate and submit one copy to the secretary (white), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting.

Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

I would like the PPEL to consider changing the status of Retired Members holding Board Positions w/ the rationale that they have the time to travel & attend events. Also, many schools have implemented cut backs that make it hard for Employees to leave the District.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Attended Leadership Camp  
Submitted Articles to the TASN News  
Work with Area Reps & listened to ideas about Membership  
Talked with Members about Retirees holding Representative positions.  
Attended Membership Committee Meeting  
Working with other Board members to Complete Plan of Action  
Working on ideas to improve Membership across the State.



# Texas Association For School Nutrition

## Report Form

October 28, 2011

Austin, Texas

Name: Reba Baker

Type of Meeting: Executive/Board Meeting

Office/ Committee: Headquarters' Management

### Oral Report:

Directors' Academy attendees: 25

Managers' Academy attendees: 16

Homework and test material for summer academies is due November 9.

Financial Management has 12 attendees (deadline is Oct. 15)

### Written Report:

- I have attended two SNA events, ANC and the executive directors meeting in National Harbor, Maryland.
- Traveled to College Station to hear a speaker
- Sat in on various conference calls for committees
- Mailed thank you cards to the past presidents for attending the conference
- Coded and approved many certifications
- Approved several training requests
- Started the grading process for the four manager academies that were held this summer
- Mailed a Standard of Excellence renewal to Cy-Fair
- Prepared agendas for Education Committee, Membership Committee, and the Past Presidents Advisory Board. Attended these meetings as the headquarters' liaison.
- Revamped scholarship application amounts, applications and the cover letters and presented them to committees.
- Attended leadership camp.

- Presented the nomination handbook for approval.
- Ordered books and other materials for the managers' and directors' academy.
- Worked on items assigned to our department in the Plan of Action
- Planned for a Managers' Academy in the valley at San Benito ISD, to be held Tentatively 2 days in December and 2 days in January
- As of October 14, 2011 we have 3874 members who are certified at some level.
- At the end of August we have 6068 members. Due to the confusion of switching from one system to another the membership number is not a current month number. (This will be rectified as soon as we have a new system.)



## TEXAS ASSOCIATION OF SCHOOL NUTRITION Report Form

October 28, 2011  
**DATE OF MEETING**

Austin, Texas  
**PLACE OF MEETING**

**NAME** Karen Andrasi, CMP

**TYPE OF MEETING** 2ndBoard Meeting

**OFFICE/COMMITTEE** Headquarters Management - CFO

Prepare in duplicate and submit one copy to the secretary (White), and one copy to Headquarters (pink). Reports should cover key activities since the last meeting

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Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Headquarters has each accomplished their sections of the Plan of Action per the dates required. We had a team building day and have several ideas to guide us in Marketing, Membership, Certification and Training and Publications.  
Report filed.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Since the last Board Meeting in June 2011, I have participated in the in the following:

Attended:

- SNA ANC in July
- MPI WEC Conference in July
- SNA State Executive Meeting in August
- TASN Leadership Camp in September
- Site visit in Galveston in October – possibility for the 2014 Industry Seminar and 2016 TASN Conference.
- Site Visist

Other items:

- Worked with Conference Direct to secure the 2014 and 2015 Conference site (San Antonio & Gaylord Texan Resort).
- Worked with various hotels on site selections for future Industry Seminars and Regional Trainings.
- Hired a full-time bi-lingual Receptionist
- In the process of updating the Policy and Procedure Manual.
- Compiling information and working with the Auditor to complete the TASN & TSFS Foundation 2010-2011 Audit.
- Trained new employee.
- Completed the Quarterly Reports for the 941, SUI, FUTA and Sales Tax.
- Worked with Edward Jones to have all of our Investment forms updated with current Officers information.
- Prepared agendas for various meetings.

- Prepared Health Insurance comparisons for Executive Committee review.
- Reviewed bids from A/V and General Service Contractor bids.
- Filed Ethics Commission Report.
- Updated Quickbooks Payroll Subscription
- Met with La Toretta to discuss us possibly returning to their site for the BOD Training

# Plan of Action

## Page 1

I-A – actively engage members (Leadership Camp, trainings, BOD meetings, seminars and Conf.)

Action taken:

- Contracts are signed
- Programs and schedules are being worked on
- Eblasts and TASNews encouraging members to attend
- Visiting areas to talk about TASN and TASN events

## Page 2

I-C – Create Membership recruitment awards / recognition for industry and school districts. Consider budget.

Action taken:

- Creating Membership recruitment awards
- Suggestions:
  - Industry = free booth for most members signed up
  - ISD = free (1) year membership for every 10 members signed up
- 10% complete – will be meeting with the Membership chair at board to get their Membership drive idea and we will discuss budget and awards accordingly.

I-D -Budget money for Membership drive

- There is \$2,000 in the Membership expense account
- There is \$ 15,000 in the Marketing expense account ( approx \$2,000) can be used.

## Page 3

II-A -Prepare new Membership brochure using an artist rendition of the tag line “ Nourishing Education”.

II-A- Develop a policy on the use of the brand.

II-A -Build and expand the TASN brand (Industry Sponsorship)

Action taken for the above (3) items

- We are working with Shelley on the design (artist rendition)
- Once the brand and policy are complete we will incorporate them into the TASN Industry sponsorship.
- Currently in the first stages of this.

## Page 4

II-D -Contact allied groups for opportunities for TASN participation.

Action taken

- Signed up to display our booth at the TASA midwinter conference
- Signed up to display our booth at the TASA/TASBO conference
- TASA and TASBO will have a booth at our show
- Amber and Nelle have visited a few schools to Market TASN
- Reba has visit a few schools to Market TASN
- Reba and I will be attending the Director's Association meeting

## **Page 5**

III -A – Work closely with TDA and use TAsNews as a tool. Conduct a media campaign to explain and promote the new nutrition standards.

### Action taken

- Working with TDA and articles are being approved and will be in the Spring & Summer issue of the TAsNews

III-B- Have a TASN member presence at TASBO by conducting a presentation and/or roundtable discussion.

### Action taken

- Reba will contact Terry
- We will ask Patricia Mouser is she will represent us
- Per the TASN PPM the Membership Chair will be a member of TASBO and represent TASN.

## **Page 6**

IV-A – Follow SNA guidelines for Internships

### Action Taken

- Checking on their guidelines

IV-B - Evaluate the feasibility of academies for non- members

### Action taken

- If we price it accordingly TASN should be fine
- Some customers may need the hours of Continuing education

## **Page 7**

V-A – Plan and conduct an online seminar.

### Action taken

- Money has been budgeted \$4,000, in the 2011-2012 year for this
- Amber has contacted a company and is getting prices and a format together.



## **Current Membership Breakdown**

**As of August 31, 2011**

<b>Affiliate</b>	<b>45</b>
<b>Director</b>	<b>302</b>
<b>Supervisor</b>	<b>295</b>
<b>Employee</b>	<b>3140</b>
<b>ESC</b>	<b>35</b>
<b>Industry Company</b>	<b>112</b>
<b>Industry Individual</b>	<b>180</b>
<b>Life Member</b>	<b>37</b>
<b>Manager</b>	<b>1854</b>
<b>Retired</b>	<b>58</b>
<b>Student</b>	<b>6</b>
<b>TDA</b>	<b>1</b>
<b>TDHS</b>	<b>3</b>
<b>Membership Total</b>	<b>6068</b>



## **Current Certification Breakdown**

**As of October 14, 2011**

<b>Certification Level 1</b>	<b>1560</b>
<b>Certification Level 2</b>	<b>769</b>
<b>Certification Level 3</b>	<b>570</b>
<b>Certification Level 4</b>	<b>566</b>
<b>Certification Level 5</b>	<b>336</b>
<b>Certification Level 6</b>	<b>26</b>
<b>Certification Level 7</b>	<b>45</b>
<b>Total Active Certified Members</b>	<b>3,874</b>



**TEXAS ASSOCIATION FOR SCHOOL NUTRITION**  
Report Form

October 27 & 28, 2011  
DATE OF MEETING

Austin Marriott South  
PLACE OF MEETING

NAME Catherine Allen

TYPE OF MEETING Nominating Committee / 2nd Board Meeting

OFFICE / COMMITTEE Chair - Nominating Committee

Prepare in duplicate and submit one copy to the Secretary (white), and one copy to Headquarters (pink). Report should cover key activities since the last meeting.

Committee Members - Sharon Glosson, Jeannie Stalling & Mary Winstead.

Oral Report: (The oral report should provide only key information that you have accomplished as it relates to the Plan of Action, general information important to the membership, or a motion.)

Corresponded with Committee member by email, shared list of position for which we had nominees & submittees. Expressed the need for committee members to look for more nominee, look for eligible TASN Members to find additional nominees in all categories as designated in Committee handbook.

Written Report: (List all activities you have participated in relation to TASN since the last meeting.)

Committee met in Austin, discuss prospective nominees. Contacted eligible TASN Members to continue task of filling ballot for submittal to BOD. <sup>Committee</sup> Members agreed to continue working up to last possible deadline to submit complete ballot of eligible candidates for TASN Membership.

Attend 2nd Board Meeting.

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

MOTION FORM

I move that

TASN renew with Aetna insurance for another year

Rationale/Background:

HQ staff is pleased with current coverage; changed only 1 year ago

Financial Impact/Staff Time Impact/Volunteer Time Impact:

This is the least expensive option

Motion by Individual or Committee: Finance Committee  
Second by (if needed): Sandra Campbell Deane Dehn

Third by: \_\_\_\_\_  
(Bylaw or Policy & Procedures change)

Date: 10/27/11

Motion:  Adopted  Rejected  Amended  Tabled

Headquarters Only:

Date Bylaw changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

Date Policy and Procedure changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

No change needed: Initials: \_\_\_\_\_

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

MOTION FORM

I move that

TASN give \$250 of our PAC money to Todd Staples Campaign

Rationale/Background:

TASN Recognition

Financial Impact/Staff Time Impact/Volunteer Time Impact:

Motion by Individual or Committee: Finance Committee

Second by (if needed): Sandra Campbell

Third by: (Bylaw or Policy & Procedures change)

Date: 10/27/11

Motion: [X] Adopted [X] Rejected [ ] Amended [ ] Tabled

Headquarters Only:

Date Bylaw changed in official document: ; Initials:

Date Policy and Procedure changed in official document: ; Initials:

No change needed: Initials:

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

MOTION FORM

I move that

we approve for National Elections  
we add to the PPM \$250.00 for phone  
lines and up to \$300.00 per person not to  
exceed \$150.00 per year

Rationale/Background:

Clarification for PPM and Headquarters

Financial Impact/Staff Time Impact/Volunteer Time Impact:

Motion by Individual or Committee: Finance Comm *Shirley Campbell*

Second by (if needed): *Blank*

Third by: *Sarahy*  
(Bylaw or Policy & Procedures change)

Date: 10/27/11

Motion:  Adopted  Rejected  Amended  Tabled

Headquarters Only:

Date Bylaw changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

Date Policy and Procedure changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

No change needed: Initials: \_\_\_\_\_

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

MOTION FORM

I move that

The TASN travel policy be adjusted to allow the following positions to attend meetings

TASN Annual Conference - All EC members

TASN Industry " "

TASN Leadership - All EC Area Reps, Employee Rep

Board Meetings All BOD + EC members

SNA LAC - Pres, Pres Elect, VP, PP+L Chair + Vice Chair, both HQ Mgt

Rationale/Background:

To allow travel to be adequately budgeted

SNA Annual Conf - EC + 1 HQ Mgt

SNA Leadership - Pres, Pres-Elect, VP both HQ Mgt

SNA Industry Conf - President + 1 HQ Mgt

Financial Impact/Staff Time Impact/Volunteer Time Impact:

~~no comment~~ 1st Board meeting - newly elected EC members clarification + 1 HM

Motion by Individual or Committee: Finance Committee *Dore Dehn*

Second by (if needed): *Sandra Campbell*

Third by: *Sarahly In*  
(Bylaw or Policy & Procedures change)

Date: 10/27/11

Motion:  Adopted  Rejected  Amended  Tabled

Headquarters Only:

Date Bylaw changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

Date Policy and Procedure changed in official document: \_\_\_\_\_; Initials: \_\_\_\_\_

No change needed: Initials: \_\_\_\_\_

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

MOTION FORM

I move that

Keep booth prices for 2013 conference the same: 1500 & 1600 for members & 1650 & 1750 for non members

Rationale/Background:

Due to economy & merging/downsizing companies.

Financial Impact/Staff Time Impact/Volunteer Time Impact:

Motion by Individual or Committee: Karey Clements

Second by (if needed): John Shum

Third by: \_\_\_\_\_  
(Bylaw or Policy & Procedures change)

Date: 10-28-2011

Motion:  Adopted  Rejected  Amended  Tabled

Headquarters Only:

Date Bylaw changed in official document: \_\_\_\_\_: Initials: \_\_\_\_\_

Date Policy and Procedure changed in official document: \_\_\_\_\_: Initials: \_\_\_\_\_

No change needed: Initials: \_\_\_\_\_