

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Fourth Board of Director's Meeting
2013-2014
San Antonio Convention Center, San Antonio, Texas
June 29, 2014

President Sandra Campbell called the 4th Board of Director's Meeting of the Texas Association for School Nutrition (TASN) to order at 2:00 p.m. on June 29th, 2014 at the San Antonio Convention Center in San Antonio, Texas.

Invocation was given by Flo Green, Area 4 Representative.

The Chair welcomed all to the meeting and appointed Debbie Needham and Charlotte Hokett to approve the minutes.

Secretary, Laura Mason, called roll of the Board. Area Representative 1, 5 and 7 positions are vacant. Carl Schoener, Industry Chair, was absent; all other Board Members were present. A quorum was established. Executive Director of TASN, Karen Andrasi, was also in attendance.

The Chair introduced John Overbey as the Parliamentarian.

Adoptions

The Standing Rules were adopted by a unanimous vote of Board Members. An Item was added to the Agenda under New Business item b) Headquarters Salary Adjustments.

Appointments

The Chair appointed Barbi Dickinson as Timekeeper and Page. There were no objections to John Overbey serving as Parliamentarian.

Approvals

Financial statements as presented by Jamal Hazzan were approved by unanimous vote of the Board.

Report of Officers

Executive Committee members were given the opportunity to make oral and submit written reports.

Report of the Executive Committee (EC)

Laura Mason, Secretary, reported that the EC met Earlier on June 29th and approved the following:

- A motion to authorize the Executive Director to allocate raises within the approved budget.
- Amendments to the Policy and Procedure Manual (PPM) to Section 12.1.4 Compensation and Travel.

Report of Headquarters

Karen Andrasi, Executive Director of TASN gave an oral report reviewing accomplishments including:

- New Certification Program
- TASN partnership with ESC's for training opportunities.
- Area Representatives increased from 7 to 12.

Written report was filed.

Report of Area Representatives (ARs)

Joanna Genuardi, Chair of ARs - written report has been filed.

Report of Employee Representative

Beverly Mayes - written report has been filed.

Report of Standing Committees

Education Committee – Debbie Needham, Chair

Written report has been filed.

Industry Committee – Carl Schoener, Chair

Written report has been filed.

Membership Committee – Debbie Pilgrim, Chair

Written report has been filed.

Organization Affairs Committee (OAC) – Debbie Bading, Chair, reminded everyone about the annual meeting to be held at 10:30 on June 30th 2014 in the Convention Center where voting on TASN Bylaws will take place.

Written report has been filed.

Public Policy & Legislation Committee – Michael Rosenberger, Chair

Written report has been filed.

Report of Other Committees/Special Reports

Past Presidents Advisory Board – Diane Dahm, Chair

None.

Unfinished Business

None.

New Business

Certification

Debbie Needham, Chair of Education Committee, reported that TASN, in conjunction with the Texas Department of Agriculture, have outlined classes and qualifications that will now allow ESC's to be able to host workshops and Academies that will receive TASN Certification.

Headquarters Salary Adjustments

The EC recommends a motion made by the Finance Committee to authorize the Executive Director to allocate raises within the approved budget. There is no financial impact as the amount has already been approved. The motion passed unanimously.

Amendments to Policy and Procedure Manual

The EC recommends amendments (in bold) to the Policy and Procedure Manual (PPM) to Section 12.1.4 Compensation and Travel

b) Reimbursable Expenses and Rates

i) Travel – the most economical mode of travel shall be chosen

- Airfare reimbursement shall not exceed economy fare; discount airfare should be used whenever possible. Approved travelers will make their own reservations, and be reimbursed by TASN. **It is the responsibility of the approved traveler to make your flight arrangements at least three (3) months in advance to ensure the best price availability. If the approved traveler chooses to fly instead of drive or vice versa, TASN will only reimburse for the least expensive option and the approved traveler will be responsible for the difference. TASN requires and will reimburse approved travelers flight (airfare) insurance.**

- Vehicle Mileage: Travel by personal vehicle will be at the rate recognized by the State of Texas. Passengers of a vehicle will not be reimbursed for travel.
- ii) Meals and Lodging – TASN will reimburse up to the state rate for meals for authorized travel. Receipts are required. TASN will reimburse EC and/or BOD members at the contracted single room rate for all authorized nights for TASN meeting participation. **It is the responsibility of the approved traveler to reserve their rooms in advance to ensure the discounted group rate will be applied.**
- Authorized nights are limited to:

- One night for BOD meetings
- Two nights for Conference
- One night for Leadership Camp
- Two nights for Industry seminar for BOD members that are required to attend.

The Chair was advised that these changes required a motion from the Executive Committee and would require a 2/3 of the Board. The motion was voted on by the BOD and passed. The PPM will be amended.

For the Good of the Order

Jamal Hazzan gave notice of an amendment to Section 12.1.3 - Management of Funds – of the Policy and Procedure Manual to be considered at the first Board of Director's Meeting of the 2014-2015 Board on July 2nd, 2014. The amendment would add letter h): The Executive Director may transfer funds between subaccounts of the budget as long as the total amount of the parent account is not changed. The Executive Director shall notify the Executive Committee of any transfer made between subaccounts. There is no financial impact.

Announcements:

- A. SNA ANC – July 13-16, 2014 – Boston, MA
- B. Headquarters closed for Labor Day, September 1, 2014
- C. TASN Leadership Camp October 3-4, 2014, New Braunfels, TX
- D. TASN 2nd BOD Meeting October 30-31, 2014 Austin, TX
- E. TASN Industry Seminar January 26-28, 2015 Montgomery, TX
- F. SNA SNIC January 11-13, 2015 Phoenix, AZ
- G. TASN 3rd Board Meeting February 18-20, 2015 Austin, TX
- H. SNA LAC March 1-4, 2015 Washington, DC
- I. SNA Leadership Conference April 23-25, 2015 San Diego CA
- J. TASN Annual Conference June 21-24, 2015 Grapevine, TX

There being no further business, the President adjourned the meeting at 2:32.

Respectfully Submitted,

Laura Mason, MS, RD, SNS
TASN Secretary 2013 - 2014

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Report Form

June 29, 2014

DATE OF MEETING

Convention Center San Antonio TX

PLACE OF MEETING

TYPE OF MEETING 4th Board Meeting

OFFICE/COMMITTEE 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 related 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. Worked on State Plan of Action
2. Attended SNA Leadership Conference in St Louis
3. Submitted all required paperwork for the state of Texas to SNA
4. Signed contracts for future meetings
5. Worked with ED on revisions of verbiage for PPM
6. Attended last conference planning session
7. Wrote final presidents message for TASN News
8. Worked with PPL Chair on national issues
9. Reviewed all financial
10. Worked with Headquarters regarding conference

TEXAS ASSOCIATION OF SCHOOL NUTRITION Report Form

June 29, 2014
DATE OF MEETING

San Antonio Texas
PLACE OF MEETING

NAME : Gracie Garcia

TYPE OF MEETING Fourth Board Meeting

OFFICE/COMMITTEE President Elect

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.)

Written Report:

***As of the 3rd Board Meeting I have accomplished the following since the last board meeting:
I attended the following:***

LAC – Washington D.C. March/2014

SNA Leadership Conference – St. Louis, Missouri / April 2014

TASN New Board Training – Austin, Texas / May 2014

Conference Call – 7-12 Area Representatives

Helped complete the 2014-15 Plan of Action on April 2014

Chaired our last Conference Planning Committee Meeting May 29, 2014



**TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form**

June 29, 2014
DATE OF MEETING

San Antonio Texas
PLACE OF MEETING

NAME : Terry Mendez

TYPE OF MEETING Fourth 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

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:

As Vice President I have accomplished the following since the last board meeting:

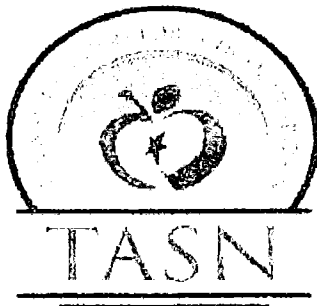
March 1, 2014 - Attended SNA's Georgetown Executive Management Program in Washington DC.

March 2-5, 2014 - Attended Legislative Action Conference in Washington DC.

April 9-11, 2014 - Attended National Leadership Conference in Saint Louis Missouri.

May 8-9, 2014 - Attended Board Training in Austin Texas.

I also participated in several conference calls for TASN Conference Planning and realignment of TASN zones for Area Representatives and other TASN business.



TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form

June 29, 2014

San Antonio, Texas

DATE OF MEETING

PLACE OF MEETING

NAME Laura Mason

TYPE OF MEETING Fourth Board of Director's Meeting

OFFICE/COMMITTEE Secretary

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.)

It has been an interesting first year and an honor to serve. I look forward to the second year of my term. Thank you to all of TASN HQ staff which makes all of our jobs easier!

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

Prepared and submitted February 13th EC minutes to approval committee and to TASN HQ.
Prepared and submitted February 14th BOD minutes to approval committee and to TASN HQ.
Submitted BOD minutes summary to HQ for TASN News.
Attended Executive Committee Meeting on 6/29/14.
Attended Board Training on May 8-9th, 2014.

**TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form**

June 29th, 2014

San Antonio, Texas

DATE OF MEETING

PLACE OF MEETING

NAME Jamal Hazzan

TYPE OF MEETING Fourth Board of Director's Meeting

OFFICE/COMMITTEE 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.

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.)

Since the last board meeting I have accomplished the following;
Presented at The Director's Academy
On 5/8-5/9 I attended the TASN Board Training in Austin
Work with Karen Andrasi on TASN budget
Submitted an article to TASNews
Answered many emails
Approved the proposed budget
Completed all duties assigned to the Treasurer
On Sunday 6/29 I attended the TASN Board dinner

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

Report Form

6/29/14
DATE OF MEETING

San Antonio
PLACE OF MEETING

NAME Diane Dahm

TYPE OF MEETING 4th BOD

OFFICE/COMMITTEE Immediate 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.)

I want to thank the TASN membership for the opportunity to serve the association the past 4 years.

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

*Since the last BOD meeting I have:
Served on the Committee to review the number of AR's
Provided notes concerning the role of TASN provided
to the current President and President Elect
Fulfilled duties of the office*



TEXAS ASSOCIATION OF SCHOOL NUTRITION Report Form

June 29, 2014
DATE OF MEETING

San Antonio, Tx
PLACE OF MEETING

NAME Karen Andrasi, CMP

TYPE OF MEETING 4th Board Meeting

OFFICE/COMMITTEE Executive Director

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 to thank everyone for a successful year. I am honored to serve you as the TASN Executive Director. We have all worked diligently on increasing awareness of TASN, preparing the 2014-2015 Plan of Action and preparing the 2014 -2015.

This past year has been a year of many changes. TASN Rolled out the new Certification program, We are pleased to announce that TASN is partnering with the ESC's regarding training opportunities, and we have secured sites and dates for (4) Summer Managers' Academies. The board voted on and approved that we increase the number of Area Representative from seven (7) to twelve (12). This will allow more representation and better coverage of the areas of Texas.

The oral report will be given at the Annual Meeting following the General Session. Report filed.

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

Since the last Board Meeting in February 2014, I have participated in the following:

Attended:

- SNA LAC – Washington DC
- SNA Leadership – St. Louis, Missouri
- TASN BOD Training – The Embassy Suites Hotel Austin, Texas
- Site Visit San Antonio for 2014 Conference
- Site Visit to La Torretta for 2015 Industry Seminar

Other items:

- **Worked with Debbie Needham and Maggie Cano on various items pertaining to the TASN Certification Program**
- **Prepared the draft Budget for 2014-2015.**
- **Worked with the Area Representative Committee regarding increasing the number of Area Reps from 7 to 12.**
- **Prepared revisions for the PPM, made the Staff 2014 -2015 Calendar.**
- **Prepared revisions to the Employee handbook and presented to the President, President Elect, and Vice President.**
- **Worked with Sandy Campbell, Gracie Garcia, and Terry Mendez on the Plan of Action (President's and local Chapter's)**
- **Completed the Quarterly Reports for the 941, SUI, FUTA and Sales Tax.**
- **Secured Contracts for the 2014 TASN Leadership Camp.**
- **Reviewed Investment material sent by Edward Jones to make financially sound decisions for the Association.**
- **Revised the Call for Nomination form.**

TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form

June 29th, 2014

San Antonio, Texas

DATE OF MEETING

PLACE OF MEETING

NAME Debbie Needham

TYPE OF MEETING Fourth Board of Director's Meeting

OFFICE/COMMITTEE Education 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.)

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

March, April & May - Conference Planning Committee Meetings

April - Education Committee updates via email with Committee

May - Board Training

June - Conference

TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form

June 29,
~~July 2, 2014~~

DATE OF MEETING

San Antonio Texas
PLACE OF MEETING

NAME : Carl Schoener

TYPE OF MEETING ~~Exec~~ Board Meeting

OFFICE/COMMITTEE Industry

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.)

Written Report:

As Industry Chair I have accomplished the following since the last board meeting:

I was present for an Industry Committee conference call on March 20, 2014 to discuss kitchen space at the TASN Annual Conference.

I attended the board training May 8 and 9th 2014.



TEXAS ASSOCIATION FOR SCHOOL NUTRITION

Report Form

June 29, 2014
DATE OF MEETING

San Antonio, Texas
PLACE OF MEETING

NAME Deborah Pilgrim

TYPE OF MEETING Fourth Board Meeting

OFFICE/COMMITTEE Membership Chair

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.)

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

I attended TASN 3rd Board meeting in Austin.
Attended workshop at Region 12 service center
and talked to school district employees about
TASN membership.

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Report Form

6-28-14
DATE OF MEETING

San Antonio, TX
PLACE OF MEETING

NAME Debbie Bading

TYPE OF MEETING 4th Board Meeting

OFFICE / COMMITTEE OAC chair

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.)

Thank you for allowing me to serve.

Remind all to attend Annual Meeting
Monday, June 30 @ 10:30 (Blue voting card)
Ballroom A Street Level (Convention Center)

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

Reviewed upcoming bylaw amendments
for notice prior to Annual Meeting

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Report Form

6/29/14
DATE OF MEETING

San Antonio, TX
PLACE OF MEETING

NAME Michael Rosenberger

TYPE OF MEETING 4th BoD meeting

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.

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.)

- Participated in BoD training in Austin
- Submitted an article for publication in DASNews
- Submitted numerous contributions for TASN eBlast
- Participated in 2nd SNA conference call re: waiver & delay to for certain USDA policies
- Connected local + state representatives re: proposed waiver (federal)
- Submitted feedback to TDA re: proposed nutrition policies; eBlasted all TASN members asking them to do the same

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Report Form

June 29, 2014
DATE OF MEETING

San Antonio
PLACE OF MEETING

NAME Sherita Cox

TYPE OF MEETING 4th Board Meeting

OFFICE / COMMITTEE Area 2

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.)

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

I have Attended:

Leadership Camp

1, 2, 3 + 4 Board meetings

Aldine ISD contacted me to help with Registration & Membership forms to help them to come to San Antonio. Looking forward to seeing them here.

Thanks for the chance to be on the Board.
Thank YOU TASN Headquarters for all the support!

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

Report Form

June 29, 2014
May
DATE OF MEETING

San Antonio Tx
PLACE OF MEETING

NAME Margo Frazier

TYPE OF MEETING 4th Board meeting

OFFICE/COMMITTEE Area 3 Representative

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.)

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

Board Training in Austin
Named National School Lunch Nutrition Hero
Attended LAE
Taught a Certification Class
Contacted districts reminding them to
send their news letters and updated them
on certification classes.

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Report Form

6/29/14
DATE OF MEETING

San Antonio
PLACE OF MEETING

NAME Joanna ~~Reed~~ Genovardi

TYPE OF MEETING 4th Board

OFFICE / COMMITTEE Area 4 Rep

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.)

Thank you for the opportunity to serve on this board. Looking forward to future opportunities.

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

**TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form**

June 29th, 2014

San Antonio, Texas

DATE OF MEETING

PLACE OF MEETING

NAME Charlotte Hokett

TYPE OF MEETING Fourth Board of Director's Meeting

OFFICE/COMMITTEE Area 6 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.

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 Board Training in Austin
Reading and Studying TASN By Laws
Keeping in touch with the Chapters that I have
Attended 3rd Board meeting In February
Completed Plan of Action
Completed Year Book
Working on list of Chapters and Presidents
Held last TASN Chapter meeting in May
Working on Certification levels

**TEXAS ASSOCIATION OF SCHOOL NUTRITION
Report Form**

June 29th, 2014

San Antonio, Texas

DATE OF MEETING

PLACE OF MEETING

NAME Beverly Mayes

TYPE OF MEETING Fourth Board of Director's 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.)

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

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

1

MOTION FORM

I move that

the Executive Director is authorized to allocate raises within the approved budget.

Rationale/Background:

money has already been approved

Financial Impact/Staff Time Impact/Volunteer Time Impact:

None, money is in budget

Motion by Individual or Committee: Sarah Campbell

Second by (if needed): Marie Goureaux

Third by: _____
(Bylaw or Policy & Procedures change)

Date: _____

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: _____

12.1.4 COMPENSATION AND TRAVEL

- a) Official Travel
 - i) Members of the BOD will be reimbursed for attending meetings of the BOD and for other authorized travel as required by the PPM.
 - ii) Other association travel needs and special travel arrangements must be submitted in writing and shall be approved by the Executive Committee on a case by case basis.
 - iii) Submit request for reimbursement within 30 days after the approved event.
- b) Reimbursable Expenses and Rates
 - i) Travel - The most economical mode of travel shall be chosen.
 - Airfare reimbursement shall not exceed economy fare; discount airfare should be used whenever possible. Approved travelers will make their own reservations, and be reimbursed by TASN. It is the responsibility of the approved traveler to make your flight arrangements at least (3) months in advance to ensure the best price availability. If the approved traveler chooses to fly instead of drive or vice versa, TASN will only reimburse for the least expensive option and the approved traveler will be responsible for the difference. TASN Reimburse ~~Approved Travelers~~
 - Vehicle Mileage: Travel by personal vehicle will be at the rate recognized by the State of Texas. Passengers of a vehicle will not be reimbursed for travel.
 - ii) Meals and Lodging - TASN will reimburse up to the state rate for meals for authorized travel. Receipts are required. TASN will reimburse EC and/or BOD members at the contracted single room rate for all authorized nights for TASN meeting participation. It is the responsibility of the approved traveler to reserve their rooms in advance to ensure the discounted or group rate will be applied. Authorized nights are limited to:
 - one night for BOD Meetings
 - two nights for Conference
 - one night for Leadership Camp
 - two nights for Industry Seminar for BOD members that are required to attend.

amended by BOD 15-2

AND will reimburse approved travelers Flight (Air Fare) insurance

6/29 - Parliamentarian said motion was voted by EC. Requires 2/3 vote of BOD.

Secretary

TEXAS ASSOCIATION FOR SCHOOL NUTRITION
APPROVAL SHEET FOR THE MINUTES
Fourth Board of Directors Meeting
June 29, 2014

I have approved the minutes of the Fourth Board of Directors Meeting of the Texas Association for School Nutrition held on June 29, 2014 at the San Antonio Convention Center in San Antonio, Texas.

Charlotte Hokett 7-31-14

Signature Date

Debbie Needham

Charlotte Hokett

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

TEXAS ASSOCIATION FOR SCHOOL NUTRITION

APPROVAL SHEET FOR THE MINUTES

Fourth Board of Directors Meeting

June 29, 2014

I have approved the minutes of the Fourth Board of Directors Meeting of the Texas Association for School Nutrition held on June 29, 2014 at the San Antonio Convention Center in San Antonio, Texas.

D. Needham

Signature

7/30/14

Date

Debbie Needham

Charlotte Hokett

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

Please fax your approval to Laura Mason at 713-740-4018 or scan and e-mail to lamason@pasadenaisd.org. Thank you!

Summary Fourth BOD Meeting 2013-2014

The fourth Board of Director's (BOD) meeting for the 2013 – 2014 program year was held on June 29th, 2014 at the San Antonio Convention Center in San Antonio, Texas.

APPROVALS

Financial statements as presented by Treasurer, Jamal Hazzan, were approved.

Report of the Executive Committee (EC)

Motions brought forth by the EC:

- Authorize the Executive Director to allocate raises within the approved budget. The motion passed by vote of the BOD.
- Approved amendments (in bold) to the Policy and Procedure Manual (PPM):

Section 12.1.4 Compensation and Travel

b) Reimbursable Expenses and Rates

i) Travel – the most economical mode of travel shall be chosen

- Airfare reimbursement shall not exceed economy fare; discount airfare should be used whenever possible. Approved travelers will make their own reservations, and be reimbursed by TASN. **It is the responsibility of the approved traveler to make your flight arrangements at least three (3) months in advance to ensure the best price availability. If the approved traveler chooses to fly instead of drive or vice versa, TASN will only reimburse for the least expensive option and the approved traveler will be responsible for the difference. TASN requires and will reimburse approved travelers flight (airfare) insurance.**
- Vehicle Mileage: Travel by personal vehicle will be at the rate recognized by the State of Texas. Passengers of a vehicle will not be reimbursed for travel.

ii) Meals and Lodging – TASN will reimburse up to the state rate for meals for authorized travel. Receipts are required. TASN will reimburse EC and/or BOD members at the contracted single room rate for all authorized nights for TASN

meeting participation. **It is the responsibility of the approved traveler to reserve their rooms in advance to ensure the discounted group rate will be applied.**

Authorized nights are limited to:

- One night for BOD meetings
- Two nights for Conference
- One night for Leadership Camp
- Two nights for Industry seminar for BOD members who are required to attend.

The motion was passed by vote of the BOD.

Report of Education Committee

Debbie Needham, Chair of Education Committee, reported that TASN, in conjunction with the Texas Department of Agriculture, have outlined classes and qualifications that will now allow ESC's to be able to host workshops and Academies that will receive TASN Certification.

Report of Headquarters

Karen Andrasi, Executive Director of TASN reported accomplishments during the year which included:

- New Certification Program
- TASN partnership with ESC's for training opportunities.
- Area Representatives increased from 7 to 12.

For the Good of the Order

Jamal Hazzan gave notice of an amendment to Section 12.1.3 - Management of Funds – of the Policy and Procedure Manual to be considered at the first Board of Director's Meeting of the 2014-2015 Board on July 2nd, 2014. The amendment would add letter h): The Executive Director may transfer funds between subaccounts of the budget as long as the total amount of the parent account is not changed. The Executive Director shall notify the Executive Committee of any transfer made between subaccounts. There is no financial impact.

Calendar Announcements:

- A. SNA ANC – July 13-16, 2014 – Boston, MA
- B. Headquarters closed for Labor Day, September 1, 2014
- C. TASN Leadership Camp October 3-4, 2014, New Braunfels, TX
- D. TASN 2nd BOD Meeting October 30-31, 2014 Austin, TX
- E. TASN Industry Seminar January 26-28, 2015 Montgomery, TX
- F. SNA SNIC January 11-13, 2015 Phoenix, AZ
- G. TASN 3rd Board Meeting February 18-20, 2015 Austin, TX
- H. SNA LAC March 1-4, 2015 Washington, DC
- I. SNA Leadership Conference April 23-25, 2015 San Diego CA
- J. TASN Annual Conference June 21-24, 2015 Grapevine, TX

Respectfully Submitted,

Laura Mason, MS, RD, SNS
TASN Secretary 2013 - 2014