**23 – 24 March 2024 | AKSNA Board Retreat Minutes**

Posted on [12 March 2024](https://aksna.org/2024/03/12/23-24-march-2024-aksna-board-retreat/) by [Gavin M. Northey](https://aksna.org/author/gmnorthey/)

Alaska School Nutrition Association  
1120 Huffman Rd. Ste. 24  
PMB 791  
Anchorage, AK 99515

23 – 24 March 2024  
23 March: 10:00 a.m. – 5:30 p.m.  
24 March: 8:00 a.m. – 12:00 p.m.

This meeting is in-person and open to new and incoming board members.

**I. Call to Order 10:06 am**

**II. Roll Call**

**Voting Members**

|  |  |
| --- | --- |
| Present | Name and Title |
| x | Gavin Northey, MBA, SNS, President \* |
| x | Tanya Dube, SNS, President-elect |
| x | Trevor Bridgewater, SNS, Treasurer and Past-President (2022-2023) † |
| x | Sandie Ponte, Secretary, and Past-President (2021-2022) ‡ |
| x | Carlos Perez, Chairman, Communications Committee |
| x | Susan Pougher, Chairwoman, Public Policy and Legislation |
| x | Tiffany Kurani, NDRT, SNS, Chairwoman, Nutrition Standards & Education Committee ‡ |
| x | Sue Lampert, Past-President (2020-2021) |

Quorum is established when five or more voting members are present  
\* The President votes only in the event of a tie  
† The immediate Past-President votes in the event that they hold another position with voting rights  
Quorum is established when five or more voting members are present  
‡ Newly elected board members are granted voting rights immediately following election, however, one person may only be granted one vote

**Non-voting Members**

|  |  |
| --- | --- |
| Present | Name and Title |
|  | Tracy Hulett, Member At-large |
| x | Tonia Parfitt, Chairwoman, Awards and Recognitions Committee |

**III. Adoption of Agenda**

**Tanya motioned to adopt agenda as written, Carlos second. All in favor**

**Agenda approved**

**IV. Consent Agenda**

**Tanya motioned to approve, Tiffany second. All in favor**

**A. Minutes of Previous Meeting(s)**

**B. Financial Reports**

**C. Membership Report**

* National,

48,451\_\_ Members down 1.6%

5651 western up 3% (Ak, Am. Samoa, Ca., Guam, Id., Nv., Wa., Northern Mariana Island )

National retention 83%, AKSNA 81%

State members

* + Director: \_\_15
  + Manager: \_\_67
  + Employee \_\_12
  + State Agency: \_5\_
  + Retired: \_\_1
* \_3 expired 8 in grace

Certified and Credentialed National 27%. AKSNA 7%

SNS 3% national, 7% AKSNA

#4 in membership growth for a small affilliate

**V. President’s Report**

Gavin Northey, MBA, SNS

Board orientation is updated.

Need to look into our Code of Conduct and update. Board members need to sign when elected. Executive committee are supposed to vote for chairs.

Following Roberts Rules gives everyone a voice.

**A. Board Orientation**

**VI. Treasurer’s Report**

Trevor Bridgewater, SNS

As of February 29th, Checking $85,740.13 Savings $24,966.70

Couple of outstanding invoices for Vendors. Some payments going out for NLC, LAC, conference and retreat. Will have figures at next meeting April 16th

**VII. Standing Committee Reports**

**A. Public Policy & Legislation**

Susan Pougher

1. **Legislative Action Conference Update**

Amy Grouse and Susan went to LAC. Met with 3 Senators. Talked about bypass mail. Focused on Nutrition Standards and Reimbursement rates from position paper. Final rule coming out April 1st. Talked about milk replacement (lactose free). Can we send a letter to congress asking for 3 tier system. Movement to freeze sodium standards until may. Keeping 1A through SY 26-27. Schools can have low-fat or FF flavored milk.

1. **USDA Updates: How to support SFAs**

Susan Pougher

**3. Advocacy for State-Funded Universal Free Breakfast**

Trevor Bridgewater, SNS

Participation increases with free breakfast. Would attendance increase as well?

**B. Member Services**

Need a committee chair

Awards season is upon us. Notified on 4/1/24.

See above

Susan motioned to amend agenda to include president elect report. Carlos second. All in favor, motioned passes.

**C. Communications**

Carlos Perez

**1. Mush On News**

Carolos Perez

No mush on this quarter. No articles sent in. Have an edition ready to send out after retreat. Using Smores website for new editions.

**2. Web Site**

Gavin Northey, MBA, SNS

Still there.

**3. Social Media**

Trevor Bridgewater, SNS

“gross” pictures attract viewers (butchering moose…) Past 28 days 693 followers, posts reached 162, post engagements 39. Please share info with Trevor for content to put on Facebook… Carly mentioned wanting to do Instagram. During conference is peak time.

1:16 pm meeting back to order

**D. Conference Committee**

Tiffany Kurani, NDRT, SNS

Focus on trainings, subjects, bid writing, inventory, forecasting, DEC how to pass inspections, HASASP training, scratch and speed scratch cooking, round table discussions, how to talk to school boards, how to change recipes, how to hire, wellness policy. Stage a “Chopped” competition for guest chefs. Look into Denina center as well as Egan Center. (owned by same people) for vendors show as well as conference. Captain Cook also an option for conference. Target date by September have things ready, go out in October. Pre- con-Servsafe and SNS and State? Reach out in the next Mush on to districts asking if anyone would like to present. Meet and greet scavenger hunt or Bingo.

Need to buy swag, all our old stuff is gone.

Need to set rates by May.

**E. Food and Vendor Expo Committee (Special Committee)**

Tanya Dube, SNS

Egan Center reserved. Save the date sent to vendors from this year. One person to coordinate with vendors, but with committee.

**E. Nutrition Standards & Education Committee**

Tiffany Kurani, NDRT, SNS

Finished listening to all the trainings in an effort to put together a cheat sheet for new managers. Word document with links for trainings and all kinds of helpful info. To go on our website.

Creating a” bragging” flyer for ASD and would like to do for AKSNA as well.

Tanya: Starting August 1st, Nominating is Past President, PPL is Susan, NS and E is Tiffany (Joan and Tonia), Trevor is Finance, Conference is President Elect Resolution and Bylaws Gavin, State Agency, vacant, Communication Carlos, Members Service, Vacant (Tonia maybe interested, Carlos interested) Special Committee’s Food and Vendors is President, Awards and Recognition, Gavin interested in Chairing. Trevor and Tonia to be on committee.

Tanya nominating for standing committees, PPL, Susan Pougher , Nutrition standards and Education, Tiffani Kurani, Resolution and bylaws, Gavin Northey, State agency remains vacant, Communications and Marketing is Carlos Parez, Members Services Carlos Parez, Resolution and By laws, Gavin Northey.

Special Committees, Tanya is nominating Awards and Recognitions Gavin Northey, Food and Vendor expo, Tanya Dube

Put before the Board

No discussion

All in Favor Motion carries.

SNA calls Nominating committee the Leadership development comm. Interested in combining members services and communications (Membership and communication) To discuss at next board meeting to bring to January meeting.

**VIII. Ad-hoc Committee Reports**

**A. Contract Executive Director Committee**

Gavin Northey, MBA, SNS

Not viable to combine states.

Meeting Adjourned for the day at 5:29pm

Meeting called to order at 8:18 am

Possibility of using WHOVA for registration? Trevor; keeping same software as last year (stripe?) Maybe do Facebook chat groups for conference.

**B. Awards & Recognition Committee**

Tonia Parfitt

Looking at extending deadline for High School, adding some criteria for social media. (Currently require an essay maybe a choice of that or Social Media post. Text, video, pics…Gavin suggests getting rid of the essay portion.

**IX. Unfinished Business**

No unfinished business

**X. New Business**

**A. Bylaws Amendment 2024-04**

Gavin Northey, MBA, SNS

[Bylaws Amendment 2024-04](https://aksna.org/about-aksna/bylaws-proposed/)

An amendment to update the numbering schema, update the format of the Bylaws to be web-first and ADA-accessible.

The numbering schema shall be:

1. Article: Uppercase Roman numeral
2. Section/Paragraph: Decimal
3. Subparagraph: Lowercase letter
4. Clause: Lowercase Roman numeral
5. Subclause: Decimal
6. 2nd Subclause: Uppercase letter

This amendment may be adopted by the Board of Directors without a vote of the membership p;ursuant to Article XII Section B, Paragraph 2 of the Bylaws.

Tiffany motions to amend the by-laws formatting, Carlos second.

All in favor, motion carries

**B. Alaska Food Policy Council Member**

Trevor Bridgewater, SNS

Tiffany will reach out to see if an AKSNA board member should be on the council.

**C. New Director Support**

Susan Pougher

Already done.

**D. Creation of the School Nutrition of Alaska (SNAK) Foundation 501(c)3 – Planning Phase and Encumbrance of Funds**

Gavin Northey, MBA, SNS

Gavin showed presentation.

Tanya motioned to create special committee to look into the viability of 501(3) SNAK. Tanya motioned to chair this committee, Tiffany second.

Discussion- look into SNA and other organizations with similar

Call for a vote-All in favor Motioned passes.

**E. Bylaws Amendments**

Tanya Dube, SNS

Nothing to add

**F. Budget Requests FY2025**

Trevor Bridgewater, SNS

Adding encumbrance of SNAK into budget.

Delete ALASBO trip.

Alternative being Principles conference or Supt. Conference. Trevor suggests doing a video or info graph to send to both. Tiffany and Tanya to work on it. Trevor-collaboration from members. 10 second videos, outdoor landscapes, voice over. Tiffany, montage of video, pics of staff to run on a loop during conference.

Alternative to drobox, possibly Office 365. Use 365 email for AKSNA.

**G. Board Manual and Procedures**

**1. Conference Manual**

Tanya Dube, SNS

Used to have a conference folder in drop box. Would like to recreate conference manual, what to do and when. Checklist, outline…

**2. Finance Manual**

Gavin Northey, MBA, SNS

At this point, we have about a third of an update that I started last year

We need to make some decisions if there are specific finance procedures that need to be updated now, and decide if there is any timeline on the completion of the remaining Finance manual

Draft a travel policy for now.

Try to set up meetings with politicians outside of LAC.

**3. Other manuals / procedures**

Tonia Parfitt / open to anyone

**XI. Announcements / Good of the Order**

**XII. Adjournment Susan moved to adjourned, Carlos second 10:33am**

The next meeting will be 16 April 2024