

UBC Executive Committee Meeting Notes

December 11, 2007

February 19th—Amy Spangler

Registration—Cost, process for registration – Have over 30 registered so far. Marie and Russell to sit at Registration table from 7:15 or 7:30 to 9:00 (check-in, make sure paid, everyone needs to sign same sheet, receive folder, lunch ticket and Name Badge – Emily to create)

- Email with info has been sent to UBC members, WIC, Childbirth educators, doula's
- Coordinate communication with other groups and make sure we don't miss anyone (WIC, colleges/universities, hospitals—NICU, labor and delivery, postpartum units, lactation depts.) Elizabeth and intern Russell will compile list and contact by Jan 1. To email, not fax, since paper stops there and doesn't get passed on.

Folder – Phyllis, Cara, and Emily to take care of. Will contain Amy's information, something from Medela, an Evaluation and Bookmarks (Emily to create and RPH to fund)

Breakfast, Breaks – Elizabeth taking care of

Door Prizes – we have 2 medela pumps, Russell and Elizabeth to look for others. Need letterhead from Emily (add LLL of Utah & Midwives) for letter. Elizabeth to use letter from her last conference. (ideas of places: Café, Book Stores, Massages, pedicure, etc.)

Topic for Amy and Grand Rounds—sent to Karen Gunning – applied for one IBCLC credit.

IBCLE credits—Finish Application and send in check – for next time need 60 business days not calendar days. May have to mail certificates if do not receive approval before event.

Medela sponsorship—finalized, should get notification/funds soon – received today.

WIC Sponsorship—amount to be determined – Phyllis still working on

Working sessions—USBC update, Blueprint, distribution of resource guides (Utah libraries), 5 minutes for Recruitment for Committees—Specific goals/objectives, get everyone to write one thing they want to get out of UBC Membership. Lisa, Patrice & Elizabeth met last week to develop a strategic plan – not finished, but came up with some goals and ideas. Will finalize first of the year. (Talked about 2 educational opportunities for credits per year, Kelly Garrett offered for 2008.)

Bylaws and 501c3 status—Utah Non-Profits Association; still trying to track down Articles of Incorporation; reworked bylaws to get rid of Executive Committee and deleted dues dollar amounts; once ready to vote on bylaws will need to determine process for doing this (email new bylaws to current members and let them vote at our general meeting (coinciding with Amy Spangler?) Unable to find a paper copy of the Articles of incorporation – hoping can find one. Ask Sonya to take this on.

USBC Meeting for State Coalitions January 26-28

We will present about the Breastfeeding Café—a one & ½ hour presentation; introduce with a discussion on social marketing and then talk about planning of Café and execution; allow attendees to break into small groups and discuss ways they could apply principles in their state/territory. Lisa, Elizabeth, and Patrice work together to create a PowerPoint presentation by Jan. 3.

Train The Trainer Session January 25-26th—We have been invited to attend! Elizabeth and Judy to attend for Utah.

Ballot for 2008—election will close on December 15th. Have had ¼ of current membership vote so far.

Annual Report—Thanks for all the submissions—still waiting on Lisa and Patrice and final membership number – will need right before printing (pdf).

Formal Response for Dr. Moench’s talk based on evaluations and board opinion. Lisa to draft a letter – will pass around to UBC Board before sending – concerns about message given about breastfeeding. An email is being sent to coalition membership and friends with links for information on formula contaminants.

Look at dates for 2008 **leadership retreat** in March – Patrice will send out a couple of dates to new leadership.

Mail routing – to change forward to Patrice from WIC.

2008 Leadership—2007 Leadership, please meet with the person who will replace you to hand off any materials and to discuss processes already in place; please do this close to the first of the year (or as soon as you can).

- President—Patrice Isabella
- President Elect—Elizabeth Smith
- Secretary—Melissa Knighton
- Treasurer—Marie Nagata
- Committee Chairs
 - Nominating and Membership—Elena Stevens
 - Promotion and Marketing—Heather Hendriksen
 - Education—Cara Munson
 - Policy—Sonya Fowles
 - Human Milk Bank Task Force Coordinator—Nicole Bernshaw

- Ban The Bags Task Force Coordinator
- Worksite Lactation Program Task Force Coordinator—Kathy Pope
- The Breastfeeding Place co-chairs