



EXECUTIVE BOARD MEETING

March 19 2009

'The mission of the Indiana School Nutrition Association is to offer its members professional development opportunities, promote public awareness and address legislative issues in order to provide quality nutrition programs for schools and the communities they serve.'

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| 1. Call to Order | Linda Kay Aemmer President |
| 2. Pledge of Allegiance & Reading of Mission Statement | Jan Black President Elect |
| 3. Organization of Materials | |
| 4. Roll Call –
Confirmation of a Quorum | Sara Gasiorowski, Secretary |

ISNA Roll Call

Position	Name	Mar. 19
President	Linda Kay Aemmer	X
Immediate Past President	Hattie Johnson, SNS	X
President Elect	Jan Black, SNS	X
Vice President	Amy Anderson, RD	X
Secretary	Sara Gasiorowski, SNS	X
Treasurer	Tracy Huser	X
Chair of Reg Representatives	Betty Huddleston	X
Reg. Representative I	Diane Schweitzer, SNS	X
Reg Representative II	Celeste Dooms	X
Reg Representative III	Lori Gerke	X
Reg Representative IV	Diane Stiening	X
Reg Representative V	Sadie Higginbotham	X
Reg Representative VI	Frances Arnold	X
Reg Representative VII	Betty Huddleston	X
Reg Representative VIII	Carla Angel	e
Reg Representative IX	Susan Wood, SNS	X
By-laws & Policy	Jan Swander	X
Membership Chairperson	Linda Hobbs	X
Certification Chairperson		
Ind Advisory Council Chair	Julie Moore	X
Single Unit Chairperson	Collen Hostetler	X
Multi Unit Chairperson	Linda Eidson	e

State Agency Rep	Mike Gill	X
Nutrition Ed Chair	Kathy Kane, SNS	X
Legislative Chairperson	Katie Rogers, RD	e
Association Services	Carol Costerison	X
Exhibits Chair	Theresa Kietzman, SNS	X

5. Introduction of Guests: Linda Aemmer
 Lori Miller from Bloomington New Technology HS in Bloomington
 Shirley Alexander from Jennings Coutny HS

6. Reading of Minutes from November 2008 Board Meeting Sara Gasiorowski,
 Motion to accept the minutes as presented: Colleen Hostetler; 2nd Amy Anderson. Motion carried

7. Treasurer Report Tracy Huser

Financial Status:

<u>Account</u>	<u>Amount</u>	<u>Date</u>
Checking	\$51,862.14	3/18/2009
Savings	\$ 1,284.29	2/27/2009
CD	<u>\$54,052.59</u>	2/27/2009
Total:	\$107,199.02	

Motion to accept the Treasurer's Report: Jan Black; 2nd: Amy Anderson. Motion carried.

8. Immediate Past President Report Hattie Johnson

Officers for 2010:

Vice President: Sara Gasiorowski
 Secretary: Diane Schweitzer
 Reg. Rep 1: Teresa Kietzman
 Reg. Rep3: Patricia Ramsey
 Reg. Rep 5: Sadie Higginbotham
 Reg. Rep 7: Jay Turner
 Reg. Rep 9: Shirley Alexander

Approximately 200 ballots were received. A discussion was held regarding methods to improve voting. Suggestions included using Survey Monkey, and this will be investigated.

9. President's Report Linda Kay Aemmer

Thank you from Linda for cards, letters, visits and prayers during the past several months. It is very much appreciated.

Meeting Date Change:

Board Meeting on May 27, 2009 with Strategic Planning in the afternoon.

10. President Elect's Report Jan Black,

2009 Conference update:

Very busy with the final details of conference.

- Showed t-shirts, bag, mugs and ways & means items
- Excess inventory from previous ways/means will be sold at conference at the "double dollar" table
- Silent (Chinese) auction for the Portage Food Bank. Still need items for the auction

The 2009-2010 Executive Board and Committee Chairs were presented for approval:

President	Jan Black, SNS
Immed. Past President	Linda Kay Aemmer
President Elect	Amy Anderson
Vice President	Sara Gasiorowski, SNS
Secretary	Diane Schweitzer, SNS
Treasurer	Tracy Huser
Regional Rep Chair:	Theresa Kietzman
Reg. Rep I	Theresa Kietzman
Reg. Rep II	Celeste Dooms
Reg. Rep III	Patricia Ramsey
Reg. Rep IV	Dian Stiening
Reg. Rep V	Sadie Higginbotham
Reg. Rep VI	Frances Arnold
Reg. Rep VII	Jay Turner
Reg. Rep VIII	Carla Angel
Reg. Rep IX	Shirley Alexander
Bylaws/Policy:	Jan Swander
Membership	Linda Hobbs
Certification	Vickey Coffey
Industry	Tim Christianson
Legislative	Jennifer Titus (McFarland)
State Agency	Mike Gill
Single Unit	Colleen Hostetler
Multi Unit	Cindy Licciardone
Nutrition Chair	Emily Mattern
Professional Dev.	Kathy Kane
Exhibits Chair	Theresa Kietzman
Association Services	Carol Costerison

Motion to accept committee share: Diane Schweitzer 2nd: Colleen. Motion passed

Reminded board to submit items for Silent Auction at Board Meeting in May. Jan will be checking to see if there is a theme for the SNA auction.

11. Vice President's Report Amy Anderson
Conference 2010: Conference will be held in Ft. Wayne at the Grand Wayne Center on October 21-23. Amy is working on committee chairs for the conference.

Written report: Attended the Professional Development Committee meeting to plan training opportunities and new programs for ISNA members. A multi-year calendar has been developed with exciting new programs.

12. Legislative Katie Rogers,
LAC: In the absence of Katie Rogers, Sara Gasiorowski shared the highlights of the 2009 LAC. The conference had excellent speakers – including new USDA Secretary Tom Vilsack, and the Hill visits were some of the most successful ever. Everyone was encouraged to keep on reauthorization information.

13. Membership Linda Hobbs

Spring Membership Drive: Spring Membership Drive has started, and we are a long way from our goal which is 1192. We did pick up 2 new members and 1 reinstated at the spring workshop in Carmel.

- November: 1139 members; gain of 15 new -3 reinstated and 12 cancelled.
- December: 1128 members; gain of 4 new – 1 reinstated and 16 cancelled.
- January: 1119 members; gain of 3 new -2 reinstated and 14 cancelled.
- 11 groups with 100% membership

14. Certification Linda Hobbs

- Requesting certification units – please do this in advance
- Form to submit – check on the website
- Certification numbers:
Goal for Certification is: 470

November: lost 13 for certification. Level #1 – 397; Level#2 – 11; and Level #3 – 42.
SNS Credential: lost 2; goal is 32 - now have 29.

December: lost 6 for certification. Level #1 – 392; Level #2 - 11 and Level #3 – 42.
SNS Credential: no change from November.

January: lost 4 for certification. Level #1 is 388; – Level #2 is 11 and Level #3 is 42.
SNS Credential: no change from November.

- Thinks there is confusion with new certification guidelines. Members need to keep their documentation for meetings attended in case they are asked by SNA for a review.
- Linda Hobbs will go back and review the policy and current forms for getting workshops/training etc for approval.
- Susan Wood made a motion to have all certification go through the certification chair. No 2nd, motion failed.

15. Multi Unit

Linda Eidson,

Written Report:

The ratings and comments from the evaluations for the Multi-Unit/Industry Seminar on November 14, 2008 were very positive. Julie Boettger was rated as an excellent speaker and the information presented rated as very useful. Participants liked the hands-on, practical approach of her presentation. Participants enjoyed the networking opportunities presented by the industry spotlight and exhibits.

Specific comments and suggestions from the evaluation sheets are in the written report. Main suggestions were to offer handouts of the power point presentation and shorten the combined time frame for lunch and exhibits

16. Single Unit

Colleen Hostetler

- Written report: Comments and evaluations in the written report
- Total revenue: \$16,075.00 – still have \$975.00 outstanding of that amount
- First part on marketing was liked an “infomercial” – not tying it in as we hoped

17. Nutrition Education

Kathy Kane,

Professional Development update: written report

Members of the Professional Development Committee met on February 20 at the home of our most gracious hostess, Diane Schweitzer. A full day of brainstorming and enthusiastic conversation resulted in a long term planning calendar for professional development opportunities. New for this year will be the *Leadership Academy for School Cafeteria Managers*: A 16 hour course designed specifically to meet the training needs of school food service managers to lead their cafeterias with skill, imagination and confidence.

“We manage *things*, we lead people.”--Jan Black

18. Bylaws & Policy

Jan Swander

Distribution of Bylaws and Policy: e-mail vote for bylaw changes to be approved at the annual business meeting at conference

- Reviewed bylaw changes for approval at the business meeting
- Handed out updated policies that have been approved. A complete policy handbook will be distributed at the May board meeting.
- Chapter bylaws need to be reviewed and updated next year
- A motion was made by Betty Hudleston to approve a new chapter Monroe County School Nutrition Association, a part of the ISNA and SNA, and be known as Chapter 14. They have submitted all of the required paperwork. 2nd by: Colleen Hostetler. Motion carried
- Hattie Johnson requested a copy of the signed application for affiliation.
- The application/affiliation papers in policy (8.1) need to be updated.

19. Industry Advisory Council

Julie Moore

- New IAC members will be elected at the IAC meeting on March 19.
- Fund Raiser: made a profit of \$1,882.82
- IAC will be finalizing the next fundraiser at the March 19 meeting.

School and Community Nutrition Changes:

- In early February, seven staff members were released due to the IDOE reorganization process. Since that time, several staff members have had to take on additional duties or change positions. One additional staff member will retire by the end of March. The position will not be filled. Two of the most significant changes are in the areas of claims for reimbursement/meal reporting and procurement assistance and monitoring.

Multiple Direct Certification Searches:

- Direct Certification can and should be used throughout the school year as often as needed.

NSLP Food Service Equipment Grants:

- As part of the American Recovery and Reinvestment Act of 2009, Indiana will receive \$1,937,595.00 for distribution to school districts under competitive grants for the purchase of food service equipment. A grant application will be available to all School Food Authorities in the near future. The goal is to develop an on-line application. The funds are to be distributed by June 8, 2009 and expended by September 30, 2009

Procurement Monitoring Changes:

- Due to staffing reductions and a desire to lessen the paperwork and timing burden at the local level, the State Agency will no longer be requiring all SFAs to submit all bid documents for review. Instead, only bids and other documents involving Food Service Management Companies will be submitted to the State Agency prior to and following the bidding process. Additional information will be forthcoming shortly.

Food Distribution Program Update:

- We are seriously considering eliminating the protein percentage restrictions on the USDA foods survey for SY-11. Of course, there is no guarantee that all requests can be honored. We will continue to balance requests with funding, processor inventories and delivery options. We anticipate using this approach to see how it works for all recipient agencies.
- Interstate Cold Storage will be the new distributor for regions 1, 3 and 4 beginning July 1, 2009. At this time, we anticipate that Ludwig Fish and Produce Company will continue USDA food deliveries during SY-10 under a subcontract with Interstate Cold Storage.

Team Nutrition and Other Resources:

- The "new" School and Community Nutrition Lending Library is available on-line.

Survey:

- If you did not receive the training needs survey, you can still complete it by visiting the following web site at (<http://www.doe.in.gov/food/training/welcome.html>) and selecting the appropriate link.

21. Association Services

Carol Costerison

- Finalizing plans with Jan Black for the conference in April
- Food For Thought : Spring issue deadline – March 27
- Multi Unit – November 2008: 80 registered; profit to date: \$7,916.87
- Industry Event, November 2008: 76 registered; profit: \$1,887.82

22. Chair – Regional Representatives

Betty Huddleston

Everyone is getting ready for conference.

Regional Representative Reports:

23. Regional Representative I

Diane Schweitzer

Highlights from written report:

From Lake Central Schools, Holly Slavens, FSD:

- We are starting some major renovations at LCHS beginning this weekend! In August, we will return to new enlarged walk-ins and dry storage, a new serving area and expanded cafeteria! Our students will go from the current six serving lines to 12!
- We have seen roughly a 25% increase in the number of families applying for meal benefits this year, I am sure due to the region's economy. We will need to take a hard look at our budget for next year, including lunch pricing and food costs to deal with the shift from ala carte sales to NSLP.

From Hobart Schools:

- Diane Schweitzer, Hammond FSD, presented a workshop on employee safety in the kitchen to the Chapter 25 group.

From Hanover Schools, Dana Bogathy, FSD:

- The Vocational Conference I attended was TOO COOL. I teamed up with Executive Chef Ferrell from the Briar Ridge Country Club to present a segment on Working in the Culinary Arts Field. We answered questions, discussed career options & paths, discussed necessary skills going into the

field, challenges etc. We also demo cooked a sun dried tomato angel hair pasta for them. The students loved it and I had fun, too.

From Diane Schweitzer, Hammond FSD:

- St. Catherine of Siena School will close at the end of the school year due to declining enrollment and escalating costs. This was the first year for the school to self-operate their own foodservice program. The foodservice program was very successful, and the school community is very devastated at notice of closure.
- St. Casimir Elementary School continues in their first year of foodservice self-operation to the delight of their parish community. They hope to expand services to include a summer child nutrition program and an after school snack program in the Fall.

24. Regional Representative II

Celeste Dooms

- Several northern Indiana Food Service Directors attended the IASBO meeting for school food service held last week. Gloria Burnam from Plymouth Schools reported that the meeting was very informative and was glad she attended.
- John Glenn School Corporation started an online lunch payment program this month. Parents are pleased to be able to view their child's account and hopefully this will eliminate some of the students coming with no lunch money.

25. Regional Representative III

Lori Gerke

Fort Wayne Area Chapter 6

- Chapter 6 meeting was held on 2/10/2009 at North Side High School (Fort Wayne Community. Kerri Zurbach from City Walk presented the program on getting school involvement. Other programs available for schools, businesses, work, retirees and the list go on. You can visit www.citywalkc.org for more information.
- March 10 meeting was hosted by Cedar Canyon School (Northwest Allen County Schools. Officers were nominated for April installation. Sara Winans from Kroger Food Store presented a program and answered many questions on produce, what to look for and when to buy.

Northeast Indiana Chapter 20

- February 23: Meeting was held at Avilla Elementary, East Noble School Corp. School Nutrition department provided the meal. Michael Miller from SMART Systems provided the program.
- March 16: Meeting was held at Garrett-Keyser-Butler Schools on March 16. EJ Smith, a School Nutrition provider at Paul Harding High School EACS, spoke. She was 2005 Volunteer of the year for the state of Indiana and one of the few women volunteers in our state. EJ spoke on safety and her experiences.
- Chapter 20 will be donating \$100.00 for Chinese Auction, Chapter 6 will have a basket

26. Regional Representative IV

Diane Stiening

Chapter 23 did not have a meeting to attend since the last board meeting.

Frankfort School Corporation

- **Who Am I Wall** at Suncrest Elementary School? Each café worker had their picture taken and posted them on the Cafeteria wall. As the students are waiting in line they are looking at the wall and trying to solve the trivia question for the day about one café worker. Some of the trivia questions: What staff member has 5 brothers and 2 sisters? Who has a cat named cookie? Which café worker is named Nancy? The next day on the wall the answer is revealed with an arrow showing the café worker that fits that trivia question. The students can't wait to answer the next trivia question. This wall has created a better interaction with the café workers and students.

Delphi Middle School

- Delphi High School and Middle School have expanded their breakfast program this year. They are offering more choices each day for the students to choose from. Each morning the students can have a choice of cereal, pop-tarts, donut holes, yogurt, hot breakfast pizza or the breakfast entrée for the day. According to the Food Director the breakfast counts are going up every month since choices have been added.

27. Regional Representative V

Sadie Higginbotham

- I attended Chapter 36 meeting on March 3rd. Debby Zaring did the presentation on the way she does things in her kitchen. She is a manager at a middle school in Greencastle. Linda Nelson, Food Service Director, says meal count has gone up 100-150 per day. Debby's presentation was very interesting and she had a lot of good ideas. They discussed State Convention and a basket they would bring.
- Chapter 21 Hosted Jerry Hardisty from "Board of Governors" Shriners Cincinnati Hospital for Children. He did a presentation on how the Shriners help children and their families. He had 2 heart warming DVD's we watched and he talked about the people in the video. He talked about all the new research being done the skin grafts. Chapter 21 made a donation of \$300.00 to the Shriners Hospital. They also will donate \$300.00 to Hospice of the Wabash Valley. Money also through fund raiser this year will be used to pay 8 members registration to go to State Convention in Fort Wayne. Chapter 21 will also have a money tree/gift certificate tree for the Chinese Auction.

28 Regional Representative VI

Frances Arnold

- Chapter 40 continues to meet. We have held classes on Preparing Pasta, Rice and Grains; a session on Preparing Cakes; and one session on Making Yeast Breads. We have plans to do a class on Safety in the Kitchen.
- I have not received any reports from other schools in the District. I have sent e-mails to them and have forwarded legislative information to them.

29. Regional Representative VII

Betty Huddleston

- Decatur County hosted the McFarling's commodity school show.
- North Decatur School is interested in starting a new chapter
- Anderson Community Schools will be closing 4 schools at the end of the school year.
- Betty has 2 recipes in Taste of Home recipes books!

30. Regional Representative VIII

Carla Angel

- **MSD of Mt. Vernon**
 - Mt. Vernon High School had their Academic Honors Banquet. A young man that was being honored at the banquet was asked which educator had had influenced him the most in his four years at MVHS. His reply was Betty Mann because she had always been there to encourage and listen. Betty Mann is a café employee at MVHS. She runs the cash register at breakfast and lunch and the majority of the students have a relationship with her. How wonderful to have a student share at an Academic Honors Banquet and honor a café employee this way!

Chapter 5- Evansville School Nutrition Association

- On Feb. 12th the ESNA toured Evansville Dream Center. ESNA has donated to this charity in the past. It is a feeding center. The April meeting will be the election of Officers and Committees. And the April meeting will of course be our Spring Banquet.

Warrick County School Corporation

- The Warrick County School Corporation is in the midst of construction of the new Castle South Middle School. The kitchen is taking shape and new equipment will begin to arrive the first of April. Dee Dee Miracle will be the new Café Manager at this school. We are in the process of hiring for all the other kitchen positions at CSMS. CSMS is expected to be fully operational for the beginning of the 2009/2010 school year.
- WCSC Food and Nutrition Department is in the process of restructuring from a Junior High system to a Middle School system. We are hard at work trying to staff all schools according to projected student enrollment at each school.
- Castle High School is to go through the process of some remodeling this summer. We are about to send out bids for this project. Needless to say it has been a very busy year.

Evansville Vanderburgh School Corporation

- Evansville Vanderburgh School Corporation is in the beginning stages of building a new high school and will also be restructuring .

Chapter 17 – No Report**Chapter 29 –**

- Chapter 29 in Jennings County held its annual Christmas party and ornament auction, and gift exchange in December at Johnny Carino's Italian Restaurant. Christmas gifts for two needy siblings were purchased, wrapped, and delivered to the local Coordinating Council. The children were pleased and appreciative of their gifts.
- Sand Creek Elementary had a luau on January 23. The cooks constructed a lighted waterfall, complete with tropical plants around it for the students to enjoy. The serving line, cafeteria, and each dining table were decorated with luau decorations. A delicious Hawaiian menu was served, topped off with each student receiving a special cupcake with a colorful umbrella in it.
- Several Jennings County schools celebrated Chinese New Year on January 26 with a special menu, decorations, and outfits. Several schools will also serve football shaped chicken nuggets and football helmet cookies in honor of the Super Bowl.
- Chapter 29 held their annual Spring Banquet and Installation of Officers on March 5 at a local Mexican restaurant. Cindy McNeely is President, Linda Allen is Secretary, and Shelia Roberts is Treasurer. The President-Elect position is open at this time.
- Scholarship applications are being accepted from graduating JCHS Seniors who are children of JCSNA members, employees of the JCSC Food Service Department, and students who will be studying Culinary Arts in college next year. Winners will be determined after the April 1 due date.

Chapter 30 – No Report**Emily Mattern, RD, Food Service Director for Sunman-Dearborn Community schools reports –**

- February 20 Sunman Elementary School kicked off the CATCH program. Coordinated Approaches to Child Health (CATCH) is a program that includes classroom curriculum, physical education class, cafeteria, and parent involvement. Margaret Mary Hospital in Batesville is coordinating the program for schools in Ripley County. Students assembled in the cafeteria for their first "Fresh Fruit Friday". Students were to bring fresh fruit from home for a snack. Then Nurse Lori from Margaret Mary Hospital did nutrition and physical activity demonstrations and talked about the CATCH Program. Food Service Director, Emily Mattern told the children to watch for "slow", "go" and "whoa" signs on foods served in the cafeteria. Also the monthly "Try It Tuesdays" in the cafeteria will continue, where they will be encouraged to try a new food.

32. Chapter President's Reports: no reports

33. Old Business
none

Linda Aemmer

34. New Business

Linda Aemmer

Jan Black: due to date change of conference, Amy Anderson will not be installed until October 10, 2010. All newly elected officer terms will be longer than 1 year for this year. The fiscal year will stay the same. New board term will be November – October of each year.

Carol's evaluation: Carol Costerison's review by the Executive Committee was rated excellent, and she has stated that she will not accept a pay raise for the next year.

Colleen Hostetler moved to retain Carol Costerison as the Association Services Rep; 2nd by Betty Huddleston. Motion carried.

35. Announcements - none

36. Motion made by Diane Schweitzer to adjourn the meeting; 2nd by Colleen Hostetler. Motion carried