

SEFA Council Executive Committee Meeting  
Thursday February 28, 2013 (conference call)

Council members present on the call: Maria Harple, Cornelia Mead, Nick LaMorte, Kathryn Pantaleo Jessica Wangelin, Caroline Westbrook. Statewide SEFA Council Director, Suzanne Maloney.

1. Approval of the minutes from January 14 – minutes were approved with one correction
2. Vote to seat remaining council members
  - a. Moved and seconded to seat the remaining council members who have now been approved by their committees (Cornelia, Cherice, Cornelia). Motion carried
  - b. Wayne Rabideau is now the alternate council member for his region, and Cherice Granger is the Council Member.
3. Review of Statewide applications
  - a. Completed applications – 62 on this list. Moved and seconded to accept these applications. Motion carried.
  - b. Incomplete applications – 26 on this list, but two have “non-fatal” errors per Suzanne. Moved and seconded to reject the applications of 24 of the incomplete applications, approving only The Navigators and The NY Coalition for Healthy School Lunches. Motion carried
  - c. Applications with High AFR – over 25%. Moved and seconded to reject the applications of agencies with AFR over 25% - there are 7 of these. Motion carried.
4. Recertification – change of process
  - a. A proposal for a change to recertification process for 2013, until the electronic process is in place (for the 2014 campaign), the handling of 4,500 recertifications is onerous. Federations have asked in the past to be allowed to participate and review the recertifications for their members. This plan will allow the federations to recertify their members, leaving only about 1,000 recertifications to be reviewed by the Council’s staff (the independent agencies not in a federation).
  - b. Moved and seconded to approve the change to the recertification process for 2013. Motion carried with one abstention.
5. Awards Committee:
  - a. Nick proposed creating (or re-creating) a SEFA awards committee, which Wayne would like to chair. Wayne proposes selecting a member from each committee to an award committee.
  - b. Following discussion, it was moved and seconded to appoint Wayne chair of such a committee. The motion was defeated (3 against, 3 in favor).
6. Assignment of data collection to council members:
  - a. Some local coordinators have not been responsive to repeated Council requests for required documents. The Council members have been assigned the task of requesting the requested documents.

- b. Documents include: committee by-laws, committee conflict-of-interest statements, in addition to committee budgets. Suzanne can provide templates.
  - c. Moved and seconded to ask Council members to follow up with their committees.  
Motion carried.
7. Discussion – A proposal was put before the Council to develop a statewide template for an MOU to be used with all FCCM's so they are uniform and comply with the regulations. The Council was in favor of Suzanne drafting this document.

Meeting adjourned at 2:35 pm.

Respectfully submitted, Cornelia Mead, secretary.

2/28/2013