

**Utah Breastfeeding Coalition
Retreat at the UDOH Cannon Building**

1/9/07

11 am – 3 pm

Final Minutes

Present: Phyllis Crowley, Kelly Davis Garrett, Lisa Harper, Patrice Isabella, Ellen Kitzmiller, Marie Nagata, Erica Pehrson (Dietetic Intern), Kathy Pope, Elizabeth Smith, Emily Waddoups

Recorder: Phyllis Crowley

| Discussion Item | Action/Follow Up |
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| Introductions | All present introduced themselves and where they work...a getting to know one another. A wonderful healthy lunch was provided as we all engaged in a brainstorming activity. This activity included answering 2 questions. First, What do you like about UBC? And, second, What do you wish for? |
| Recognition of Past President- Kelly Garrett | Lisa Harper honored Kelly Garrett with gifts and an award to say Thank You for her dedicated service as President of UBC last year. |
| Results of Brainstorming Activity | Responses to first question: 1. Networking, education, community 2. Encouraging natural infant/child nutrition 3. Bringing people together for a common goal 4. Enthusiasm and persistence of UBC Executive Committee members 5. Networking & Breastfeeding Café was great! 6. Working together to promote breastfeeding |

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| | <p>Responses to second question:</p> <ol style="list-style-type: none">1. A common focus and direction to meet our goals2. Increased membership & increased visibility for coalition3. Increase active members4. Educate providers5. Better communication6. More active UBC members7. Utah Milk Bank8. Expand membership statewide & initiate regional UBC Groups (Logan, St. George and Provo, possibly) |
| <p>Business- Lisa Harper</p> | <p>Lisa Harper opened by asking for feedback on several issues:</p> <ol style="list-style-type: none">1. communication<ol style="list-style-type: none">a. 2nd Tuesday of every month begin at 12 noon (Executive Committee will meet every month at 11 am, but general UBC meetings will be quarterly and as decided by Committee at 12 pm)b. For the even months of 2007 there will be a US Breastfeeding Committee Teleconference and these meetings will be scheduled in the Cannon building in room 132 (meetings will be scheduled for Cannon building by Kathy—she said she would check if 132 is available, but it turns out we will meet in 401 most months and 101 in December for the Teleconference); the Executive committee will meet at 11 am prior to each Teleconferenceb. For the odd months of 2007 the meetings will be scheduled at |

44 North Medical Drive (rm-TBA when Patrice is able to schedule a room)

- e. There will be no meeting in the month of December
2. The Breastfeeding Café will be offered again during the entire month of August
3. A speaker CEU event will be scheduled in September or October 2007—possibly in conjunction with the Baby Friendly Site Visit at UofU or with the WIC VENA speaker event—Elizabeth will try to get more info about Baby Friendly Site Visit and Phyllis will try to get more info about WICs speaker
4. Project Proposal Form- should it still be used; it was considered that this form would be necessary for large, major events that required significant expenditures and/or resources
5. A significant expenditure should be considered \$50.00 or more (which should be cleared with Executive Committee)
6. 2006 Annual Report:
 - a. card announcement to be developed by Lisa, Phyllis and Emily
 - b. to be posted on the UBC website by 1/31/07
 - c. card to be mailed to 2005, 2006 and 2007 UBC members, as well as Breastfeeding Café attendees and Intermountain Pediatric Society
 - d. Kelly suggested that a color version of the 2006 Annual Report be mailed to VIPs such as:
 - Governor Huntsman
 - Dr. David Sundwall
 - Lois Bloebaum
 - Library Contact
 - Barbara Behrman

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| | <ul style="list-style-type: none"> - Natural Childbirth Coalition |
| <p>Membership Report- Emily Waddoups</p> | <p>Emily Waddoups reported that our 2007 membership is 27.</p> <ul style="list-style-type: none"> - Kelly Garrett submitted a 6 year membership fee - Ellen Kitzmiller submitted membership fees for 2 |
| <p>Treasurer Report- Marie Nagata</p> | <p>Marie Nagata provided a 2006 Financial Statement. The Money Market Balance as of 12/31/06 is \$3,107.01. The Checking Balance as of 12/31/06 is \$1,690.00.</p> <p>Marie needs to reconcile a check and obtain an August Financial Statement from the bank.</p> <p>Assets:</p> <ul style="list-style-type: none"> -Barbara Behrman books will be returned for a refund while the Coalition will maintain only about 15 - Promote Breastfeeding Bracelets will be given away with Resource Guides - Resource Guides - T-shirts will be used as door prizes during this year's Breastfeeding Café - Two electric breast pumps will be used as prizes |
| <p>Current Issues - Reimbursement of electric pumps</p> | <p>Elizabeth Smith reported that Insurance Carriers are now covering electric breast pumps with a minimal co-pay. It was suggested that a "Thank</p> |

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| <p>Education Committee Report- Elizabeth Smith</p> | <p>Elizabeth Smith reported that she now has 6 members in the Education Committee. And, they are now deciding on their routine of meetings, times and locations. They plan to continue their focus of education of health care providers during the 2007 year.</p> <p>Emily Waddoups and Phyllis Crowley agreed to set up a UBC exhibit at the Utah Dietetic Association Conference scheduled 4/12-4/13, 2007 at the Davis Conference Center. This is a great educational opportunity to reach Registered Dietitians.</p> <p>Lisa Harper asked Elizabeth and the education committee for a one page Breastfeeding Resource List that could be shared with health care providers.</p> |
| <p>Marketing Committee- Kathy Pope</p> | <p>Kathy Pope reported that Cindy Woolley wants to join this Marketing committee.</p> <p>Kathy provided some venue ideas for marketing UBC including, “Mommy & Me”, playgrounds, and Chiropractors’ offices.</p> <p>She is also working on a questionnaire to be posted on the UBC website to obtain information from members and non-members related to desired functions, activities and goals.</p> <p>The Worksite Breastfeeding Promotion Packets were a big success and these will continue to be distributed this year.</p> |
| <p>Policy Committee- Ellen Kitzmiller</p> | <p>Ellen Kitzmiller stated that her committee goals for this year included:</p> <ul style="list-style-type: none"> - obtaining 501c3 non-profit status - revising our current By-laws to model according to the terminology specified in the Utah Non-Profit Organization Act. |

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| Other Issues for 2007- All | <p>Emily Waddoups that she would work on a generic UBC business card that any Executive Committee member could use by simply including a blank line for any name and contact info.</p> <p>A priority goal is to increase our membership, as well as involvement.</p> <p>Kathy Pope stated that we should consider PSA Training offered by Zion Printing.</p> <p>After the membership renewal letter and card announcement, the Executive Committee will assess the membership numbers and then begin to make one-on-one phone calls to those who have not renewed by mid- to end of February.</p> <p>All members agreed that the initial reason, use of a WIC Secretary as just a recorder, for creating a Recording Secretary and a Corresponding Secretary no longer exists and this should be reflected in the By-laws revisions with only one Secretary who is responsible for recording and corresponding.</p> <p>Marie shared that the initial reason for creating two secretary positions was because a WIC staff secretary recorded minutes. Phyllis offered to take on responsibility of corresponding and all agreed that both positions were not necessary. This change will be reflected in the bylaws revisions, that the UBC will just have one Secretary who is responsible for recording and corresponding. Lisa will ask Alissa, who has been functioning as</p> |

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| | <p>Corresponding Secretary, to continue to maintain our phone number and help develop a protocol for returning phone calls.</p> <p>The 2007 UBC Calendar will be posted on the UBC website and updates can be sent to Marie Nagata who will post these.</p> |
| <p>Major Goals for 2007- All</p> | <ul style="list-style-type: none"> I. Increase membership to 100 by the end of August, 2007 II. A 5 year goal is to develop Regional UBC Satellite Groups, such as Logan, St. George and Provo III. Include hospitals and early head start programs as target organization for education |