

# San Diego County Breastfeeding Coalition

## Board Meeting Minutes

Date: 10/11/2023

Time: 5:00- 6:30

**Facilitator:** Kiera Schminke, President

**Invitees:** All SDCBC Board & Advisory Members, Current Volunteers

**Attendees:** Alison Wolf, Kiera Schminke , Rose deVigne, Angeles Nelson, Sarah Lazar , Catherine Sage, Christina Lares

**Call to Order:** 5:05

<i>Agenda Item</i>	<i>Discussion</i>	<i>Actions</i>
<b>Welcome</b>		
<b>Approval of Minutes</b>	Angeles motioned to approve, Alison second	
<b>Reports</b>	<ul style="list-style-type: none"> <li>A. President’s report               <ul style="list-style-type: none"> <li>a. HMI event- collaboration</li> </ul> </li> <li>B. Treasurer’s report               <ul style="list-style-type: none"> <li>a. <a href="#">Quarterly Statement of Activity</a> <ul style="list-style-type: none"> <li>i. Adding GC grant payments into the snapshot</li> </ul> </li> <li>b. <a href="#">Current Statement of Position</a></li> <li>c. <a href="#">Staffing Budget Outline</a></li> </ul> </li> <li>C. Education Committee report: <a href="#">September meeting minutes</a> <ul style="list-style-type: none"> <li>1. <a href="#">2023 CE Webinar Calendar</a> &amp; <a href="#">Targets</a></li> <li>2. CME process                   <ul style="list-style-type: none"> <li>a. Obtain for certain events. Recorded CMEs, but it is the most expensive.</li> </ul> </li> <li>3. Prepping the 2024 program speakers &amp; schedule: <a href="#">JamBoard</a> <ul style="list-style-type: none"> <li>a. Kiera sent out 1st quarter ideas</li> </ul> </li> <li>4. <a href="#">Pricing bundles</a> and organizational group rates                   <ul style="list-style-type: none"> <li>a. BFLA: level 1, 37 CERPS and 41 CEUs \$199 annual</li> <li>b. Offer in December?</li> <li>c. What number is the best to bundle?</li> <li>d. Build your own? Theme or topic based?</li> </ul> </li> </ul> </li> </ul>	<p style="color: red;">Kiera to reach out to Mike LaNier for assistance</p> <p style="color: red;">Ali follow up on CME events if we identify an event that it is applicable</p> <p style="color: red;">Board members to look through the webinars and consider what would be best to bundle and start</p>

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	<p style="text-align: center;">e. USBC add to announcements</p> <p>5. Next education committee meeting: 10/23 @ 1030: Join Zoom Meeting: <a href="https://us02web.zoom.us/j/3774159596">https://us02web.zoom.us/j/3774159596</a> Passcode: 106698</p> <p>D. Sustainability/Fundraising report</p> <ol style="list-style-type: none"> <li>1. BOS Grants</li> <li>2. Global Communities             <ol style="list-style-type: none"> <li>a. <a href="#">Summary of grant payments</a></li> </ol> </li> <li>3. Outreach to past LGG attendees and donors</li> <li>4. <a href="#">Resource Guide</a> :             <ol style="list-style-type: none"> <li>a. Guide has been updated in English and Spanish</li> <li>b. Preparing for large print order.</li> <li>c. Need to have To-wen prepare Mandarin translations for guide updates.</li> <li>d. Propose large guide orders to UC Health, Sharp be shipped directly from printer to our hospital contacts.</li> <li>e. Smaller orders can be mailed by Christina or delivered by interns/volunteers. <a href="#">Resource Guide tracking</a>.</li> </ol> </li> <li>5. <a href="#">Responses</a> <ol style="list-style-type: none"> <li>a. Haitian, Farsi, Russian Japanese requested</li> </ol> </li> <li>6. Membership Drive:             <ol style="list-style-type: none"> <li>a. Many organizations are up for renewal.</li> <li>b. Need a streamlined system for orgs that need to submit checks. Currently using excel invoices and not always known if checks are mailed/received.</li> </ol> </li> <li>7. County large organization membership</li> <li>8. <a href="#">Quickbooks invoicing</a> - may be best for the simplicity and direct link to our bookkeeping             <ol style="list-style-type: none"> <li>a. Consider confidentiality with new emp(s), interns etc..?</li> </ol> </li> <li>9.</li> </ol>	<p>email chain by November 3rd</p> <p>Christina to initiate and place Resource Guide order</p> <p>Christina to review the spreadsheet for efficiency and effective tracking to allow for clear reporting</p> <p>Kiera investigating Quickbooks for invoicing</p>
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<p><b>New Business</b></p>	<p>A. New open SDCBC position</p> <ul style="list-style-type: none"> <li>a. Christina will be leaving SDCBC at the end of the year</li> <li>b. Vote on <a href="#">FTE/staffing options</a>:             <ul style="list-style-type: none"> <li>i. Catherine makes a motion to proceed to make a job posting for an employee variable up to 20 hours/week. Angeles seconds motion. Ali, Sarah, Kiera in agreement.</li> </ul> </li> <li>c. At least 20 hours onboarding of new employee</li> <li>d. Coordinator role of interns- need to grow our interns</li> </ul> <p>B. In person networking events: every other month starting December 6th for board meeting and networking event</p> <ul style="list-style-type: none"> <li>a. Southeastern Livewell Tubman conference room open. 12/6 4-8pm</li> <li>b. Board meeting first (closed) and open networking after.</li> <li>c. Also looking in Allied Gardens rec center community room</li> <li>d. Potluck, snacks</li> </ul> <p>C. HMI Community Workshop 10/4/2023: <a href="#">slide deck</a></p> <ul style="list-style-type: none"> <li>1. Joint collaboration to build a collective impact to support breastfeeding in San Diego County</li> <li>2. Considering a umbrella collaboration to align and strengthen Coalition, Foundation, CDPH, WIC, community lactation consultants and programs- San Diego Breastfeeding Taskforce</li> <li>3. Outcomes:             <ul style="list-style-type: none"> <li>a. Refine data collection among pregnancy/birth/postpartum county data to clarify gaps and ensure collecting the right data.</li> <li>b. Get more organizations together and seek out large grant funding</li> </ul> </li> </ul> <p>D. <a href="#">Interns</a>:</p> <ul style="list-style-type: none"> <li>1. County can send SDCBC a Temporary Expert Professional or a Community Health Workeremployee to help out</li> </ul>	<p style="color: red;">Board approves motion to hire employee up to 20 hours/week</p> <p style="color: red;">Christina to work on job description/ responsibilities</p> <p style="color: red;">Exec Committee to set date for announcement</p> <p style="color: red;">Ali to coordinate meeting</p>
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	<ol style="list-style-type: none"> <li>2. Need someone to help organize the interns</li> <li>3. Hazel:             <ol style="list-style-type: none"> <li>a. Onboard for local events and outreach assistance. Potential to assist MPH intern/project, fundraising, outreach, links for website updates, etc.. onsite event attendance, education outreach</li> </ol> </li> <li>4. Daisy:             <ol style="list-style-type: none"> <li>a. Onboard for local events and outreach assistance. Potential to assist MPH intern/project</li> </ol> </li> <li>5. Keira:             <ol style="list-style-type: none"> <li>a. Onboard for outreach &amp; RG assistance? Local driving and distribution?</li> <li>b. Distribute RGs in D3</li> </ol> </li> <li>6. Tiffany:             <ol style="list-style-type: none"> <li>a. Onboard for education program, website and technical assistance, evaluation.</li> <li>b. Kiera to connect with Tonya, work the NU angle.</li> </ol> </li> <li>7. Mireya:             <ol style="list-style-type: none"> <li>a. Possible candidate for staff position</li> <li>b. Onboard before Tiffany, local candidate.</li> <li>c. Lead interns, face of SDCBC with Keira. Work within the SD community. Education program support, outreach support</li> </ol> </li> </ol>	<p style="color: red;">Christina to begin onboarding process &amp; announce to interns. Kiera and Ali to support.</p>
<p><b>Old Business</b></p>	<ol style="list-style-type: none"> <li>A. Scholarships: on hold pending funding, partner with Foundation</li> <li>B. Warmline update</li> <li>C. Board outreach</li> </ol>	
<p><b>Announcements</b></p>	<p><a href="#">Upcoming webinars/events</a></p> <ol style="list-style-type: none"> <li>A. <a href="#">Reducing SUID risk among high-risk infant at local, state and national levels: 10/26 @ 9am-11am</a></li> </ol>	

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	<p>B. <a href="#">Ethics in Lactation: practice, medication, milk sharing and milk banking</a>: 11/8 @ 1215pm-5pm</p> <p>C. <a href="#">Ethics in Lactation: Framework, HIV/AIDS and More</a>: 11/15 @ 1215pm-530pm</p> <p><a href="#">Advocacy priorities</a></p>	
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**Adjournment:** 6:41 pm

**Next Board meeting date:** December 6, 2023 @ 5pm, in person at Southeastern Live Well Tubman Chavez Conference Room with networking event to follow!

**Zoom link:** <https://us02web.zoom.us/j/88406224663>

**Secretary Signature:** *Alison Wolf*