

## **School Nutrition Advisory Council Initial Meeting Minutes – Wednesday, April 18, 2012**

**SNAC Members:** Shelly Allen, Joni Bilderbeck, Paula Buser, Amanda Cobb, Kim Cotta, Brent Craig, Monica Deines-Henderson, Kathy DelTonto, Adam Gose, Sandy Guyette, Max Huppert, Jill Kidd, Steffiney Quick, Meta Riseling, Craig Schneider, Naomi Steenson, Linda Stoll, Ella Walker, Beth Wallace, Kay Wernsman

**CDE Office of School Nutrition (OSN) Staff:** Jeanne Aiello, Jane Brand, Connie Harlow, Lindsay Hucknall, Jennifer Otey, Rachel Staver, Lynn Warner

**Spark Policy Institute Staff:** Lyn Kathlene, Natalie Portman-Marsh

### **Welcome and Introductions:**

The meeting began at 10:00 a.m. with a welcome from Colorado Department of Education Assistant Commissioner Leanne Emm. Jane Brand, Director of the Office of School Nutrition, welcomed Council members, OSN staff members, and Spark Policy facilitators to the meeting, thanking them for attending. Jane presented an overview of the desired meeting outcomes, which would include discussions on the role and purpose of the Council, the development of the Council charter, and an agreement on the next steps for the Council.

### **Purpose of the Council:**

The purpose of the Council was determined to be "The SNAC will inform and advise the CDE OSN on program development and implementation of the Child Nutrition Programs and will serve as a resource and representative for School Food Authorities within specific regions." The advisory function and the purpose of the Council were discussed, and it was agreed that the purpose is on target to include program development and implementation, training, communication to SFAs, and addressing "hot issues."

### **Goals of the Council:**

Reviewed the four goals of the Council:

- Create a sustainable regional support system
  - Support various sizes of SFAs – small, medium, and large
  - Form more partnerships and common ground for educating district administrators
- Promote the sharing of ideas & resources
- Provide a unified voice
- Create a web of communication & support
  - Include different avenues of communication (e.g., blog, website), including with the Regional USDA Office
  - Review impact of legislative actions on the nutrition departments / education
  - Obtain training on media relations
  - Celebrate and publicize successes districts have

### **Benefits of the Council:**

Discussed the opportunity to create a cooperative Council that will unify stakeholders in a more powerful voice. The Council will create a "we" environment, instead of an "us and them" environment.

### **Scope of the Council:**

Agreed that the Council will operate in an advisory capacity; the Council will add strength to CDE OSN recommendations by providing direct stakeholder information.

### **Responsibilities of the Council:**

Reached a consensus that the Council will meet quarterly, with planning to take place in July for the dates for the following school year. Planning will take into consideration busy times during the SFAs' year, travel considerations (especially for smaller districts), and limited travel reimbursement. It was decided also to consider multiple locations, allowing different districts to host meetings around the state.

## Meeting Norms:

Under the direction of Spark Policy, the following meeting norms were agreed upon, following discussion:

- Agree to disagree
- Actively recruit participation and input from everyone.
- Be action focused

## Input process:

Council members agreed that it is better to get issues and the agenda before the meeting so that they can get feedback from local districts. Members could benefit from a targeted questionnaire that could be presented to their districts and other partners within their assigned area. In the event that emergency feedback is needed, information could be solicited by email. Issues would be limited to one or two topics per meeting, with OSN providing "talking points" for regional dissemination and feedback.

## Building a Project Charter (presented by Spark Policy):

Spark Policy facilitators discussed the development of the Council charter. Ideas for the charter were discussed, concentrating on areas of Purpose, Scope, Composition, OSN Support and Process (Expectations), SNAC Member Responsibilities and Impact Statement. The following items were agreed upon, following discussion of each aspect of the charter:

- **Purpose and Scope:** A broad scope is more far reaching, and it leads to cross learning and action. The Council, functioning as an advisory group, will have the ability to inform and thereby influence; it will be a collective voice to OSN. The Council agreed with the original purpose provided by Jane Brand.
- **Composition:** The membership of the Council will be decided by the Director of the Office of School Nutrition, with representation from small, medium, and large districts throughout the state. Replacement or reappointments will be at the discretion of the Director of the Office of School Nutrition.
  - Options for Council member terms were considered, including three-year terms, with optional renewals; staggering term-limits to avoid replacement of the entire Council at the end of the three-year term; and two or three year terms for initial Council members.
  - It was agreed that Council members had a positive expectation of attendance, and participation at all meetings is required.
    - It was agreed by all that alternates were not acceptable, as SFAs would not be properly represented. Attendance requirements, with situational excuses, are to be determined by the Council.
- **OSN Support and Process (Expectations):**
  - OSN would provide space, technology, and topics for meetings. Minutes, with talking points would be distributed after every meeting, with the possibility of posting minutes on website. All previous menu items can be brought back from a previous meeting (under old business).
  - The SNAC website will include member and staff bios, contacts, minutes and recommendations, including summaries and updates
  - OSN could provide a standard template or form with all talking points, to provide consistent information to members for presentation to districts.
- **SNAC Member Responsibilities:**
  - Members agreed to provide accurate feedback from districts, providing consistent talking points from the meetings.
  - Several meeting norms were discussed, relating to the responsibilities of the Council members and included:
    - Stay on task, regardless of how the discussion affects your district
    - Come prepared and ready to work
    - Limit cell phone use during meeting (cell phone on vibrate)
    - Make the commitment to face-to-face communications
    - Take time to build relationships and trust with other members

- **Impact Statement:**

- The members agreed that the Council would provide materials from the SFAs' points of view, adding to better understanding of issues; collaboration within the regions, state, USDA region, and country; and improved communications.

**Next steps:**

Members discussed future hot topics, with priorities for next meetings to include:

- Menu development and support
- What to expect during a review
- Communication strategies
- Indirect costs

Members were informed that reimbursements would be available for the initial meeting and the 2<sup>nd</sup> and 3<sup>rd</sup> meetings, with a reimbursement form submitted, including original signatures.

**Meeting evaluation:**

- Members agreed that the meeting was successful, especially in areas of the agenda and timeline, representation from the entire state, the Council notebook, and food.
- Suggestions for improving the meetings included: larger facility with round tables, name tags and table tents with names, easier meeting location for access and better parking, common hotel and meal locations so members could be together, and more caffeine.

**Dates for Future Meetings:**

- Dates for future meetings were revisited, suggesting September to avoid conflicts with summer commitments and the beginning of the school year.
- Suggested dates for 2012-2013 meetings:
  - September 27, 2012, Colorado Springs, the day before the CSNA Fall Conference
  - December 7, 2012
  - February 22, 2013
  - May 3, 2013

**Closing Comments and Adjournment:**

Jane Brand, Director of the Office of School Nutrition, closed the meeting by commending the Council for accomplishing the desired meeting outcomes, and she adjourned the meeting at 3:02 p.m. Jane thanked everyone for their attendance and participation and invited Council members to tour the new OSN offices.