

**February 10, 2015, Meeting Minutes
Emerald Coast Alliance for Breastfeeding Support**

The February meeting of the Emerald Coast Alliance for Breastfeeding Support met on Tuesday, February 10, 2015, from 11:00 am to 11:55 pm at the Tryon Branch Library.

Present:

Ronda Yoder
Karen Shelton

Lynette Ruckman
Rebecca Goff

Lynn Hazelwood
Joy Weirick

Recording Secretary: Lynette Ruckman

| Agenda | Discussion | Recommendations/Actions | Follow-up by whom |
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| Meeting minutes from January meeting | <ol style="list-style-type: none"> 1. Review of minutes from January meeting. 2. Change recommended to Finance Recommendation/Action column on page 2, number 3: Total to be changed from "\$396.14" to "\$446.17" due to additional money deposited. | <ol style="list-style-type: none"> 1. Karen motioned minutes to be accepted, Lynn second, all in favor with no opposed. 2. Total of deposit under "Finance," page 2, number 3 will be changed to "446.17." | <ol style="list-style-type: none"> 1. N/A 2. Ronda / Lynette to make recommended change to minutes. |
| World Breastfeeding Week Celebration | <ol style="list-style-type: none"> 1. Jen South suggested in January meeting planning of a Community event for World Breastfeeding Week 2. Availability of affordable community center to host the event. Lynn has been researching a location. Lynn's father has a center in Molino that would cost \$300-\$600. Discussed need for center to be more centrally located in Pensacola. 3. Finances of event: Will need supporters to | <ol style="list-style-type: none"> 1. Develop a community event for the celebration of World Breastfeeding Week. Design especially for breastfeeding and expectant mothers. 2. Search for a location outside a hospital setting and centrally located so all hospitals and community outreach centers may participate. Lynn to | <ol style="list-style-type: none"> 1. All 2. Lynn to contact community centers for availability and cost 3. All 4. All, Ronda to contact food vendor from fair. 5. Jen's husband can write a press release. |

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| | <p>cover cost. Suggestions included Pediatrician offices, OB offices, Hospitals (include Navy, Santa Rosa, Sacred, Baptist, West Florida), LaLeche League, WIC (Escambia and Santa Rosa).</p> <ol style="list-style-type: none"> Other finances of events: door prizes, food, printing, advertising. Advertising of event: Jen South's husband to write a press release, Catherine Daniels, <i>Bella</i> magazine. Timeline for planning: need to start a timeline for planning the event as soon as possible. Event best held on a Saturday. Possible date for event August 8, 9 am-4 pm. Need for a brochure for event. | <p>continue to research available centers and cost.</p> <ol style="list-style-type: none"> Need to contact Dr offices and other potential supporters. Possible donation of gift cards as door prizes, food vendors to provide / sell food, locate affordable business for printing Jen South's husband to write a press release and bring to meeting to approve, Catherine Daniels to be contacted in June, Joy to obtain contact with Belle magazine. Karen's husband to assist with planning timeline. Discuss at future meeting. | <p>Karen would contact Catherine Daniels for publicity in June. Joy will obtain a contact at <i>Bella</i> magazine before next meeting.</p> <ol style="list-style-type: none"> Karen's husband to assist with development of a planning timeline. N/A |
| Finance | <ol style="list-style-type: none"> Financial audit completed on 2/5/2015. Present at the audit: Ronda Yoder, Lynn Hazelwood, Lynette Ruckman, and Karen Shelton. Audit form completed. Suggestions discussed during audit included making deposits within 30 days of receipt of money and always providing payee with a receipt. Financial report per Karen Shelton. 12/31/2015: Previous balance \$168.15, credits included deposits \$278.00 and interest \$0.02, debits \$0, ending balance \$446.17. Post office box key | <ol style="list-style-type: none"> Deposits will be made within 30 days of receipt and payees will receive a receipt. N/A Ronda or Karen will obtain key from Jen Ward. | <ol style="list-style-type: none"> Ronda Yoder and Karen Shelton N/A Ronda or Karen |
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| <p>Membership directory Newsletter</p> | <ol style="list-style-type: none"> 1. Jen South sending out membership directory. 2. Jen South to develop ECABS newsletter. 3. Discussion of needed proofreader for any published article for ECABS. 4. Need to discuss frequency of newsletter publishing (monthly, bimonthly, or quarterly). | <ol style="list-style-type: none"> 1. Jen South is updating membership directory 2. Jen South to develop newsletter for ECABS. 3. Jen will send to Ronda for proofreading prior to Jen publishing. Vote for proofreader for any published article: Karen motioned to accept, Joy second the motion, all in favor with no one opposed. 4. Will discuss in March meeting how often newsletter should be published. | <ol style="list-style-type: none"> 1. Jen South 2. Jen South to develop (Thank you!). 3. Ronda will proof prior to Jen publishing. 4. All |
| <p>2015 Officers</p> | <ol style="list-style-type: none"> 1. Medical director: Dr. Jason Straub has accepted position. | <ol style="list-style-type: none"> 1. Dr. Jason Straub to act as Medical Director for ECABS. | <ol style="list-style-type: none"> 1. N/A |
| <p>Bylaws</p> | <ol style="list-style-type: none"> 1. Ronda brought printed copy of bylaws previously emailed to members. | <ol style="list-style-type: none"> 1. Members present stated have viewed bylaws sent via email. No action required. | <ol style="list-style-type: none"> 1. N/A |
| <p>ECABS trailer</p> | <ol style="list-style-type: none"> 1. Wells Fargo Grant: need to work on a budget for this grant 2. Cost of trailer approximately \$7,500.00 3. Need to research other methods to raise money for trailer if not able to obtain grant. Panama City coalition has suggested partnering with ECABS in Destin area for a continuing education conference for nurses. | <ol style="list-style-type: none"> 1. Ronda and Karen can work on a budget to submit for grant application. 2. N/A 3. Members to brainstorm for ideas to raise money. Discuss CEU event at a future meeting. | <ol style="list-style-type: none"> 1. Ronda and Karen 2. N/A 3. All |