Minnesota Breastfeeding Coalition Structure and Meetings

2017 Board of Directors:

Juliann Van Liew – Chair
Stephanie Rodriguez – Chair Elect
Anne Cassens – Secretary
Linda Johnson – Treasurer
Maggie Domski – At-Large
Brook Gabrielson – At-Large

Thia Bryan – At-Large
Cindy Gaudian – At-Large
Carrie Klum – At Large
Laura Duckett – At Large
Wendy O’Leary – At Large

Chairperson
a) Chair and facilitate the Annual meeting, Steering Committee and Board of Directors meetings
b) Does not vote on matters before the Board except in the case of a tie
c) Perform other duties as detailed in the policies and procedures

Chairperson-elect
a) Chair and facilitate meetings in the absence of the Chairperson
b) Perform other duties as detailed in the policies and procedures

Secretary
a) Maintain membership list and contact information
b) Perform other duties as detailed in the policies and procedures

Treasurer
a) Serve on the finance committee
b) Oversee financial dealings of the coalition as outlined in the policies and procedures

At-Large Director(s)
a) Oversee and serve on sub-committees according to policies and procedures
b) Perform other duties as detailed in the policies and procedures

Meetings:
Board meetings called on an as-needed basis. Currently, the Chair and Chair-elect also attend and run Steering Committee meetings.

Other board members are encouraged to attend Steering Committee meetings when possible and to attend at least one meeting before elected.

When an Executive Director is hired, s/he will take over running the Steering Committee meetings and one board member will be designated to attend regular Steering Committee meetings as a liaison and report back to the board.
**Time Commitment:**

a) Serve on at least two subcommittees.
b) Attend all Board meetings in person, by teleconference or electronically
c) Attend Steering Committee meetings as necessary.
d) Invest time to answer emails, participate in discussions using the online community
e) Fulfill subcommittee obligations, which vary with your role on the Board.
f) Perform other duties and responsibilities as outlined in MBC Bylaws

**Duties:**

The Board of Directors shall:

a) Conduct Coalition business consistent with the bylaws.
b) Enter into agreements with individuals, agencies or organizations as desired to carry out Coalition activities.
c) Meet at least annually.
d) Make regular reports to the membership concerning actions taken by the Board of Directors.
e) Establish bi-annual membership dues for each membership category.
f) Approve proposed amendments to the Bylaws prior to submission for membership approval.
g) Approve or reject proposed project abstracts submitted by the committees.
h) Appoint steering committee members.
i) Form and dissolve sub-committees as needed.

**Duty of Care:**

As a non-profit 501(c)(3) corporation, MBC requires that any elected member of the Board of Directors perform his or her responsibilities in their elected capacity in good faith and with the care that a reasonable and prudent person in a like position would use under similar circumstances.

**Elected leaders must:**

a) Adopt and follow policies and procedures that provide for effective oversight of management.
b) Attend and actively participate in board and/or committee meetings to have an opportunity to obtain the information necessary to make an informed judgment about matters which require decisions on behalf of the non-profit corporation.
c) Ensure that the corporation acts in accordance with its exempt status.
d) Perform as an ambassador for MBC and act in the best interests of the organization by engaging in positive, constructive, solution oriented communications with existing and potential partners, funders, members, and the public.
Duty of Loyalty:
MBC requires that elected leaders always act in a manner that is the best interest of MBC. Each leader’s action must be for the benefit of MBC, and not for the benefit of a member organization or for personal benefit.

Elected leaders must:
- a) Refrain from conflicts of interest and disclose any potential conflict of interest to the Board of Directors.
- b) Keep the business of the corporation confidential except where the information is public knowledge or the Board of Directors consents to disclosure.
- c) Obtain permission from the chair to represent MBC to an outside entity.
- d) Disclose when speaking, writing or attending events/meetings on behalf of the MBC to an external entity.
- e) Communicate information to outside entities consistent with the confidentiality policy.

Steering Committee:
There are currently 36 members on the Steering Committee, which includes the Board of Directors and others appointed by the Board.

2017 Steering Committee Members:

Amy Michael          Linda Dech
Anne Cassens         Linda Johnson
Anne Hutchinson      Lindsay Drake
Barb King            Maggie Domski
Brooke Gabrielson    Marcia McCoy
Carrie Klun          Mary B Johnson
Cherylee Sherry      Melissa Carstensen
Cindy Gaudian        Pam Galle
Clara Sharp          Pam Heggie
Debra Thingstad Boe  Paula Mazour
Diane Graske         Sam Cotellessa
Hannah Whalen        Sarah Piepenburg
Jasmine Boudah       Sheila Humphrey
Jeanette Schwartz    Sonja Watley
Joanne Wesley        Stephanie Rodriguez-Moser
Juliann Van Liew     Thia Bryan
Katie Galloway       Tiffany (Tipper) Gallagher
Laura Duckett        Wendy O'Leary

Meetings:
Steering Committee meets bimonthly and is the workhorse of the MBC, conducting coalition business.
Meetings are 9:30 a.m. to 11:30 a.m. the second Tuesday of even months in the Twin Cities area; occasionally there are other meetings as well. Attendance can be in person or by conference call. Others individuals are invited to attend but must be approved first by the chairperson.

Steering Committee members have the option to stay after the business portion of the meeting for the 1:00 p.m. - 2:00 p.m. bi-monthly CDC/United States Breastfeeding Committee (USBC) webinar.

The Webinar brings together state/territorial/tribal coalitions to share best practices, news to network and collaborate on issues of national significance.

Agenda, topics and call-in information are sent to a USBC representative for dissemination to other steering committee members and member organizations. MBC member organizations have the opportunity to take part in the CDC/USBC webinar.

Melissa Carstensen currently facilitates local coalition sign-up.

Archives of past webinars can be accessed at:

From 2:00 p.m. – 3:00 p.m. is the Midwest Regional United States Breastfeeding Committee Teleconference. Steering committee members rotate participation on the calls each month. Agendas vary by call. It is an opportunity to hear what other Midwest coalitions are doing and to share Minnesota’s current activities.

**Time commitment:**

a) Attends bi-monthly Steering Committee meetings held in the Twin Cities area the second Tuesday of even months as well as occasional other meetings. Informs the chairperson if unable to attend.
b) Serves on two or more subcommittees.
c) Invests time between Steering Committee meetings to answer emails, participate in discussions using the online community, and fulfill subcommittee committee obligations, which vary with your role on the subcommittees.
d) Reviews the MBC conflict of interest policy and signs the annual conflict of interest disclosure statement.

**Duty of Loyalty:**

MBC requires that steering committee members always act in a manner that is the best interest of MBC. Each steering committee member’s action must be for the benefit of MBC, and not for the benefit of a member organization or for personal benefit.

**Steering committee members must:**

a) Refrain from conflicts of interest and disclose any potential conflict of interest
to the Board of Directors.

b) Keep the business of the corporation confidential except where the information is public knowledge or the Board of Directors consents to disclosure.
c) Obtain permission from the chair to represent MBC to an outside entity.
d) Disclose when speaking, writing or attending events/meetings on behalf of the MBC to an external entity.
e) Communicate information to outside entities consistent with the confidentiality policy

Subcommittees:
Board and Steering Committee members are strongly encouraged to serve on two or more subcommittees. Subcommittees have developed policies & procedures to guide their work. Others not on the board or steering committee are welcome to serve on subcommittees.

Meetings:
Held on an as-needed basis. A subcommittee representative reports at bimonthly Steering Committee meetings.

2016 Subcommittee Goals and Members:

All Board and Steering Committee members are asked to serve on two or more subcommittees besides Events.

Please review and sign up taking into consideration that some subcommittees need more members.

For more information about each subcommittee, contact the subcommittee chair.

Events Subcommittee

Goal: This subcommittee will oversee coordination of events hosted by the MBC. These events include the Annual Meeting as required by the MBC Bylaws. Other events may be held at the discretion of the Events Subcommittee with Board approval.

Current members: Juliann Van Liew, Joanne Wesley, (co-chairs), Linda Dech (past co-chair), Pam Galle (past co-chair), Anne Cassens, Diane Graske, all steering committee members participate

Finance Subcommittee

Goal: Prepares budgets, maintains books, files taxes, and oversees grant writing and fundraising.

Current members: Cherylee Sherry (chair)
Marcia McCoy, Stephanie Rodriguez-Moser

**Governance Subcommittee**

**Goal:** This subcommittee will oversee board orientation, annual conflict of interest documentation, and development and review of policy and procedures, charters, guidance documents, and job descriptions.

**Current members:** Barb King (chair)
Linda Dech, Pam Galle, Pam Heggie, Paula Mazour

**Licensure and Reimbursement Subcommittee**

**Goal:** In order to ensure increased access to lactation care throughout Minnesota, this subcommittee will work to secure IBCLC licensure through the state legislature and explore options for reimbursement of lactation services.

**Current members:** Stephanie Rodriguez-Moser (chair)
Linda Dech, Kim Engwer-Moylan, Marcia McCoy, Joanne Wesley

**Marketing and Distribution of Artificial Baby Milk (Infant Formula) Samples and Coupons Subcommittee**

**Goal:** Develop a comprehensive action plan that offers evidence-based guidelines to providers, clinicians, vendors and commercial retailers regarding the appropriate distribution of artificial baby milk samples and coupons.

**Current members:** Linda Johnson (chair)
Thia Bryan, Rebecca Fahning, Diane Graske, Jesse Hennum, Laura Page

**Media and Outreach Subcommittee**

**Goal:** Charter not yet completed.

**Current members:** Marcia McCoy (chair)
Carrie Klun, Stephanie Rodriguez-Moser

**Membership Subcommittee**

**Goal:** This subcommittee will oversee membership applications and renewals, ensuring voting members have goals consistent with MBC goals and are WHO Code compliant.

**Current members:** Melissa Carstensen (chair)
Debra Thingstad Boe, Candace Hample, Carrie Klun, Wendy O’Leary, Jill Wilson
Mother / Baby Healthcare Collaborative Subcommittee

**Goal:** This subcommittee will help facilitate collaboration between hospitals, clinics and other areas of healthcare to improve maternity care practice and breastfeeding support across the continuum of lactation care, and promote the Minnesota Department of Health breastfeeding friendly recognition program.

**Current members:** Pam Heggie (chair)
Dana Barr, Linda Dech, Kim Engwer-Moylan, Pam Galle, Mary Johnson, Barb King, Marcia McCoy, Nichole Sanberg, Jeanette Schwartz, Juliann Van Liew, Joanne Wesley

Nominating Subcommittee
The Board Chair appoints all subcommittee members.

**Goal:** This subcommittee will seek a diverse slate of candidates for the MBC board of directors; present slate of candidates to the board chair and send ballot to all voting members; and tally and report election results.

**Current members:** Jill Wilson (chair)
Paula Mazour, Wendy O'Leary (chair for 2017), Debra Thingstad Boe

Strategic Planning Subcommittee

**Goal:** This subcommittee, based on input from the board, steering committee, and members, will regularly assess and analyze MBC’s goals and strategies in order to identify specific yearly, mid- and long-range objectives and activities that are measurable and best fulfill MBC's mission and vision.

**Current members:** Barb King (chair)
Pam Galle, Paula Mazour, Juliann Van Liew, Joanne Wesley,

USBC Website Subcommittee

**Goal:** This subcommittee will work collaboratively with the United States Breastfeeding Committee to develop and maintain the online Minnesota Breastfeeding Coalition Board and Leadership Communities.

**Current members:** Paula Mazour (chair)
Anne Cassens, Pam Galle, Barb King,
Website Communication Subcommittee

**Goal:** This subcommittee is responsible for maintaining the infrastructure of the Minnesota Breastfeeding Coalition website, including posting current and accurate content provided by the MBC Board and subcommittees that is relevant to its audience and in alignment with the policies and goals of the MBC.

**Current members:** Sheila Humphrey (chair)
Anne Cassens, Laura Duckett, Kim Engwer-Moylan, Brooke Gabrielson, Barb King, Mary B. Johnson, Stephanie Rodriguez-Moser

Worksite & Childcare Subcommittee

**Goal:** This subcommittee will coordinate workplace and childcare lactation efforts and promote the Minnesota Department of Health breastfeeding recognition programs.

**Current members:** Pam Galle (chair)
Susan Bishop, Melissa Carstensen, Laura Duckett, Brooke Gabrielson, Kris Haugen, Joyce O’Meara, Mikaela Robertson