**SAND Meeting Minutes 1/29/19**

Meeting called to order- Megan Govindan (advisor)

Invitation to gmail account

Introduction of new practices – Robert’s Rules

**Agenda for today**

1. **Mission + Purpose of organization** 
   1. Who we are and what we do
      1. What documents guide us
         1. WVAND by-laws
         2. Organization chart
         3. HB 2679
      2. How can we become better prepared to serve on the state academy
   2. Ask each board member present to come up and identify what they do
      1. AND updates - sending that electronically
   3. What do we do with our resources
      1. What is our impact as an organization
   4. “Putting things on your resume”
      1. Quantifying what you do
   5. WVAND - engagement with our state organization
      1. Meeting basket for AND Foundation
   6. Budget
      1. Line item budget
         1. **Expenses** 
            1. Plot at CHC
         2. **Revenue**
            1. **External**

AND

Cliff

* + - * 1. **Internal**

WVU SOS

Swag sales

* + - 1. Assets

1. **Improving Communication** 
   1. Update Board responsibilities (update this on google drive)
      1. Each member should describe 5 responsibilities of their position
   2. List serve
      1. Announcements for meetings
      2. Communicating with public
      3. Communicating with group
      4. Communicating with advisors
   3. SOS
      1. ENGAGE
      2. SOLD <https://wvu.campuslabs.com/engage/event/3126153>
   4. Establish nutrition education materials
      1. So when people have events they can pick it up
2. **Position Organization & Responsibilities**
   1. Board
      1. 5 responsibilities they are accountable for
3. **Delegation of Responsibilities** 
   1. Training with SOS
   2. iServe + involvement
   3. Regular communication with HNF major + organization
4. **Upcoming events**
   1. Women Love Your Heart
      1. Need folks to work with Newman
         1. Faisal
         2. Education - put it the copy basket
   2. WVAND Meeting
   3. Speakers that are coming to meeting
   4. Med Student
      1. Garden
   5. The Kitchen
      1. CHC - FIrsthand Espresso Salt
      2. Other products
   6. POP club internship opportunity
   7. CHC Community Garden plot
      1. Start seeds
      2. Sign for it
5. **Active membership** 
   1. Attendance at meeting
   2. # of hours for service 20 hours a year
   3. Audited by \_\_
6. **Officer Updates**
   1. Faisal (Vice President)
      1. RD day planning
      2. JACS and Café Evansdale now offering Halal and Kosher options
      3. International Dinner cooking opportunity
      4. African student Association cooking opportunity
   2. Tara Kirkpatrick (Fundraising Chair)
      1. Ideas and/or donations for WVAND raffle basket needed
7. **Next Meetings**
   1. Career services
      1. Upcoming poll
   2. Fruit taste test meeting planning

**Calendar of Events →**

**Spring**

1. January
   1. NSO Fair
2. February
   1. Women Love Your heart
   2. Whole Grain Day
3. March
   1. RDN Day
   2. WVAND
4. April
   1. Food Drive

**Summer**

1. June
2. July
3. August

**Fall**

1. August
2. September
3. October
4. November
5. December