

DATE: July 26, 2007

TIME: 6:50 p.m.

LOCATION: Westchester

Meeting Minutes

7/26/07

I. Roll Call/Introductions

IN ATTENDANCE:	NOT IN ATTENDANCE:
Steve Bennett	Lisa Irgang
Christina Davis	Lisa Jones
Jim Critchfield	Larissa Bruno
Jonathan Springborn	Salemi's
Mike McMahan	Anne Kozel
Peter Neill	
Hazel Vespa	
Jeff Davis	

II. Officer Reports

A. President's Report – Jim C. relaying for Lisa Irgang

- Need to determine board members not returning and terms that are about to lapse
 - Peter and Jonathan not returning
 - need to publish list of who is coming off – Christina will find list and publish next week
 - All other members should confirm their participation
- MACPAD
 - They need us to confirm if our org will be hosting another PKU awareness event next year - board agreed we would participate and host and event next year.
- National PKU Organization – review of email sent out proposing a national org:
 - Board agrees to concept
 - State orgs are still needed to tackle state specific legislation and networking and support
 - Contacting legislators regarding this is premature until there is a documented proof of concept of a national org with objectives and structure
- Emory University Study – please submit feedback if you can, RE: email about common topics documentation

B. Vice-President's Report

- 1) Discussed under committee review

C. Treasurer's Report

- 1) Review of funds and accounts
- 2) Transitioning spreadsheets to Quickbooks
- 3) Need someone with Quickbooks experience to take over Treasurer next year, may need to solicit in press
- 4) This transition needs to happen fairly quickly

D. Secretary's Report

- 1) May Minutes approved

III. Committees

A. Annual Meeting

- Reviewed draft agenda and children's program
 - Lunch agenda needs to be fully documented, but general concept was explained, board supported plan – there will be informal facilitated round tables in the main room that people can optionally participate in, they will be topic specific – Christina and Jonathan will coordinate sessions, people can come in and out, before or after their lunch or bring their food



- Lunch – buffet or boxed and set – up area still needs to be solidified
- Final topic needs to be detailed out
- The agenda will be distributed to board a final time before invites are created for final approval
- Children’s program looks good – Hazel proposed buying books as take away for children’s program \$12 each – Hazel needs to send email and get a vote, board didn’t vote at meeting
- Need to review to-do list tasks, Christina and Hazel need to follow up with Lisa when she returns
 - Peter should be able to load AV equipment – will need to contact Peter again
 - Michelle Kowalski needs to be contacted about taking pictures
 - Other tasks need to be reviewed and completed by committee
 - Need to determine who is going to work each table, Jeff Davis will work product table, Christina and her mom will work registration table. Need to firm up others.
- Jeff has a solid list of prizes from letters
- No scholarship applications have been received

B. Hospitality Committee

- 1) Grilling Event will be recapped in press
- 2) No further discussion as Lisa was absent.

C. Fundraising Committee

- Received additional donations from walk-a-thon for Thompson family – great achievement!
- We are now registered on escript and officially participating in the Dominicks program – there are participating stores nationally, reviewed merchant list. Dominicks does auto funds transfer at various regular intervals.
- There will be an article in the next newsletter, flyers for the clinics and a website link with instructions on how to sign up – Mike to provide Christina with materials for newsletter
- Steve Bennett proposed taking out an ad in a coupon book handed out at the golf outing Tom Gallagher participated in last year that donated \$10K to the organization – the golf outing is specific to Special need and Handicapped children and we have an opportunity of being considered for further donations from this annual event. Board agreed to allocating \$500 to place the thank you ad to the sponsors of the outing and sponsoring Tom Gallagher at this year’s event - \$400.
- BIG WIG
 - Vitaflow, Nutricia and Dietary Specialties are sponsoring holes
 - Larry who donates margarita party is donating Ball/Tequila packages for a logo ball contest
 - Considering various other raffle and contest events
 - Need to reach out to Frank Salemi
 - Need to guarantee participants to the course by end of August – only have two registration forms so far

D. Education Committee

- 1) Committee still working on objectives
- 2) Discussing hosting another networking night event – possibly integrating education event with another upcoming event

E. Communications Committee

- 1) Press deadline for fall press will be mid-August – suggested articles:
 - a. Dominicks program
 - b. Wisconsin Summer Camp recap attended by Lauren Critchfield
 - c. Grilling Recipes and pictures – Christina to email Ruben for pics
 - d. National PKU org. concept
 - e. Feature on meeting agenda
 - f. Kuvin – FDA update

F. Research Committee

- No update

G. Legislation Committee

- The committee set their objectives and worked on their roles & responsibilities.
- 1560 – House Bill – passed in house on 5/1 – went to Senate, went right to Rules

F.

V. Other Business/Open Discussion

Christina and Jeff will mail raffle letter/tickets – need additional envelopes for about 20 labels.

We will mail out invite separate, when agenda is approved.