



**Nutrition Advisory Council (NAC) Meeting Minutes**  
**Tuesday August 22<sup>nd</sup>, 2023**  
**Community Center 12:30pm**

1. **NAC Meeting called to order** at 12:40pm by Linda Symons  
**NAC Council members present:** Georgette White, Rockbridge Meal Site Representative; Linda Symons, Advocate/Older Americans Act; Lee Van Landuyt ,Germantown Site; Rosanne Knowler, Home Delivered Meal Representative; Vacant, Volunteer Representative.  
**Absent:** Virginia Wiedenfeld; Richland Center Meal Site Representative; Danielle Rudersdorf, County Board/Community Representative.  
**Staff present:** Tanya Webster, Nutrition Program Coordinator; Roxanne Klubertanz-Gerber, ADRC Manager  
**Community Members present:** None
2. **Motion to approve Agenda and Posting:** Lee Van Landuyt made a motion to approve agenda; Georgette White seconded. Motion carried.
3. **Approval of Minutes of June 7, 2023 Meeting:** Georgette White made a motion to approve the June 7, 2023 Nutrition Advisory Council meeting minutes; Linda Symons seconded. Motion carried.
4. **Welcome New Members:** Tanya welcomed members to the Nutrition Advisory Council. New members as of June 8, 2023. New members shared a little about themselves. Those being, Linda Symons, Advocate/Older Americans Act; Lee Van Landuyt, Germantown Site; Rosanne Knowler, Home Delivered Meal Representative.
5. **Election of Officers:** Nominations were opened for the election of President and Vice President. First was the nomination of Linda Symons as the NAC President by Lee Van Landuyt. No other nominations. Vote was cast. All in favor. Next nomination was for Rosanne Knowler for Vice President by Lee Van Landuyt. No other nominations. Vote was cast. All in favor.
6. **Aging Plan 2022-2024 Update:** Roxanne spoke a bit about the process of the Aging Plan and what it entails. Tanya shared that some things have not happened yet for the current Aging Plan, some due to COVID and to the need to build volunteer capacity before there can be other focuses. There was the idea of Breakfast coming back as a potential all year opportunity if we could get a restaurant on board. Tanya shared Roxanne's idea of "Rise with The Phoenix" and having the bowling alley be that restaurant, if possible. Tanya shared that she has had minimal contact with the bowling alley but will try to reach out again in hopes of having a meeting and discussing the idea with them. Input was shared by other NAC members to have us consider other locations such as Turbo's. It was determined that we should come back to this after speaking to different locations and not just the bowling alley.
7. **Program Status Update/Statistics:** Roxanne reported on the current Nutrition Budget being \$256,053 with \$157,642 in expenses and \$139,292 in revenue. Currently \$24,000 under the needs at 61.5%. Roxanne wanted to make certain that NAC members were aware that the budget created at the beginning of the year contains an error and has the food cost unchanged. There was a reminder that at the beginning of COVID the Tax Levy was cut from \$61,000 to \$58,000. This was supposed to be given back but has yet not been.

8. **Expectations of Nutrition Advisory Council Review:** Nutrition Advisory Council (NAC) is known to only have a President and Vice-President as officers. Discussion of Roberts Rules, Requirements of the State of Wisconsin and Richland County's rules were expressed as a need to have in the NAC binders. Tanya will ensure that all the necessary information is included in the new binders.
9. **Nutrition Program Policy Review:** NAC members and Staff agreed that they need to have the new binders prior to making an educated decision/revision on the Nutrition Program Policies. The WI Operations Manual for the Elder Nutrition Program is one of the needs for the new binders and provides guidance for creating/reviewing/approving new and old policies. This item will be tabled until proper information is given to all members of the NAC.
10. **Update on Senior Farmers' Market 2023:** Tanya reported that 35 sets of vouchers remain to be given out with 196 sets available in total. There are 12 sets of vouchers pending pick-up. The vouchers are meant to provide Wisconsin grown fresh fruit, vegetables and herbs to those who qualify. This is a USDA program. Each set is valued at \$35.00 each. Tanya is optimistic that all sets will be given out.
11. **Suggested Contribution Price Change:** Discussion and comparison of surrounding counties was shared in regards to the suggested contribution per meal. Motion for a straight amount for all meals to be a suggested contribution of \$4.00 per meal by Lee Van Landuyt; Second by Rosanne Knowler. All in favor. Motion carried.
12. **Advocacy Older American Act Programs:** Nothing to report at this time. It was acknowledged that Linda Symons role is to be the Advocate/Older Americans Act and will report things as they are needed.
13. **Volunteer Recruitment/Orientation:** NAC members were encouraged to reach out to 3 people about volunteerism in hopes of recruitment as we continue to struggle with volunteer capacity.
14. **Staff Updates:** Rose Welsh, Clerical Assistant position will be ending in December but Karla Scott will be helping where she is able.
15. **Member Input:** We received some feedback from members such as Rosanne Knowler stating some meals the vegetables are too soft. Georgette White reported from Rockbridge that food is coming too cold. Tanya will look into this. Tanya shared comment cards for NAC members and staff to review. Overall good remarks.
16. **Schedule Next NAC Meeting:** November 15, 2023 at Germantown Meal Site at 10:45am, following meal.
17. **Adjourn:** Motion to adjourn Rosanne Knowler at 2:14pm; Second by Georgette White.

Respectfully submitted,

Tanya A. Webster, *Nutrition Program Coordinator*