



Nutrition Advisory Council (NAC) Meeting Minutes
Wednesday, November 20, 2024

Community Services Building, 221 West Seminary St., Conf. Rm. A/B at 11:45am (Meal Provided) Meeting begins after the meal.

1. **NAC Meeting called to order** at 12:21pm by Linda Symons
NAC Council members present: Linda Symons, Advocate/Older Americans Act; Vicky McCauley, Rockbridge Meal Site Representative; Virginia Weidenfeld, Richland Center Meal Site Representative. **Absent:** Rosanne Knowler, Home Delivered Meal/Volunteer Drivers Representative; Lee Van Landuyt, Germantown Site Representative; Vacant, County Board/HHS Board Representative; Vacant, Home Delivered Meal Driver or Participant.
Staff present: Tanya Webster, Nutrition Program Coordinator.
Community Members present: None
2. **Motion to approve Agenda and Posting:** Virginia Wiedenfeld made a motion to approve agenda; Second by Linda Symons. All in favor. Motion carried.
3. **Approval of Minutes of July 2, 2024 Meeting:** Linda Symons made a motion to approve the July 2, 2024 Nutrition Advisory Council meeting minutes; second by Virginia Wiedenfeld. All in favor. Motion carried.
4. **Welcome Rockbridge Representative:** Welcome and introductions to Vicky McCauley as the new representative of the Rockbridge Meal Site location.
5. **Nutrition Program Update:** Tanya reported on the current Nutrition Budget being \$304,953 with \$222,252 in expenses and estimated \$262,177 in revenue. Currently the utilization target is ~72%, Nutrition Program is anticipated to be over budget by \$4,525.
6. **Approval of Annual Transfer of Funds C1 (Congregate) to C2 (Home Delivered):** Tanya expressed the need for us to transfer up to 20% from C1 (Congregate) to C2 (Home Delivered) as we have more home delivered usage than congregate. Motion to approve the transfer of up to 20% from C1 (Congregate) to C2 (Home Delivered) by Virginia Weidenfeld; Second by Vicky McCauley. All in favor. Motion carried.
7. **Nutrition Program Policy Review:** Reviewed Elder Nutrition Program Cash Receipt and Bank Deposit Policy.
8. **Senior Farmers' Market 2024 Review:** Tanya reported that we gave out all 215 sets of vouchers. Each set is valued at \$45 per set which equates to \$9,675 went back to produce farmers here in WI.
9. **Ways to Increase Revenue:** Discussion was facilitated to come up with ways to increase revenue for the Elder Nutrition Program. Thoughts that were proposed were possible combined fundraisers such as the County Fair, Craft Fairs, Rodeo, Senior Club Events and maybe a silent auction/bake sale. Suggestion was made to reach out to participants who might be willing to help with fundraisers. Linda Symons will talk with Diane Cox regarding reaching out to the Senior Club in our area. Suggestion was made to create a sheet explaining the need for the fundraiser that NAC members can help disseminate.
10. **Volunteer Recruitment/Orientation:** Tanya shared that Rockwell Automation had 8 people join "Adopt-a-Route" as of 11/14/24 picking up Thursday route, lost two volunteers, Dixie Hines new volunteer at Rockbridge Meal Site. Always needing volunteers. Volunteerism ideas suggested were high schools, Linda Symons will find out who to contact at the Richland School District.

11. **Staff Updates:** None
12. **Member Updates and Input:** Rockbridge had reported they would like fresh cut-up or whole fruit rather than canned. Richland Center reported some of the vegetables are not cooked enough but otherwise food is good. Nothing else to report.
13. **Next Meeting Date(s), Time and Location for February:** Suggestion to go with the 2nd Wednesday quarterly February, May, August and November at noon. Next meeting February 12, 2025 at CSB Lunch served at 11:45am with meeting to follow until 2:00pm.
14. **Other Business:** Aging Advocacy Day is Tuesday May 13, 2025. Tanya suggested joining us to advocate for Older Americans Act programs and experience the Aging Advocacy Day at the Capital.
15. **Adjourn:** Motion to adjourn Vickey McCauley at 1:56pm; second by Virginia Wiedenfeld. All in favor. Motion carried.

Respectfully submitted,

Tanya A. Webster, *Nutrition Program Coordinator*