



Nutrition Advisory Council (NAC) Meeting Minutes

Wednesday, August 27, 2025

**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 12:17 pm by Linda Symons, President
NAC Council members present: Linda Symons, Advocate/Older Americans Act; Vicky McCauley, Rockbridge Meal Site Representative; Virginia Wiedenfeld, Richland Center Meal Site Representative. Monica Deaver, Home Delivered Meal/Volunteer Drivers Representative; Representative; Kevin Nolen, Home Delivered Meal Participant.
Staff present: Tanya Webster, Nutrition Program Coordinator.
Community Members present: None.
2. **Motion to approve Agenda and Posting:** Virginia Wiedenfeld motion to approve agenda; Second by Linda Symons. All in favor. Motion carried.
3. **Approval of Minutes of May 14, 2025 Meeting:** Vicky McCauley motion to approve May 14, 2025, Nutrition Advisory Council meeting minutes; second by Linda Symons. All in favor. Motion carried.
4. **Welcome New Members:** Tanya and Council members welcomed Monica Deaver for the HDM/Volunteer Drivers representative, David Rasmussen for the Germantown representative and Kevin Nolen for the Home Delivered Meal Participant to current NAC Members. Those present introduced each other and shared why they chose to volunteer for NAC.
5. **Aging Plan Update:** Tanya disclosed a change from Bethlehem Lutheran Church and that the Farm to Table is currently at a standstill which was part of the current aging plan. It is thought that we may need to amend the current aging plan. Things are unknown at this time remaining optimistic.
6. **Nutrition Program Update/C1 Grant:** Tanya reported on the current nutrition budget is at 48.2% utilization with a target of 58.3% planned utilization. YTD budgeted amount is \$295,305.00 with YTD expenses being \$142,489.00. It was also announced that we
7. **Expectations of Nutrition Advisory Council Review:** Tanya disseminated the sample of a Nutrition Advisory Council Handbook. This is being reviewed by council members and will be discussed further at the next meeting in November.
8. **Advocacy -Discussion:** Linda Symons spoke to advocacy; it's importance and the GWAAR newsletter noting to call your legislation.
9. **NAC Recruitment:** Excited to report we have a full council!
10. **Volunteer Recruitment/Orientation/Appreciation:** Always needing volunteer drivers. We do have interest from WRCO to pick up maybe 1 day a week or 1 day a month. Suggestion to post signs at laundromats, food pantry, Ace, Kwik Trip, banks, Towne Taxi and RC Transit.
11. **Staff Updates:** Jay Batten moved into the on-call position as of Monday August 18, 2025. We welcomed Sandi Hinrichs back as the new Bulk Food Driver and Nutrition Site Worker and will be starting August 18, 2025. Bill Lickel is interested in coming back as a volunteer.
12. **Member Updates and Input:**
Rockbridge none given. Richland Center none given. Germantown absent. Volunteers suggested that we create empty labels for drivers to put a use by date on the meals where we have participants that struggle with low appetites and other medical reasons. Home Delivered

Meals representative states that some meals given to supplement the Tuesdays and Thursdays are repetitive.

13. **Next Meeting Date(s), Time and Location for February:** Next meeting November 12, 2025, at Community Services Building, 221 West Seminary Street, Richland Center, WI 5358. Lunch served at 11:45am with meeting to follow until 2:00pm.
14. **Other Business:** Suggestion was made to reach out to the School Districts to make cards for the older homebound adults in our community.
15. **Adjourn:** Motion to adjourn by Monica Deaver at 1:20 pm; second by Vicky McCauley. All in favor. Motion carried.

Respectfully submitted,

Tanya A. Webster, *Nutrition Program Coordinator*