

Breastfeeding Coalition

Mission Statement

The Healthy Kent 2020 Breastfeeding Coalition exists to improve the health and well being of infants and families through education, outreach and advocacy to promote and support breastfeeding and the use of human milk.

Minutes of Meeting: October 24, 2016

Attendees:

Amy Loftus Tuitel (Priority Health), **Mary Castanguay** (Evenflo Feeding), **Emily VanDam** (Cherry Health), **Raquel Fuentes** (Cherry Health), **Kelsey Stricklen** (Cherry Health), **Pat Tucker** (KCHD), **Barb Hawkins Palmer** (Healthy Kent), **Lauren Valentine**, **Annie Jones** (Metro Health Hospital), **Sara Johnstin** (ELNC), **Katie McNabnay** (Spectrum Health Hospital), **Daniel Beutler** (Metro Health, FP Resident), **Bonita Agee** (Strong Beginnings), **Patricia VandenHoek RN, CLC** (Pine Rest)

Information and Sharing

- I. **Introductions:** completed
- II. **Minutes of last meeting:** Motion to approve: Lauren Valentine, Second: Barb Hawkins Palmer.
- III. **Breakfast Break for Breastfeeding**
 - a. Possible 2017 dates: February 9 & 23, March 23, April 27, June 8
 - b. Speakers being considered for Coffective portion: Shannon from MIBFN (Michigan Breastfeeding Network), Alicia (who works with Ryan Comfort)
 - c. Speakers being considered for Extended Breastfeeding portion: Paula Schreck
Barb Hawkins-Palmer will contact Paula Schreck about speaking
Looking at 3/23 or 6/8.
- IV. **Nominations for leadership positions**
****Positions needing to be filled for 2017****
 - a. Chair Elect – work closely as assistant to the Chair for 1 year with intent of becoming Chair the following year
 - b. Chair – lead meetings, delegate tasks, main representative to the community for HKBC
 - c. Chair Events - Partner with local community partners and events that align with our target audience
- V. **WIC Baby Enrollment Form**
 - a. Reviewed this during meeting, gave some feedback
 - b. **Pat Tucker** will take it back to WIC and work on revamp
- VI. **Member Sharing**
 - a. MOMS Peer Intervention Group
 1. State of Michigan – Michigan Endowment Fund - possible grants for MOMS peer intervention group
 2. 4 peer mentors/mentees still active

VIII) Adjourned at 1:00 pm

**Next Meeting: November 28, 2016, 11:30-1pm.
Kent County Health Department, Lower Level**

Minutes recorded by: Annie Jones, HKBC secretary

****See below for Steering Committee and Standing
Committee Members and Responsibilities**

Healthy Kent Breastfeeding Coalition
Steering Committee
Members and Responsibilities

Chair for Operations

1. Supervise and control all business and affairs of the Coalition
2. Plan the agenda for meetings
3. Maintain a Coalition notebook
4. Be a liaison to the standing committees
5. When present, preside at all meetings

Immediate Past Chair for Operations

1. Advise the Chair for Operations on Coalition business and affairs
2. Preside over meetings when current Chair and Chair-elect are unable to attend

Chair-Elect for Operations

1. Schedule Coalition meetings and notify members and preside over meetings if current Chair for Operations is unable to attend
2. Assist the Chair for Operations in fulfilling the obligations of office by performing such duties as requested by the Chair.

Secretary

1. Keep accurate minutes and take attendance at all meetings
2. Be custodian of the minutes and any relevant documents presented at the meetings
3. Is responsible for distribution of minutes to members
4. Shall keep an accurate membership list

Treasurer

1. Handle all funds received from grants or donations
2. Keep accurate financial records
3. Make a financial report at each Coalition meeting
4. Maintain reconciliation of accounts with our fiduciary Metro Health Hospital Foundation

Liaison with Health Care Community

1. Be a representative from the health care profession
2. Create linkages with the medical community and provide information amongst those networks

Representative to Michigan Breastfeeding Network (BFN)

1. Report to the Steering Committee in a timely fashion any State legislative initiatives and how the Coalition can best support these
2. Report activities of the BFN to the Steering Committee as they relate to local Coalition initiatives

Standing Committees
Responsibilities

A. Advocacy/Media

- a. **Goal: Maximize the number and reach of positive breastfeeding messages in alignment with Coalition strategic plan in local media**
- b. **Maintain the Coalition website, Facebook page and blog with a minimum of one posting per week of messages in alignment with Coalition strategic plan**
- c. **Publicize local breastfeeding events and report on state, national and international breastfeeding initiatives in alignment with Coalition strategic plan**
- d. **Build government support for breastfeeding families**

B. Education

- a. **Promote evidence-based breastfeeding recommendations throughout the community**
- b. **Select goals as prioritized in strategic plan with cultural appropriate messages directed to target audiences**
- c. **Assure breastfeeding support groups are available in the community**

C. Events

- a. **Provide opportunities for networking, collaboration and resource sharing among breastfeeding advocates in Kent County**
- b. **Take lead on planning community-wide events including World Breastfeeding Week/Month activities**

D. Sustainability

- a. **Identify and pursue funding sources for Coalition projects/initiatives**
- b. **Recruit and orient new members to the Coalition**