



SCHOOL NUTRITION ASSOCIATION OF PENNSYLVANIA

EXECUTIVE DIRECTOR REPORT TO THE EXECUTIVE COMMITTEE

Submitted By: Pamela Gallagher
Board Position: Executive Director
Report Date: May 3, 2019
Report Period: April 22, 2019- May 3, 2019

A. Monday Morning & Happenings

1. Created, published, and scheduled for email blast- Awards
2. Created, published, and scheduled for email blast- Monday Morning- 4-22-2019
3. Created, published, and scheduled for email blast- Monday Morning- 5-6-2019
4. Spent a great deal of time working on SNAPA 2019 Spring Happenings, preparing, editing, soliciting, and gathering content.
5. Worked with NMTCC on finalizing SNAPA 2019 Spring Happenings for release over the next week. This has been a struggle. I am working with the NMTCC Administration to make sure a student is available for our magazine production as well as using a secure platform to prevent loss of data.

B. Membership

1. Worked daily on phone calls and emails regarding membership.
2. Continue to work on updating our SNAPA database in WA.
3. Received and processed new state memberships.
4. Sent expired and grace members email on renewal.
5. **SNA April 2019 Membership Report**
 - 861 SNA Members (-17)
 - 16 New
 - 23 Reinstated
 - 6 Expired
 - 51 Grace
 - 85% retention rate
 - SNA Goal 904

C. Conference (s)

1. Contacted Kelly Renard to replace Sara Payne as SNS Exam proctor
2. Continued communications with Roxane on Kalahari 2020 updates, Monroeville 2021, Hershey 2022, and Kalahari 2023. Revised contract for Kalahari 2020 lodging and meeting rooms. Had several calls and emails to finalize future conference contracts.
3. Continued work with B&I Partners to confirm and reserve exhibit booths. Sending invoices, recording updates in database, recording payments and confirming reservations. Acosta, The Core Group, Peak, Prime Food, National Food Sales.
4. Confirmed all booth sales in A2Z software.
5. Sent invoices through A2Z software.
6. Participated in Conference Committee bi-weekly call 5-3-2019.
7. Updated conference page and registration pages as requested.
8. Communicated with 2020 committee on development and pricing of logo using P&H.

D. Pixel and Hammer

1. Updated various website pages
2. Worked with Managed IT Services to update forms on website. When we discontinued HostGator, all forms needed to be updated with new email server information.
3. Updated Monday Morning page with most current information

E. Sponsorships 2019

1. Continue to make calls, send emails and work on getting sponsorships secured.
2. Updated the Google Drive information on Sponsorship as requested by Nichole.
3. Added additional information on potential sponsors in Google Drive.

F. SNAPA Teaches Tuesday Webinar Data

1. Webinars.
 - a. April – Kate Watts- Forward Food by The Humane Society of the US, planning. Cancelled.
 - b. May- rescheduled April webinar for May 21st. Started set up process in Go To Webinar
2. All webinars are uploaded on our website with CEU's , Presentations and Recordings.
<https://snapa.org/professional-development/webinars>
3. No webinars in the summer months.

G. Board Communication

1. Prepared for April Board meeting; IT needs, agenda, meals, conference call, lodging and all board communication.
2. Presented at Board meeting. The information presented was important discussions related to database, software, state affiliation agreement, budget.
3. Worked on State Affiliate Agreement with EC. Sent email to BOD for comments.
4. Sent “runner up” letters to DOY nominees. This process was not acceptable and I am looking to the Executive Committee for guidance on future communications.
5. Initiated all award evaluations and communications with EC and BOD.
6. Received all award and scholarship applications. Working on sending them out ot RR for evaluation process.
7. Drafted and sent email to all new Board members with EC approval.

H. Banking and Finance Committee

1. Deposits
2. Uploaded all finance documents to Google Drive- Finance Committee
 - CC Statements and summaries
 - Financial Statements – March
3. Sent SEK AP-AR for approval.
4. Summarized bank and cc statements; sent for approval and processing. (March and April).
5. Worked with bank to change the type of bank account to Business Banking vs Analysis Account. This will save the association approximately 800.00/annually.

I. Other

1. Processed and saved all CEU requests for chapter meetings
2. Sent communication to Chapters
3. Breakfast Task Force meeting
4. Various Go to Meetings
5. Various

Thank you for all your support!