



MSNA POTENTIAL CANDIDATE FORMS TO RETURN CHECKLIST

- Signed Biographical Information form**
- Signed Acknowledgement & Receipt form for the following Board policies:**
 - **Antitrust Policy**
 - **Conflict of Interest Policy**
 - **Whistleblower Policy**
- School District Approval form**
- A professional quality portrait photo (digital photo of high resolution by email preferred, head shots only, business attire, plain backdrop)**

NOTE:

- **Electronic signatures will be accepted on any of the forms.**
- **At the request of the Nomination Committee, incomplete potential candidate packages will not be forwarded to the committee.**

Please return forms to:

Margaret I. Winchell, MSNA Executive Director

Email: MSNA@fusionLP.org

Questions? 320-251-2344

Deadline: March 18th, 2024



EXECUTIVE BOARD MEMBER STATEMENT REGARDING CONFIDENTIALITY, COMPETITION AND DISCLOSURE

I have been elected and/or appointed to serve on the Executive Board of the Minnesota School Nutrition Association (MSNA).

I understand that my sources of income and financial interests and/or my business dealings with MSNA may create a conflict of interest or apparent conflict of interest.

I understand that as an Executive Board member that I cannot endorse a product(s) of one of our industry partners nor shall I appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company service or industry during my term of office. As an Officer or Board Member of MSNA, I shall refrain from appearing in industry advertisements/ promotions and never work in an exhibitor booth during any MSNA meeting.

I agree not to serve on advisory boards that have publications, trade shows or other events that compete with MSNA for advertisers, exhibitors or sponsors.

I agree to disclose any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of MSNA and/or its Executive Board, and/or any significant interest I or an immediate family member has in an organization which MSNA is dealing or with which it is considering conducting business, either at the time of my appointment (or when this policy is implemented) or when that information is relevant to matters under consideration by the Executive Board on which I serve.

I agree that if my income or other financial interest may be directly or indirectly affected by an action or decision of MSNA or its Executive Board, or my interest involves an organization with which MSNA is dealing or considering dealing, I will not vote on the transaction under consideration and will excuse myself from the meeting while the matter is under consideration unless the remaining Executive Board members request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which MSNA is considering business, and/or the impact of MSNA's actions may have on these interests.

I further understand that the information that I provide in this statement may be provided to other members of the Executive Board and/or officers of MSNA.

I further understand that in the course of my duties on the Executive Board, I will have access to confidential information about MSNA's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of MSNA, except as the MSNA specifically authorizes or directs me in writing. I will observe any requirements or procedures that MSNA may require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to, and resolved by, the President of the Association.

Date

3/3/25

Signature





RECEIPT AND ACKNOWLEDGEMENT OF POLICIES

BOARD OF DIRECTORS

MSNA ANTITRUST POLICY

MSNA CONFLICT OF INTEREST POLICY/STANDARDS OF BUSINESS

MSNA WHISTLEBLOWER POLICY

If elected as a MSNA Board member, I understand I will be asked to adhere at all times to the highest ethical standards and to conduct myself with undivided loyalty to MSNA and its goals, consistent with the above policies.


I also understand that if elected, I will be required to comply with the above policies from the date of my election to the date of my installation and throughout my term on the Board of Directors.

I clearly understand the Conflict of Interest Policy and have reviewed my own activities against the policy. It is understood that full disclosure of any facts or circumstances that may be, or may be perceived to be, inconsistent with the policy, is required. I fully expect to be able to comply with the policy if elected, with no reservations.

I have read and understand all of the above policies and understand MSNA's expectation that I will serve in full compliance with these policies.

Vickie J Speltz

Name



Signature

3/3/25

Date



REQUEST FOR SCHOOL DISTRICT APPROVAL

The Minnesota School Nutrition Association (MSNA) is recruiting potential candidates for leadership positions to lead the association in the future. These positions are on the MSNA Board of Directors. State leadership talent is critical in educating and empowering members to provide healthy school meals, so children can achieve academic success.

The MSNA member below has been nominated for the position(s) indicated. MSNA requires all potential candidates to obtain the approval of their school district due to the time commitment required. While we want school districts to be aware of the leadership opportunity available to school nutrition professionals, it is also important to recognize that the opportunity requires occasional time away from the candidate's position responsibilities during the MSNA term of office.

To be Completed by MSNA Candidate	
Name:	<u>Vickie J Speltz</u>
MSNA Leadership Position(s):	1. <u>Vice-President</u> 2. <u>Pres-Elect</u> 3. <u>President</u>
Term of Office:	<u>3 years</u>
Total Estimated Number of Days Out of the Office in a Year:	<u>1st - 33</u> <u>2nd - 67</u> <u>3rd - 70</u>

School District Approval	
Name:	_____
Title:	_____
Signature:	_____ Date _____



2025 Vice President Board Election

VICE PRESIDENT

BYLAWS

Vice President-The vice president shall: • Perform the duties of the president-elect in the president-elect's absence; • Serve as the liaison for association affinity groups, and other committees as needed; • Succeed to the office of president-elect following official installation at the annual conference or in the event of the president-elect's death, resignation, or removal from office. If filling a vacancy in the office of president-elect, the vice president shall then continue in service and also serve the usual term as president-elect the following year.

PROCEDURE MANUAL

The Vice President shall work with the chapters promoting the Plan of Action and the Strategic Plan. This position will serve as a liaison between the chapter affiliates and the Executive Board. The Vice President shall succeed to the office of President Elect following official installation at the annual conference or in the event of the President Elect's death, resignation, or removal from office. If filling a vacancy in the office of the President Elect, the vice president shall then continue in service and also serve the usual term of president elect the following year. The Vice President shall serve a one-year term. NOTE: The Vice President does not do much work with the chapters as they are not as active as they once were. The VP will also become the Past President after their year as President. The Past President chairs the Leadership Development Committee.

General Responsibilities

1. Succeeds to the office of President Elect.
2. Performs duties of the President Elect in the President Elect's absence.
3. Promotes the Association's Strategic Plan of Action.
4. Is available to assist chapter affiliates, promotes membership and professional growth.
5. May attend chapter meetings and may perform installation ceremony of chapter officers.
6. Conducts chapter leadership workshops in conjunction with the President Elect.
7. Attends SNA Leadership Conference per travel policy.
8. Attends the Midwest Regional Leadership conference per travel policy.
9. Serves on the following committees:
 - a. PPL committee
 - b. Bylaw committee

c. Finance committee

10. Voting member of the MSNA House of Delegates. NOTE: This will change to Membership meeting. There will no longer be a House of Delegates.
11. Shall submit articles to the Association's publications.
12. Prepare written reports of all SNA sponsored meetings or conferences attended to be presented at the next Executive Board Meeting and to submit a copy of the written report to the Executive Director to be used for the Association's publications.
13. Be responsible as keeper of the Association written operating manuals. The Vice President along with the Executive Director, will be responsible for updates on the procedure manual, policy guides and travel policies to keep them in compliance.
14. In preparation of his/her term of office, the Vice President shall read the Bylaws, all manuals to gain a complete understanding of the procedures they will need in the future.
15. Annually the manual shall be completely reviewed and posted online.

	BOD Meeting-hrs	BOD Meeting-hrs	BOD Meeting-hrs	BOD Meeting-hrs	BOD Meeting-hrs	BOD Meeting-hrs	BOD Meeting-hrs	Exec Cmte Mtg
	#1	#2	#3	#4	#5	#6	#1	
<i>number of days/hrs</i>	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1
resident	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1
resident Elect	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1
vice President	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1
secretary/Treasurer	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1
nutrition Chair	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
education Chair	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
ublic Policy Chair	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
ember Services Chair	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
industry Chair	1.50	1.50	1.50	1.50	1.50	1.50	1.50	

P commits to 4 years. VP, Pres-elect, Pres, Past Pres/chr Leadership Development cmte

oard mtgs are 1.5 hrs

xec Cmte mtgs are 1-1.5 hrs

mtg Chrs have added time putting together mtg agendas, corresponding w/MSNA staff, and other general duties.

Time Commitment per Board Position (Days)

Exec Cmte Mtg-hrs	Exec Cmte Mtg	Exec Cmte Mtg	Exec Cmte Mtg	Exec Cmte Mtg	Monthly Financial Review	Board Retreat	MSNA Day at the Capitol-1 afternoon 1-5pm	SNA LAC
#3	#4	#5	#6			Days		
1	1.0	1.0	1.0	1.0		2.5	1	4
1	1	1	1	1		2.5	1	4
1	1	1	1	1		2.5	1	4
1	1	1	1	1	12	2.5	1	4
						2.5		
						2.5		
						2.5	1	4
						2.5		
						2.5		

SNIP Conference Days	SNA ANC Days	MSNA Anl Conf Days	Bi-weekly meetings w/Exec Dir-1 hr	Additional Time Commitment-Hrs	TOTAL
2.5	4.5	4			
2.5	4	4	26	10	70.5
2.5	4	4		30	67
2.5		4		101	33
2.5		4		12	41
		4			16.5
		4			18
2.5		4			28.5
		4			15.5
2.5		4			18



Biographical Information
Potential Candidates for Elected State Leadership Positions

The following information is required from all members who would like to be considered for MSNA elected office. Please complete this form and email to MSNA@fusionLP.org.

Vickie J Speltz
 Name

21969 County Rd 27
 Home Address

Rollingstone, MN 55969
 City/State/Zip

507-689-2508
 Home Phone

vspeltz@lewalt.k12.mn.us
 Preferred E-mail address

507-459-2995
 Cell Phone

Food Service Director
 Job Title

Lewiston-Altura 857
 School District/Company

100 County Rd 25
 Business Address

Lewiston, MN 55952
 City/State/Zip

507-522-3403
 Business Phone

Complete the following:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	SNA Membership Number <u>450148</u>	Expiration Date <u>Feb-26</u>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	I am SNA certified and it is valid until <u>7/31/25</u> ;	Level <u>3</u>
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	I am credentialed (SNS) and it is valid until <u>0</u>	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	I am currently employed in an eligible field.	

L List all positions in which you have served at MSNA. Indicate current elected or appointed terms not yet completed.

<u>MSNA BOARD OF DIRECTORS, COMMITTEE, ADVISORY BD, OR TASK FORCE</u>	<u>POSITION</u>	<u>START & END DATES</u>
<u>President</u>	<u>MSNA Board</u>	<u>2019-2020</u>
<u>President-Elect</u>	<u>MSNA Board</u>	<u>2018-2019</u>

<u>Vice-President</u>	<u>MSNA Board</u>	<u>2017-2018</u>
<u>Secretary/Treasurer</u>	<u>MSNA Board</u>	<u>2020-2022</u>
<u>A Conference Committee</u>	<u>MSNA Conference Committee</u>	<u>2017-2022</u>

II. List your participation as a speaker/presenter at a MSNA meeting (ANC, SNIP, Nutrition Conference and any other) or at a MSNA event.

<u>MEETING</u>	<u>TOPIC</u>	<u>DATES</u>
<u>MABA</u>	<u>Negative Balance</u>	<u>4/19/2022</u>
<u>MSBA</u>	<u>Working with School Board</u>	<u>2/8/2019</u>
<u>MASA</u>	<u>Changes/challenges</u>	<u>1/24/2019</u>
<u>Minneapolis</u>	<u>Changes /</u>	<u>1/17/2019</u>

III. List past and current leadership positions held on your Local Chapter's Board of Directors, including voting and nonvoting positions, and any future positions in which you have agreed to serve. (e.g. past president)

<u>CHAPTER BOARD, COMMITTEE OR TASK FORCE</u>	<u>POSITION</u>	<u>START & END DATES</u>
<u>Chapter 11</u>	<u>President</u>	<u>2009-2014</u>
<u>Chapter 11</u>	<u>Treasurer</u>	<u>2014 - Present</u>
_____	_____	_____
_____	_____	_____

IV. List SNA conferences you have attended in the last five years (ANC, SNIP, Nutrition Conference and any other):

<u>MEETING</u>	<u>YEAR(S) ATTENDED</u>
<u>SNIP</u>	<u>5 years</u>
<u>MN LEG</u>	<u>2 years</u>
<u>CHAPTER LEADERSHIP</u>	<u>8 years</u>
<u>ANNUAL CONF</u>	<u>2015 to Present</u>
<u>NUTRITION</u>	<u>1 year</u>
<u>SKILLS CAMP</u>	<u>1 year</u>

VII. Goals for Office

Identify the top **three** goals that you would like to pursue, if elected, for EACH position for which you would like to be considered. You may want to consult the job descriptions and/or talk with a current member of the Board to develop informed, relevant goals.

If specific goals are not received for each position, it may affect the Nomination Committee's decision on your candidacy.

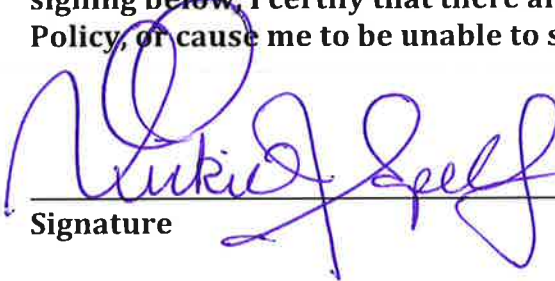
Position: Vice-President
Title of position

1. Work with legislation for longer seat time for
2. Rural Schools (advocate for them) Elementary level.
3. Chapter Status

Position: _____
Title of position

1. _____
2. _____
3. _____

I have reviewed the MSNA Standards of Business Conduct/Conflict of Interest Policy. By signing below, I certify that there are no facts or circumstances that would or may violate the Policy, or cause me to be unable to serve MSNA with the highest ethical standards.


Signature

3/3/25
Date

V. List any MSNA national or SNA state awards or recognition you have received (e.g. MSNA's "E" Team Award, MSNA Innovation Award, MSNA's Chapter President's Leadership Award of Excellence; SNA Employee of the Year, SNA Manager of the Year; SNA Director of the Year, etc.)

AWARD

Director of the Year

YEAR(S)

~~22-23~~ May 2022

_____	_____
_____	_____
_____	_____
_____	_____

VI: Provide a brief statement that describes the leadership experience and skills that will enable you to make a strong contribution in the position(s) for which you would like to be considered. (May be written on separate sheet and attached.)