Conference Call Number 1.218.895.9699 Passcode: 622342#

August 7, 2019 9:00 a.m.

1. Call to Order: 9:02 a.m. by Kristen Pybus; Julia did not have Shannon McKeon, Past President on the meeting request, will add to future ones
2. Attendance: The following persons were present: Julia Balsley, Lanita Carpenter, Nicole Gragasin, Kristen Pybus and Austyn Ries
3. Adoptions of minutes/no additions to the agenda
4. Treasurer’s Report/Update: Vicki not on call due to her Mother’s death
5. New Business:
* President: Kristen Pybus
	+ 1. Annual Survey Results: Kristen requested that we look through the results that were attached in our board meeting agenda email
		2. FDA Central Region Seminar: Marriott has agreed to charge us $250 per person they were trying to charge us $23,000; with 114 people registered, if they all pay the conference fee of $295 we should have $33,630 for the conference. Kristen and Austyn will be at the conference for registration and Lanita will also be present to help where needed
		3. Annual Planning Document: Use the following annual planning document:

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| **July** | **August** |
| Prepare Annual Report | VP & Pres. Mtg. |
| Fall Conf. Agenda Due |   |
| Send out Annual Dinner Invite | Host Annual Awards Dinner |
| Treasurers Report Due | Treasurers Report Due |
| Board Mtg. (2nd Tues.) | Board Mtg. (2nd Tues.) |
| Meeting Minutes | Meeting Minutes |
| Start Advertising Conf. |   |

* + 1. Tablecloth: Kristen wants to buy a blue NCAEHA tablecloth with white logo in time for the FDA Seminar; but she can’t quite figure out the white logo and requested assistance from Austyn &/or Nicole
		2. GroupMe: Last week Kristen texted the board members about joining, GroupMe, which is an app that sends out group texts that we can use to answer short questions to one another, so we don’t clutter up our Gmail accounts. Give Kristen your preferred phone number to use for this app. She would like us to keep our mailboxes clean for future board members who replace us
* VP of Membership: Nicole Gragasin
	+ 1. Membership database/update: Nicole will be asking us for help/input with the website. She wants it to be up and ready by September 1st and she made a flyer about the new membership platform for members
		2. Annual Awards Dinner: Nicole is going to send Thank You cards to JR’s and the raffle vendors; she already sent out a survey about the dinner, 33 members attended
		3. Membership supplies: Lanita has NCAEHA items from Laura that need to be stored elsewhere and Nicole stated she can store them; they will make those arrangements
* VP of Programs & Professional Advancement: Allison Olguin is on vacation
	+ 1. 2019 Fall Conference: Allison confirmed that it will be held on October 24th in Landover, MD. She has three confirmed speakers, one speaker who has expressed interest but has not yet confirmed and Jeanine has a potential speaker. That puts us at 4 or 5 speakers, which means we still need to find 1-2 more speakers if anyone has ideas, contact Allison. The topics of the confirmed speakers include food safety as it relates to cheesemaking/ice cream, ticks/tick borne diseases and climate change initiatives. The planning document states that the agenda for the conference was due in July
* Industry Liaison: Jeanine Flaherty not on call is still working on the tour of the Hearn & Kirkwood Produce Plant that has been recently bought by Coastal Produce
* Director of Communications: Austyn Ries will use Mail Chimp to send out the “Save the Date” for the Fall Conference, have a PayPal button on the website for the Nat’s game, send out a reminder to purchase tickets and update the website with the Annual Awards Dinner pictures and Thank You’s
* Next Conference Call: September 3, 2019 9 a.m.

Adjournment: 9:31 a.m.

Minutes submitted by Julia Balsley