Conference Call Number 1.218.895.9699 Passcode: 622342#

January 7, 2020 9:00 a.m.

1. Call to Order: 9:02 a.m. by Kristen Pybus
2. Attendance: The following persons were present: Julia Balsley, Jeanine Flaherty, Nicole Gregasin, Amanda Losardo, Allison Olguin and Kristen Pybus
3. New Business:
* President: Kristen Pybus

 a) Elections: Courtney Hale is our new Treasurer; Kristen will meet up with Vicki at an BB&T bank to transfer information into her name and then she will take Courtney to the bank. Julia has been reelected as Secretary. Lanita has been reelected as DC representative. Amanda has been elected as VA Representative. MD Representative was very close, but Rahel Telahun from Montgomery County Health Department is our new MD Representative. Julia will send out congratulatory emails to them.

 b) Director of Communications: Austyn is taking some time off in her role and Nicole and Kristen will assume her duties until she comes back; so, contact them if you need anything posted on-line

 C) Survey for members: Kristen will create

* VP of Membership: Nicole Gregasin
	+ 1. Membership database/update: she completely updated the website the previous night, check out new website [www.ncaeha.wildapricot.org](http://www.ncaeha.wildapricot.org) which will change over to [www.ncaeha.org](http://www.ncaeha.org) on January 23, 2020.
		2. Membership: bring a new member to the conference and get $5 off your membership renewal
		3. Newsletter: is completed and is awaiting to send out per Kristen’s request
		4. Happy Hour: she organized a private room at Rampart’s in Alexandria, $5 apps & $3 draft beer after the conference
* 2020 Winter Educational Conference: Amanda Losardo

 a) Speakers: Desperately seeking final speaker; prefer food speaker; Jeanine offered Ann Marie from Legal Sea Foods Inc. For all speakers we need their name, title, title of presentation and in the future a picture of them.

 b) Food & Coffee: Allison & Amanda will work together to provide. Courtney will get the coffee

 c) Details: Julia will confirm what we need for the room, will provide the sign-up list, copies of the Oath and laptop. Kristen will obtain speaker certificates. $10 gift cards will be obtained by? Julia will do attendance certificates. Board members shall arrive at 8 a.m. to help set-up. New board members are required to be there.

* Industry Liaison:

 a) Spring Conference: Planning on moving the Spring Conference from DC to MD at Coastal Sunbelt’s Headquarters & Distribution facility located at 9001 Whiskey Bottom Rd, Laurel, MD 20723 for a Thursday at the end of April. Allison and Rahel to work together to obtain speakers. Since this call, Lanita stated in an email that DC has its own food safety and defense conference in September/October timeframe so, DC can’t host in the fall.

* Next Board Meeting: February 4, 2020 9-10:30 a.m. in person at Fairfax County Health Department

Adjournment: 9:46 a.m.

Minutes submitted by Julia Balsley