Conference Call Number 1.218.895.9699 Passcode: 622342#

June 4, 2019 9:00 a.m.

1. Call to Order: 9:01 a.m. by Kristen Pybus
2. Attendance: The following persons were present: Julia Balsley, Lanita Carpenter, Jeanine Flaherty, Vicki Griffith, Nicole Gregasin, Erin Miller, Allison Olguin, Kristen Pybus and Austyn Ries
3. New Business:
4. Tresurer’s Report: Vicki Griffith

NCAEHA TREASURER REPORT

Date: 21-May-19

CASH BALANCES RECONCILIATION:

Last Balance: 21-May-19 $ 28,713.68 Cash Difference: $4,231.96

Current Balance: 31-May-19 $ 32,945.64 Net income diff: $4,221.96

Difference: $ 4,231.96 Deviation: $10.00

Current Balance Break Down

Scholarship Fund: $ 14,201.96 FDA Checking X8474 FYI ONLY

Petty Cash: $ 40.00 FDA Money: April 15 $1,100.00

Checking Acct: x1565 $ 9,357.21 FDA Money: May 21 $5,225.00

Pay Pal: $ - FDA Money: May 31 $3,147.36

FDA Checking: X8474 $ 9,346.47 Correct for pay fee ($125.89)

TOTAL: $ 32,945.64 $9,346.47

INCOMES:

Date Action Amt Description

5/21/2019 FDA Registrations $ 4,320.00

 TOTAL: $ 4,320.00

EXPENDITURES:

 Paypal Fees FDA $ 98.04

 TOTAL: $ 98.04

 DIFFERENCE: $ 4,221.96

1. President: Kristen Pybus
	* 1. Annual Survey Results: <https://data.surveygizmo.com/r/658710_5cdeaf79de7018.17422059>

Only 15 members have taken will push out to membership again

* + 1. Annual Report: Board Members input due this Friday, June 7th to Kristen, Nicole & Austyn so that Nicole & Austyn can complete the report by July 1st
1. VP of Membership: Nicole Gregasin
	* 1. Membership new database: Nicole is still working on the new database. She states there our good opportunities for our members with the new database. That members can create their own biographies, add pictures and input what events they are attending. We discussed it to go live on our website September 1st after the FDA Central Region Retail Food Protection for it will make our website look different. She would like to show the board members all that she has done with the database right before our brewery tour on June 28th.
		2. Membership list: Nicole will send an updated membership number to Vicki which was:

**75** **Paid Active Members for 2019**

18 Honorary Members (may or may not be active for 2019)

Total Number of members on Spreadsheet: 314

Added/Renewed Members since April: 12

NOTES:

**Mailchimp (email list serve):**

- 357 emails/contacts- 313 susbcribers

- Percentage of opened emails for 2019: ~30% average

(30% of 357 contacts = ~100 opened our emails)

**Wild Apricot Membership Platform:**

- email lists have been filtered, only members active within the last 3 years are on my membership list

- emails of members that have *not* been active within the last 3 years have been archived (but still able to retrieve if needed)

- number of "Active" members (within last 3 years): 220

* + 1. Awards Committee: the NEHA Certificate of Merit Award has been awarded to the Fairfax County Health Department-NACCHO Mentorship Program Leadership Team. They have received two applications for the James Wordsworth Scholarship. They have not received any applications for the Jerrold Michael Award yet so the deadline with be extended and re-advertised and Nicole will email area EH Supervisors about nominating it.
		2. Awards/Website Highlights: Other types of awards like, Rookie of the Year and Program Manager of the Year. Nicole would like to highlight different EHS’s throughout the DC, MD, VA regions to get people to know one another better.
		3. Annual Awards Dinner: Nicole will push for members to attend. It will be July 25, 2019 at JR’s Stockyard in McLean/Tyson’s starting at 6 p.m. Vicki has been collecting raffle prizes. Send ideas to Nicole about a guest speaker, gifts, etc.
1. VP of Programs & Professional Advancement: Allison Olguin
	* 1. Post conference survey: need to send out to spring conference attendees
		2. Next Educational Event: 2 Silos Brewery Tour located at 9925 Discovery Blvd, Manassas, VA 20109 on June 28th starting at 6:30 p.m. Currently tours are $15 per person and you receive a pint glass; Allison will talk to them about different prices/options regarding the tour. RSVP to Nicole.
		3. Conference Planning Meeting with Representatives: Allison will schedule a meeting with the representatives to discuss the upcoming conferences. Erin will talk to Amanda about her becoming the VA Representative and then Erin will fill the MD Representative position. Kristen would like the location and date finalized by mid-June an agenda for the fall conference by July. Legal Seafood Owner is still interested in talking at one of our upcoming conferences. He could speak about ozone. Jeanine would be his point of contact with scheduling.
		4. Other Possible Educational Tours: Lorton or Alexandria water treatment plants in Virginia; Hearn & Kirkwood produce plant in PG County, MD possibly in September
2. Director of Communications: Austyn Ries
3. FDA Central Region Seminar: 40 people have registered; who has & has not paid, learning about PayPal button
4. Send board reports to Austyn by June 7th for she is creating the Annual Report
5. Next Conference Call: Tuesday, July 2, 2019 9 a.m.

Adjournment: 9:45 a.m.

Minutes submitted by Julia Balsley