Conference Call Number 1.218.895.9699 Passcode: 622342#

November 5, 2019 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, Vicki Griffith, Nicole Gragasin, Amanda Losardo, Shannon McKeon, Erin Miller, Allison Olguin, Kristen Pybus and Austyn Ries
3. Treasurer’s Report/Update: We have about $4200 leftover from the FDA seminar that will go into our Scholarship fund. Vicki will work on the report
4. New Business:
* President: Kristen Pybus

Elections: we need a new Treasurer; Kristen may meet up with Vicki to learn Treasurer’s responsibilities. Julia will talk to her supervisor for approval to rerun as Secretary. We are unsure if Lanita will rerun for DC representative. Amanda will run for VA Representative and Erin will run for MD Representative

* VP of Membership: Nicole Gragasin
	+ 1. Membership database/update: she needs to work with Vicki to put together the payment piece to the new database then finally change the domain from wild apricot to ncaeha.org. Kristen would like to have members pay through the website $15 prior for a conference, to get more accurate RSVP’s numbers, and charge $20 at the door. Nicole would like to have an in-person meeting/training of the new database with the board, especially the Secretary, Treasurer and Director of Communications
		2. Membership: Three new members joined this past conference. We have 85 members who paid for membership this past year and 15 Honorary members
* VP of Programs & Professional Advancement: Allison Olguin
	+ 1. 2019 Fall Conference: 11 people responded to the conference survey. Don’t put candy on the table. Future speaking topics suggested were: mobile food trucks, seafood processing and 2019 FDA Supplement updates. Allison suggests that it would be nice if contacts could also be provided for these suggestions. Julia will send “Thank You” emails to the hosts and speakers
* 2020 Winter Educational Conference: VA-Erin Miller

 a) Speakers: No confirmed speakers yet. Two more spots need to be filled. Erin reached out to Danielle Schools of VDH to talk about Shellfish. Amanda/Erin will reach out to the Speaker from Rutgers who can speak about food home delivery to get estimated expense (train and hotel stay). Ellen has reached out to the Association of Pool and Spa Professionals to present. David Lawrence, EH Supervisor from Fairfax HD, would be able to speak about the Council of Food Protection. Kristen requests the agenda be finalized by the end of the month

* Industry Liaison: Jeanine Flaherty (781-771-6839)

 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 where we would have a tour and conference. There is a room that should accommodate around 50 people

* Director of Communications: Austyn Ries

 a) Emails: Has recently sent out two emails, one for elections and one with the fall newsletter

 b) Website: She is keeping it up to date; will be posting conference photos shortly

* Next Board Meeting: December 5, 2019 4 p.m. Email/GroupMe your zip code to Vicki and she will find a location centralized to everyone to have this meeting

Adjournment: 9:45 a.m.

Minutes submitted by Julia Balsley