Conference Call Number 1.218.895.9699 Passcode: 622342#

October 8, 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, Lanita Carpenter, Nicole Gragasin, Amanda Losardo, Erin Miller, Allison Olguin and Kristen Pybus
3. New Business:

* President: Kristen Pybus
  + 1. FDA Central Region Seminar: We have $4000 leftover from the seminar. $1000 will go into the Scholarship fund
    2. Membership supplies: Lanita has NCAEHA items from Laura that need to be stored elsewhere, Amanda Losardo ([Amanda.losardo@vdh.va.gov](mailto:Amanda.losardo@vdh.va.gov), 828-442-0491), will get them from Lanita and Julia can get for the conference
    3. REHS: NEHA no longer offers a paper exam, so we can no longer proctor the exam to our members
    4. GroupMe: sign-up/download the app so we board members can communicate without clogging up our email accounts. Clean-up our Gmail email accounts for future board members who replace us
    5. Elections & Schedule: Our Treasurer will be leaving us at the end of her term. Positions up for this election are the Representatives, Secretary and Treasurer. Please email Kristen to let her know your intentions. Kristen created a schedule regarding the elections, which are below:
* Nominations flyer- created ASAP and no later than October 11 (one should already be created, from the past)
* Nominations flyer out to members on Oct. 13 (all nominations due back by Nov. 8)
* Election committee flyer- created ASAP and no later than October 11.
* Emailed out on Oct. 13.  Interested parties need to let me know by Oct. 25 (there should be a template of this too)
* Elections committee meets between Nov 8-15 and submits nominees to Board for approval
* Ballot out by Nov. 18-24 via survey monkey
* Ballots due back by Dec. 13
* Committee certifies results Dec. 20
* VP of Membership: Nicole Gragasin
  + 1. Membership database/update: Everything done by/for conference. Nicole will talk about the new membership platform at the conference and give a demonstration for members. She will keep the current website to the end of the year, but it will be eliminated by January with our new membership website. She will email a link to the new membership website to the board members, so we can review, make suggestions and create/update our own accounts
* VP of Programs & Professional Advancement: Allison Olguin
  + 1. 2019 Fall Conference: October 24th at Giant Headquarters, 8301 Professional Place, Landover, MD
    2. Speakers: Allison confirmed the final speaker, Kyle Shannon, L.E.H.S. Chief, Center for Milk and Dairy Product Safety Office of Food Protection MD Dept. of Health. Andy Lima, Fairfax County EHS III, will be replacing the original speaker for Tick-Borne Diseases
    3. Logistics: Allison will be talking to Terry McGowan, our Giant contact securing all the details. Board members should arrive between 8 and 8:30 a.m. the day of the conference for set-up. We currently have 27 RSVPs. Allison will handle food, coffee, gift cards and speaker certificates. Welford Roberts will be providing the NEHA Updates for our Regional NEHA V.P.
    4. Agenda: Nicole will update the agenda and email out
* 2020 Winter Educational Conference: VA-Erin Miller

a) Location/Date: Fairlington Community Center/Thursday, January 23, 2020

b) Speakers: No confirmed speakers yet. Erin will reach out to Danielle Schools of VDH to talk about Shellfish and she needs more than an hour to speak. Allison will forward Erin contact information regarding the leftover Fall Conference MD Dairy Speaker and email correspondence that Ellen has had with the Assoc. of Pool and Spa Professionals. Kristen recommends having a speaker to talk about, “Home Food Delivery Service,” but we would have to pay for their travel and one night hotel

* Next Conference Call: November 5, 2019 9 a.m.

Adjournment: 9:45 a.m.

Minutes submitted by Julia Balsley

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| **September** | **October** |
| Pres. Piece for Newsletter Due | Create Conf. Survey |
| Educational Opp/Event | Fall Educational Conf. |
| Conf. Agenda Planning Mtg. w/Reps | Winter Conf. Agenda Due |
| Membership Drive | Social Event |
| Treasurers Report Due |  |
| Board Mtg. (2nd Tues.) | Board Mtg. (2nd Tues.) |
| Meeting Minutes | Meeting Minutes |
| Work on Newsletter (Due 30 days prior to Conference) | Start Advertising Conf. |