

# National Capital Area Environmental Health Association

## Board Meeting Agenda

February 1, 2010

1:00-2:00P.M.

Conference call: 1-866-305-2467

Pass code: 581851

In Attendance: Chris Gordon, Vicki Griffith, Kris Wallace, Marion Allen, Shannon McKeon, Jessica Tapp and Jennifer Lehman

Not In Attendance: Kristin Garcia, Bruce Flippens, and Sarah Chi

### Agenda Items:

1. Call to Order—Chris Gordon, 1:00pm
2. Approval of Minutes—Shannon McKeon (December 14 meeting)
  - a. Minutes approved
3. Additions/Adoptions to the Agenda—Chris Gordon
  - a. None.
4. Treasurer's Report—Sarah Chi
  - a. Report
    - Beginning Balance: **\$11,763.76**
    - Expenditures: \$19.99 – Chris Gordon (Refund – Dec 09 con call fee)
    - Income: \$376.08 – VEHA (NCAEHA/VEHA fall 09 conf)
    - Ending Balance: **\$12,119.85**
    - Scholarship fund: \$2,111.00 *\*figure included in ending balance*
  - b. Continuing status of 501C-3 application for federal tax id #
    - i. To be carried over to the next meeting, due to the absence of Sarah Chi
5. New Business:
  - a. Appointment of new Newsletter Editor (Chris Gordon)
    - i. Received a nomination for Allison Lippert from the Fairfax County Health Department. Allison has a Masters in Biodefense and has 2-3 years field experience in the Food Safety Section. She was voted by the Board to be the next Newsletter Editor. Jessica is to contact her to inform her of her new position.

- b. Creation of NCAEHA banner (Kris Wallace)
  - i. Deciding between digital fabric and fabric for the material.  
The pricing difference is \$250 vs. \$338. There are no color or lettering formats that need to be adhered to. Kris will send options out via email for Board approval. The banner will take 1 week to make after the design is finalized.
- c. Spring Conference—lead Marion Allen
  - i. Date—April 29, 2010
    - 1. 9am to 4pm
  - ii. Location—CFSAN in College Park, MD (Metro Green Line)
    - 1. To be held in the auditorium.
    - 2. The cafeteria will be open for lunch.
    - 3. Continental breakfast to be provided.
    - 4. Free Parking is available.
  - iii. Speakers
    - 1. Zaida Figueroa—past scholarship winner
    - 2. Bob Custard—dog dining
    - 3. Aquatic Inspection Results-Chris Gordon
    - 4. CFSAN Staff—Baseline Survey Results
      - a. Marion Allen to follow-up with a specific speaker.
    - 5. Other suggestions
      - a. FDA Reportable Food Registry
      - b. Maryland Health Department Update- Marion Allen to follow-up
- d. 2010 Elections Timeline (Chris Gordon)
  - i. Three positions for election:
    - 1. President
    - 2. Vice-president for Programs
    - 3. Vice-president for Professional Advancement
  - ii. Empanel nomination committee; chair-Chris Gordon
    - 1. Committee solicits nominations, verifies the nominees meet the criteria and presents them to the Board by 4/23/10.
    - 2. Nomination Committee consists of Chris Gordon, Shannon McKeon and Kris Wallace.
    - 3. Jessica Tapp is to send call for nominations out to the member and non-member list-serves listing the open positions and the duties and qualifications.
  - iii. Slate of nominees submitted to Board for consideration—Friday, April 23
  - iv. Ballots sent (e-mail or mail) to members—Tuesday, May 25
  - v. Final deadline for ballot submission—Wednesday, June 9
  - vi. Nominations Committee certifies election results-Monday, June 14
  - vii. Annual Awards Dinner—on or about Thursday, June 24

- e. NCAEHA representation at 2010 NEHA Annual Education Conference—scheduled for June 6-9 (Chris Gordon)
  - i. This item will roll to next month for consideration.
  - ii. The current price is \$625 for non-members and \$499 for members. This price will increase after May 14.

6. Next Board Meeting: March 1, 1-2PM—conference call