

National Capital Area Environmental Health Association

Board Meeting Agenda

April 15, 2010

1:00-2:00P.M.

Conference call: 1-866-305-2467

Pass code: 581851

In Attendance: Chris Gordon, Kristin Garcia, Vicki Griffith, Marion Allen, Shannon McKeon, Jessica Tapp, Sarah Chi, Allison Lippert and Jennifer Lehman

Not In Attendance: Bruce Flippens and Kris Wallace

Agenda Items:

1. Call to Order—Chris Gordon, 1:03pm
2. New Business:
 - a. Spring Conference—(Marion Allen)
 - i. Date—Thursday, April 29, 2010
 - ii. Location—CFSAN in College Park, MD (Metro Green Line)
 - iii. Speakers
 1. Confirmed Robin Henderson with the Maryland Department of Hygiene and Mental Health
 - iv. Payment- Confirmed that only cash and check are acceptable forms of payment for conference attendance.
 - v. Food- Marion to purchase the food and submit receipts for reimbursement.
 - vi. Security- Personal computers will not be permitted into the training rooms and will need to be checked at the security desk.
 - vii. Certificates- Sarah Chi will contact Kris Wallace for a sample certificate and send it to Marion so that she may create the spring conference certificates.
 - b. Scholarship- Kristin Garcia
 - i. One full and one partial application have been submitted for scholarship. Jessica will send an email to members announcing the opportunity and soliciting applications.
 - c. 2010 Elections (Shannon McKeon)
 - i. Update on Nominations Committee Activity
 1. There is one candidate running for each position open for election.
 2. Nominations will be forwarded to the Board after the nomination deadline.

3. A handout will be prepared with the candidate's information for distribution at the Spring Conference.