

National Capital Area Environmental Health Association

Board Meeting Agenda

August 24, 2009

10:00-12:00 PM

Fairfax Health Department

In Attendance: Chris Gordon, Kristin Garcia, Kris Wallace, Marion Allen, Shannon McKeon, Sarah Chi, Jessica Tapp, Seyra Hammond and Jennifer Lehman

Not present: Vicki Griffith and Bruce Flippens

Agenda Items:

1. Call to Order—Chris Gordon, 10:30 am
2. Approval of Minutes—Shannon McKeon (June 30 meeting)
 - a. Minutes approved
3. Additions/Adoptions to the Agenda—Chris Gordon
 - a. Brainstorming for the year
 - i. Future conferences should be metro accessible (Bethesda or Rockville suggestions for MD).
 - ii. Two conferences this year; Fall joint with VEHA and Spring in DC.
 - iii. Scholarship/Award submissions and applications due May 1, 2010.
 - iv. A survey on professional development opportunities and desires will be given at the next conference. Possible ideas for professional development are:
 1. Pesticide Applicator certification training
 2. Healthy Homes training
 3. REHS/Other Credential study group
 - v. Chris will contact NEHA to obtain a list of all NEHA members in VA, MD, and DC (completed 9/4/09, awaiting Excel spreadsheet from NEHA to forward to Jessica for distribution list). Kristin has the list for VA. This information may be used to advertise the association and it's activities.
 - b. Newsletter
 - i. Should contain at minimum two articles, calendar, agenda for the next conference and a link to the website.

- ii. Content for the newsletter should be in to the Editor by September 15. Newsletter is to be emailed out on September 29.
- iii. Should feature a “Meet the Board” section

4. Treasurer’s Report—Sarah Chi

a. Report Update

- i. Beginning Balance: **\$12814.49**
- ii. Expenditures:
 - \$1386.45 - Chris Gordon (NEHA conference hotel/travel)
 - \$1000.00 - Zaida Frigueroa (2009 Wordsworth scholarship recipient)
 - \$ 347.55 - Award Crafters (3 plaques)
 - \$ 700.00 - JR Stockyards (Annual dinner)
 - \$169.58 - Vicki Griffith (Annual dinner gift cards/certificates)
 - \$ 59.97 - Chris Gordon (Refund - 3 conference calls)
 - \$ 10.00 - Return check
 - \$ 9.00 - Service charge for return check
- iii. Income:
 - \$ 520.00 - Annual dinner proceeds
 - \$ 2500.00 - Donation from Mr. Wordsworth
 - \$ 60.00 - Dues
- iv. Ending Balance: **\$12,211.94**

NOTE: *SCHOLARSHIP FUND = \$2516.00
 - \$1000.00 (Zaida Frigueroa -2009 Scholarship recipient)
 - \$ 370.00 (Chris Gordon - NEHA AEC registration fee)
+\$ 2500.00 (Donation from Mr. Wordsworth)
\$ 3646.00 *

b. Status of checking account

- i. The checking account has been changed so that it is in Sarah Chi’s name.
- ii. We are currently banking with BB&T.
- iii. Checks need to be ordered.

c. Options for CDs, etc.

- i. Sarah will explore CD options and rates of return and share information obtained with the Board at the next meeting.

d. Status of 501C-3 application for federal tax id #

- i. A call will be placed to NEHA to see if we are exempt from paper work. If not, the forms will be filled out.
- ii. The association already has an EIN #

5. New Business:

- a. Fall Conference: October 29, 2009 co-hosted w/ VEHA in Northern VA location- NOVA Manassas Campus
 - i. Location/Details- NOVA Manassas Campus
 - 1. Cost- \$30/hour for the Colgan theatre. \$12.50/hour for a smaller room to be used for testing and the afternoon onsite track.
 - 2. Preston from VEHA will call to make the reservation. Kris Wallace will sign the contract.
 - 3. Food costs are to be split with VEHA. Kristin Garcia will pick up food.
 - 4. Marion Allen volunteered to create and print signs directing members to correct parking/room spaces.
 - ii. REHS/CPFS exam administration (Kristin Garcia)
 - 1. Will be offered at the fall conference.
 - 2. 4.5 hours will be required for the test. Suggested hours are 8:30am-1:00pm.
 - 3. Examinees will not need to pay a fee to attend the afternoon sessions of the conference.
 - 4. A preliminary announcement of this opportunity will be sent via the list serve and on the website.
 - 5. A raffle for reimbursement of exam fees (\$135) will be held. Five reimbursements will be awarded. Examinees will need to show proof of passing the examination in order to be reimbursed.
 - iii. Speakers (All)
 - 1. FDA- Salmonella typhi in peanut butter update (MA)
*For Food Track
 - 2. Cuisine Solutions- HACCP at the retail level (SH) *For Food track
 - 3. Chef (Cathal Armstrong)/Regulatory (Seyra Hammond or Kristin Garcia)- Charcuterie (KG and JL)
*For Food Track
 - 4. DPOR- General Onsite Topics (KG)
 - 5. EPA (Kristy Miller)- Mold and Moisture (SM)

6. Update by-laws

- a. Vicki had previously requested changing the title of the VP of Programs to VP of membership. This point will be discussed further with Vicki present at the next meeting.
- b. A piece needs to be added to the by-laws stating that the president of NCAEHA must be a NEHA member.
- c. It is the Secretary's responsibility to head the membership committee. This piece has previously been removed from the by-laws. This issue will be revisited at the next meeting.

7. Round-Robin Board Member Updates

8. Next Board Meeting: September 23, 1-2PM—conference call