

# National Capital Area Environmental Health Association

## Board Meeting Agenda

December 14, 2009

1:00-2:00P.M.

Conference call: 1-866-305-2467

Pass code: 581851

In Attendance: Chris Gordon, Kris Wallace, Marion Allen, Shannon McKeon, and Jennifer Lehman

Not In Attendance: Vicki Griffith, Kristin Garcia, Bruce Flippens, Sarah Chi and Jessica Tapp

### Agenda Items:

1. Call to Order—Chris Gordon, 1:02pm
2. Approval of Minutes—Shannon McKeon (November 16 meeting)
  - a. Minutes constructed by Kris Wallace. Minutes, with submitted changes, are approved.
3. Additions/Adoptions to the Agenda—Chris Gordon
  - a. Webmaster Update- Jessica Tapp
    - i. Information from the NEHA membership list has been added to our list serve. The Association now has 415 people on the email list, including many new contacts from Maryland.
    - ii. The presentations from the last conference have not been posted on the web due to website issues. Jessica is working on it with Chip.
    - iii. There was one forward to the members regarding an employment opportunity.
4. Treasurer's Report—Sarah Chi
  - a. Treasurer's Report
    - Beginning Balance: **\$12, 641.25**
    - Expenditures: \$135.00 – Lizaida Rodriguez (CP-FS exam fee refund)
    - \$135.00 – Paul Bilowus (REHS exam fee refund)
    - \$452.50 – NVCC (Conf room fee/ app fee)
    - \$135.00 – Deborah Crabtree (CP-FS exam fee refund)
    - \$19.99 – Chris Gordon (Refund – Nov 09 con call fee)
    - Income: None
    - Ending Balance: **\$11,763.76**

Scholarship fund: \$2,111.00 *\*figure included in ending balance*

- b. Fall Conference
  - i. VEHA has been billed by Sarah for their portion of the fall conference fees.
- c. Continuing status of 501C-3 application for federal tax id #
  - i. Sarah not present to discuss. Will be placed on next month's agenda.
  - ii. The Association cannot hold a savings account until non-profit status is acquired. It is Chris' goal to see this happen before the end of his term as president.

5. New Business:

- a. Creation of NCAEHA banner (Kris Wallace)
  - i. Kris Wallace will price out different companies for banner creation and will report to the Board at the next meeting.
- b. # and total amount of scholarships awarded after Fall Conference (Sarah Chi)
  - i. 3 scholarships at \$135/each were awarded, totaling \$405.
- c. Spring Conference—lead Marion Allen
  - i. Date—April 29, 2010
  - ii. Location—CFSAN in College Park, MD (Metro Green Line)
  - iii. Speakers
    - 1. Zaida Figueroa—past scholarship winner
    - 2. Bob Custard—dog dining
    - 3. Others?
      - a. CDC representative to speak on waterborne illness. Chris Gordon will follow-up on this suggestion.
      - b. FDA representative regarding pending federal food safety legislation.
      - c. CFSAN representative to discuss results from the baseline survey.
- d. Update by-laws-Kristin Garcia, Vicki Griffith
  - i. Kristin and Vicki are working on a draft for the updated bylaws. It is hoped that this draft will be ready and sent to the Board before the next meeting so that it may be discussed at that time. Approval will require a majority Board vote and then a majority membership vote.
- e. Resignation of Seyra Hammond as Newsletter Editor—suggestions for appointment
  - i. One candidate has been suggested by two Board members- Allison Lippert from the Food Safety Section of the Fairfax County Health Department.
  - ii. January 11 is the deadline to submit suggestions for appointment. The Board will vote on January 19.

6. Round-Robin Board Member Updates

7. Next Board Meeting: January 19, 1-2PM—conference call