

National Capital Area Environmental Health Association

Board Meeting Agenda

September 23, 2009

1:00-2:00PM

Conference Call Dial-In # 1-866-305-2467

Pass code # 581851

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

Agenda Items:

1. Call to Order—Chris Gordon, 1:06 pm
2. Approval of Minutes—Shannon McKeon (August 24 meeting)
 - a. Changes to minutes submitted by Chris Gordon to Shannon McKeon. Minutes, with changes, were approved.
3. Additions/Adoptions to the Agenda—Chris Gordon
 - a. None
4. Treasurer's Report—Sarah Chi
 - a. Beginning Balance: **\$12,211.94**
Expenditures: NONE
Income: \$30.00 (Dues)
Ending Balance: **\$12,241.94**
****SCHOLARSHIP FUND = \$3646.00 ***
** figure included in ending balance*
 - b. Update on financials (ordering checks)
 - i. A box of 200 checks costs \$23.07. The address on the checking account will be changed to that of the Fairfax County Health Department so that necessary correspondence is sent to Sarah Chi. This purchase was approved by the Board.
 - c. Options for investments (CDs, etc.)
 - i. Sarah looked into the option of a CD or Money Market with BB&T. The bank will contact Sarah if the rates adjust. Sarah will look into other rates and send information out by next meeting. For BB&T, the investment options are as follows:
 1. CD:
 - a. The rate for 8 months at \$5000 is 0.75%, and the rate at 13 months is 1%.

- b. The money would have to remain in the account for the specified time period to receive the interest.
 - 2. Money Market:
 - a. The rate is 0.1%.
 - b. Money may be removed from the money market at anytime without penalty.
 - c. Only 3 checks written per statement period is allowed
 - d. Status of 501C-3 application for federal tax id #--results of call to NEHA on whether we are exempt from paperwork
 - i. Jessica's mother talked to NEHA. They stated that affiliates need to apply for non profit status on their own. Jessica believes that we will probably fall under a 501C-6. From here, we will need to fill out the paper work and apply for non-profit status.
5. New Business:
- a. Update on Joint Fall Conference: October 29, 2009
 - i. Contract for location at NVCC Manassass Community College (Kris Wallace)
 - 1. The contract has been signed for the venue. The rooms are the same as last year, as is parking. The total cost of the venue will be provided to the Board by Kris Wallace. The cost will be split with VEHS.
 - 2. For the REHS/CP-FS exams, the Counseling Room has been reserved from 7:30am to 1:00pm. Kris will obtain the building name and provide that information to Kristin Garcia so that she may inform NEHA.
 - ii. Signs to direct conference attendees to rooms (Marion Allen)
 - 1. Marion will have a banner created for the association.
 - iii. Food for conference members (Kristin Garcia)
 - 1. Kris Wallace has taken charge of purchasing and bringing food to the educational session. She will need the final number of attendees to determine how much food to purchase.
 - iv. REHS/CPFS exam administration (Kristin Garcia)
 - 1. Two people are registered for the REHS exam. There are four "maybes" for testing and three others who have expressed interest. The NEHA deadline for registration is September 28.
 - v. Speakers:
 - 1. FDA speaker on Salmonella typhimurium in peanut products (Marion Allen)
 - a. Marion will present

2. The Art and Science of Charcuterie (Jennifer Lehman)
 - a. Cathal Armstrong or another chef have committed. Kristin Garcia will contact Mr. Armstrong with details of the session.
 3. EPA speaker on Mold & Moisture (Shannon McKeon)
 - a. Kristy Miller has not yet committed to speak. She will be contacted via telephone on Monday, September 28 to determine whether she will be available.
- vi. Survey membership at the Fall Conference—topics, professional development, etc. (Chris Gordon)
1. Kristin will create survey questions regarding professional Development and send them to Vicki. They will cover possible interest in an REHS study group as well as where this group will meet and how often. Chris mentioned that if teleconference is preferred for a study group, we may use the conference call line.
- b. List of NEHA DC, MD, and VA members from NEHA for inclusion in non-member e-mail distribution list (Chris Gordon)
- i. Chris has yet to have this information provided to him. He contacted a NEHA representative who stated that the acquisition of this information is outsourced and he should be receiving it shortly. This information will be used to expand the non-member list and advertising potential. Chris will provide Jessica with this information once it is received.
- c. Update on Newsletter—distribution September 29 (Seyra Hammond)
- i. Seyra received two responses from the solicitation for articles. One response was regarding different types of smoke detectors and the other, a mnemonic device for remembering the Big Five. She is looking into obtaining an article on zoonotic diseases in the classroom (from lizards, hamsters, etc.).
 - ii. Updated application and scholarships are available online and should be included in the newsletter.
 - iii. The newsletter will be sent to Jessica when complete for posting and distribution.
- d. By-laws update—(ALL)
- i. Update to duties of President—requirement to be NEHA member
 1. Chris will add this piece to the by-laws.

- ii. Membership Committee—removed from current by-laws, is there a need for reinstatement
- iii. Changing duties of VP of Programs to VP of Programs and Membership
 - 1. Kristin and Vicki will work together offline to create two proposals. One restructures the duties of both VPs, and the other will just restructure the duties of the Vice President of Programs.

6. Round-Robin Board Member Updates

7. Next Board Meeting: October 13, 1-2PM—conference call