

**NATIONAL CAPITAL AREA ENVIRONMENTAL HEALTH ASSOCIATION BOARD MEETING
MINUTES**

JULY 19, 2007 11:00AM-1:00PM

THE DEPT. OF HUMAN SERVICE BUILDING IN ARLINGTON

IN ATTENDANCE: *SHANNON MCKEON, VICKY GRIFFITH, KRIS WALLACE, JESSICA TAPP, PATRICK JONES, MARGARET WATERS, KRISTIN REDFERN, CASSANDRA MITCHELL-BAKER, DAWN COLLINS, ELLEN SMEDLEY, JULIA BALSLEY*

ABSENT: *CHRIS GORDON, CECILLE ESCOBAR, GRACE KIM*

1. MEETING CALL TO ORDER – PATRICK: 11:20AM
 - APPROVAL OF MINUTES - MAY 15, 2007
 - MINUTES APPROVED, NO CHANGES MADE.
 - ADDITIONAL & ADOPTION OF THE AGENDA
 - APPROVED W/ NO ADDITIONS.

2. WELCOME NEW BOARD MEMBERS – PATRICK
 - ELLEN AND KRIS WERE WELCOMED
 - CERTIFICATES TO GIVEN VICKI, DAWN, AND SHANNON FOR PREVIOUS YEAR SERVICE

3. TREASURER’S REPORT – CASSANDRA
 - BEGINNING BALANCE: \$12,328.36
 - TOTAL EXPENDITURES: \$3123.56
 - INCOME: \$3320.00
 - ENDING BALANCE: \$12,524.80
 - SCHOLARSHIP FUND: \$5,542.00
 - RON COULD NOT PROVIDE INVOICE STATING HE PAID FROM THE AC CONFERENCE. THEREFORE, WE HAVE NOT ISSUED A REFUND.

4. CALENDAR OF EVENTS 2007/2008 – PATRICK
 - BOARD MEETINGS: MONTHLY
 - ALTERNATE BOARD MTGS. W/ VICKI AND CHRIS
 - MAJORITY OF MEETINGS ARE CONFERENCE CALLS, QUARTERLY FACE TO FACE
 - THIRD TUESDAY OF MONTH FROM 1-2PM.
 - ◆ PATRICK WILL EMAIL A REMINDER 10 DAYS PRIOR TO MEETING. IF NOT CONVENIENT- PERHAPS THAT THURSDAY (A BACKUP DATE).
 - SPECIAL EVENTS
 - COMMUNITY SERVICE/OUTREACH,
 - ASK FOR HELP FROM PROFESSIONAL DEVELOPMENT COMMITTEE- WORK W/ PATRICK
 - LATE SPRING
 - JULIA RECOMMENDED EARTH DAY- MAY/APRIL
 - MARGARET RECOMMENDED EDUCATING YOUNG IN CAREERS FOR HEALTH, LIKE OURS. AND/OR ADOPT A SCHOOL IN EACH AREA, MONTGOMERY

COUNTY, ALEXANDRIA, ARLINGTON, D.C, FAIRFAX- EACH JURISDICTION WILL SEND INFORMATION AND SPEAKERS

- SEND THOUGHTS ON EVENTS TO MARGARET
- CHRISTMAS PARTY? SOCIAL EVENT PATRICK RECOMMENDED A HOME ATMOSPHERE
 - ◆ KRISTIN SUGGESTED TO RENAME TO A HOLIDAY PARTY SO THAT WE CAN HOLD THE PARTY AROUND ANOTHER HOLIDAY SUCH AS THANKSGIVING OR NEW YEAR'S.
 - ◆ FRIDAY DEC.7
- MARGARET SUGGESTED A NEW YEARS PARTY IN JANUARY
 - ◆ WHITE ELEPHANT GIFTS, MEAL, MUSIC, ETC
 - ◆ JAN. 4- NEW YEARS PARTY TENTATIVE
 - ◆ DETAILS WORKED OUT BY MARGARET AND VICKI
- AWARDS DEADLINE
 - * SCHOLARSHIP DEADLINE OF NOMINATIONS- MOVED TO MAY 15TH

5. PROGRAM & EDUCATION COMMITTEE – VICKI

1. CONFERENCE FOR FOOD PROTECTION: APRIL 11-16TH 2008- SAN ANTONIO
2. NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION: JUNE 22-25TH 2008

❖ FALL CONFERENCE (LOCATIONS, SPEAKERS, TOPIC'S ETC) **MOVED TO DC**, CLYDES OF GALLERY PLACE (SEATS 100, IN CASE CASA IS ABLE TO ATTEND)

- OCTOBER 25TH (THURS) TENTATIVE 8:00AM-3:30PM
 - ◆ PRESENTERS
 - SCHOLARSHIP PRESENTATION WINNER- THE UNDERGRAD WHO RECEIVED THE CERTIFICATE
 - PEGGY KELLER- KEY NOTE: DC BUREAU CHIEF, RODENTS?
 - FOOD SECURITY (CASA) FBI
 - FOOD ALLERGENS- ANNE MUNOZ- FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN)
 - SENSITECH TECHNOLOGY FOR ROP?
 - CHINA FOOD IMPORTS?
 - LUNCH INCLUDED

❖ WINTER CONFERENCE **MOVED TO VA**

WINTER CONFERENCE - VA (JOINT CONFERENCE W/ CASA AND/OR VEHA?)

- KRISTIN WILL LOOK INTO A CONFERENCE ROOM IN FAIRFAX (GOVT. CENTER)
 - JANUARY 24TH OR 31ST, 2008?
 - ◆ PRESENTERS
 - TOM CROWE- KEY NOTE
 - ALLEN: FDA, ETHNIC FOODS
 - HOARDING
 - 2ND SCHOLARSHIP PRESENTATION?
 - NOROVIRUS

- BODY PIERCING/TATTOO
 - LUNCH MAY BE INCLUDED?

❖ SPRING CONFERENCE MD

- JOINT W/ CENTRAL ATLANTIC STATES ASSOCIATION OF FOOD AND DRUG OFFICIALS (CASA) AND/OR MARYLAND ASSOCIATION OF SANITARIANS (MAS)
 - APRIL 3RD 2008 TENTATIVE
 - ◆ PRESENTERS
 - KEY NOTE???
 - BED BUGS
 - FDA EDUCATIONAL COURSE
 - WASTE WATER
 - AIR QUALITY
 - SWIMMING POOL SAFETY
 - TRANS FAT

- * MD. ASSOC OF SANITARINS WANTS TO WORK W/ US FOR A CONFERENCE-PATRICK
- * CASA WANTS TO WORK W/ US TOO- DAWN, MD HAS A LARGE CASA CONFERENCE, NOVA #S ARE LOW, NO INTEREST TO BENEFIT ALL OF US- JOINT CONFERENCE
- * TRIPLE CONFERENCE VEHA AND NCAEHA, CASA?- PATRICK AND PRESIDENT OF VEHA

DAWN- CASA: BRING IN MEDICAL SYSTEM- BIO HAZARDS, MEDICAL DEVICES, FBI

- 4MTGS A YEAR

KRISTIN- BRING IN POLICE ON CONFERENCE (METH LAB)

- * DAWN ASKED THE QUESTION ABOUT THE MEMBERSHIP FEE FOR CASA OR NCAEHA. CHECK IN THROUGH CASA OR NCAEHA
- * VICKI IS D.C. "DELEGATE" POINT OF CONTACT, PATRICK WILL WORK W/ HER
- * PATRICK POSED THE QUESTION OF RAISING THE NCAEHA MEMBERSHIP FEE FROM \$15 TO \$20. DECIDED TO MAINTAIN \$15 FOR NOW.

6. PROFESSIONAL DEVELOPMENT COMMITTEE – MARGARET

- GOALS 2008
 - REHS
 - TWO SCHOLARSHIPS UNDERGRAD AND GRAD GIVEN OUT AT THE FOLLOWING EDUCATIONAL CONFERENCE
 - COMMUNITY INVOLVEMENT
- SUGGESTION/RECOMMENDATION (OPEN DISCUSSION)
 - ALL SUGGESTIONS TO MARGARET

7. NEWS LETTER COMMITTEE – SHANNON

- DEADLINE
 - 30 DAYS PRIOR TO CONFERENCE
 - DEADLINE FOR ARTICLES SEPT. 20TH

- ARTICLES
 - BIOS FOR CANDIDATES THAT WON THE AWARDS
 - CATHERINE CUMMINS
 - ANNUAL DINNER
 - TOPIC DETAILS COVERED IN THE CONFERENCES
 - EHS SPOTLIGHT
 - CFP AND SUBMISSION OF ISSUES

8. WEBMASTER – JESSICA

- UPDATE & FUTURE IMPROVEMENTS
 - JESSICA HAS JUST STARTED A NEW WEBSITE, FRAMEWORK HAS BEGUN, MORE PROFESSIONAL IN APPEARANCE, EASIER TO USE
 - JOB POSTINGS
 - EHS POSITION POSTED FOR THOMAS JEFFERSON HEALTH DISTRICT
 - BIOS AND PICTURES OF BOARD MEMBERS
 - SPOTLIGHT ON WHAT EACH JURISDICTION IS DOING FOR FOOD SAFETY MONTH

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9. BY-LAWS COMMITTEE - CHRIS

- UPDATE & DEADLINE
 - NEW BY LAWS DUE BY JANUARY 2008
 - FEW MODIFICATIONS
 - ELIMINATE PRESIDENT ELECT POSITION AND PAST PRESIDENT POSITION
 - ONE PRES., TWO VICE PRESIDENTS

10. ADJOURNMENT (1:00PM)

****NEXT MEETING: CONFERENCE CALL AUG. 21ST PM****

FYI: MAY NEED TO FIND ANOTHER SPONSOR FOR THE ANNUAL DINNER FOR 2009.