



**NEVADA FOOD SAFETY TASK FORCE  
Board Meeting  
February 15, 2023 – 8am**

**This meeting will be ONLINE through WebEx. – at  
<https://nfstf.my.webex.com/nfstf.my/j.php?MTID=m3b9091df55db02f851b3e049736aa78e>**

+1-415-655-0001 US Toll

Meeting number (access code): 2557 087 9475

Meeting password: G33PiJ2HEnH (43374524 from phones and video systems)

**AGENDA**

(Items may be taken out of order. \*Denotes an action item)

1. Call to order and verify quorum.
2. Review any drafted minutes (Kunz missed meeting)- Minutes pending for 1/17/23
3. Joint NV EHA Conference –
  - a. Location: Alexis Park
  - b. Dates – May 16-17, Tuesday-Wednesday
  - c. Contract: In place? Cost?
    - i. AV
  - d. Vendor fees: \$750 with extra \$100 per person over first 2 tickets.
  - e. Regular fees: \$150/person. Military/Student: \$100
  - f. Speakers – NvEHA Joint Collaboration
  - g. Registration and Save the Date: NvEHA (Jason)
4. Google Drive/Email Access -- #---x83
5. Insurance:
  - a. Event Insurance
  - b. Board InsuranceUsed by NvEHA:

USI Insurance Services  
Direct: 725-208-0454 | Fax: 610-362-8216  
[Shaun.Suller@usi.com](mailto:Shaun.Suller@usi.com), Shaun Suller, CPCU
6. Registered Agent – authorized to sign for official documents 8am-5pm hours
7. NFSTF Website
  - a. Content – Meeting agendas and minutes; Jon’s bio; bylaws (if not up to date).
8. Treasurer’s Report:
  - a. IRS standing: Re-instatement of non-profit status
  - b. Budget preparation
9. By-Laws:

The following to be included for a vote at the next open meeting. Review and send comments for future meetings.

  - a. *CPA’s recommendations – Purpose, Dissolution, Conflict of Interest*
  - b. Code of Ethics
  - c. *Non-voting Board Members: Discussed: Treasurer is non-voting on financial matters.*

- d. *Membership discussion: Only active members can vote?*  
*An active member is defined as: See policy and procedures (7 days for voting rights).*  
*Membership discussion: Only active members can vote? An active member is defined as: tabled.*  
*Structure*

*“The Nevada Food Safety Task Force shall consist of members representing academia, industry, manufacturing, and regulatory with an interest in food safety. Any member of the task force shall be considered a voting member. New members must complete an application and submit it to the Nevada Food Safety Task Force. Each member wishing to continue their membership must reapply every two years.*

- e. *10. Meetings: “Face-to-face” meeting once per year*  
f. *Schedule Open Meeting – At least 30 days out*  
g. *Appendices: Compliant Process*

## 10. Policy and Procedures

- a. Board Member Duties: Treasurer Duties, Secretary’s Duties
- b. Conference Planning
- c. Information Content and Control
- d. Board General Info
- e. Granting Scholarships
- f. Voting

## 11. Open Comments

## 12. Next Meeting Scheduling: 30 day public

## 13. Adjourn

### **PREVIOUS ACTION ITEMS:**

Tory:

Continue to talk with CPA – awaiting notification of non-profit status. What went wrong?

Develop budget of sorts for conference costs based on contract.

Develop yearly budget - review of how we may wish to allocate money.

Share Google Drive/Email Access- Upload Docs *shared in 2021 990 Non-Profit Return Nevada Food Safety Task Force -Emailed 8/4/2022*

Ellen:

~~Write up Policy and Procedures document (draft only)~~

~~Write up new by laws (draft only)~~

Plan meeting update with Teresa Hayes

Reach out to Washoe Co. Health District and Central Nevada Health District with Conference save the date and speaker invite.

Stefano:

Secure contract/ make deposit for Alexis Park

All:

Think about Speaker and Presentations you would like to see at conference

Website decisions to come.