



**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)

MINUTES

1. Call to order and verify quorum. : Present: Mark Buttner, Jon Aneson, Marty Potnick, Tory Rich, Stefano Caligiuri, Ellen Kunz
2. No official Minutes from 1/17/23, as Kunz Secretary not present. Discussed conference. No votes taken on 1/17/23.
3. Joint NV EHA Conference –
 - a. Location: Alexis Park
 - b. Dates – May 16-17, Tuesday-Wednesday
 - c. Contract: No signed contract, but looking at \$2,000/day for room.
 - i. AV: 2 bids at about \$7,000+. Stefano asked for discount as non-profit for \$4,100.
 - d. Vendor fees: \$750 with extra \$100 per person over first 2 tickets. (Ellen vendor form)
 - e. Regular fees: \$150/person. Military/Student: \$100
 - f. Speakers – NVEHA Joint Collaboration
 - g. Registration and Save the Date: NVEHA (Jason)
 - h. Open Meeting at conference – Aneson voiced concerns – See Open Comments for details
4. Google Drive/Email Access: Tory Rich’s personal cell #-x83 is connected to Task Force google account, so if I try to sign in, she must give permission. Kunz could not access because security code needed sent to Tory. Consider other option settings. Or provide all personal gmail accounts to Tory to enter into system to prevent the security access code needed.
5. Insurance: USI Insurance Services
 - a. Event Insurance: Will discuss with Nv EHA whether we should both get event coverage or just one of us.
 - b. Board Insurance: Each Board member should send in the insurance form information back to USI contact. Stefano will email us each the form to return so we can move forward with coverage.
6. Registered Agent – Voted and passed by Board – All voted Aye. No dissenting votes. – Contract the R.A. Get contract for Silent G Consulting who Tory Rich uses personally. Silent G Consulting is a State listed RA, with a JD degree and the cost is only \$100/year.
7. NFSTF Website – Approval granted to post updates to website, including: Meeting agendas and minutes; Jon’s bio; bylaws (if not up to date).
8. Treasurer’s Report:
 - a. Bank Account – totals shared.
 - i. Debit card ordered.
 - ii. Stefano now listed on bank account.

- b. IRS standing: Re-instatement of non-profit status- No update.
 - c. Budget preparation for conference and all known costs – Requested this be a regular report and part of meetings as included in Policy and Procedure Draft. Tory agreed to draft a budget.
9. By-Laws: A new draft of bylaws was shared for review, following specific requests for updates. No specific discussion because ran out of time.
- The bylaw changes require a open meeting vote with all members being notified 30 days in advance. Review these drafted changes and send comments for future meetings.
- a. *CPA's recommendations – Purpose, Dissolution, Conflict of Interest*
 - b. *Code of Ethics with Complaint Form*
 - c. *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*
10. Policy and Procedures: A draft Policies and Procedures shared for review, following specific requests for written SOPs. Review these drafted changes and send comments for future meeting discussion and vote for adoption.
- 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
- a. Membership update – emails from website reviewed – 3 new members
 - b. Active Members – Marty shared concern over few active members, poor attendance to conference from industry/members, vast majority REHSes.
 - c. Open Meetings: Tory and Marty requested Open Meeting for All Members. Kunz shared this is needed for vote on drafted Bylaws. Shared no recent meetings because solvency still being repaired vs programs/actions.
 - d. Open Meeting at Conference:
 - i. Jon Aneson: Disagrees with hosting an open meeting at the joint conference
 - ii. Elections: Aneson and Caligiuri concerned over fair elections at conference. Kunz requested Voting Policy and Procedure and Bylaw membership language be reviewed to clarify and resolved these concerns. Tabled.
 - iii. Stefano wants a LinkedIn Account for NFSTF and other ways to share – save the dates.
12. Next Meeting Scheduling: February 28th at 8am
 (Kunz left prior to end and Stefano emailed meeting time and time of adjournment)
- a. 30 day open, all member meeting needed. public
13. Adjourn : 9:13am

ACTION ITEMS:

All: Insurance Forms – each individual board member to submit their own form directly to agency.
Review drafted Bylaw changes. Submit comments to Kunz for consolidation.
Review drafted Policies and Procedures. Submit comments to Kunz for consolidation.
Think about Speaker and Presentations you would like to see at conference

Stefano: Secure contract/ make deposit for Alexis Park
Secure contract with Registered Agent, Silent G Consulting.
Complete AV bids correspondence – attempt to lower costs to about \$4,100

Tory: Continue to talk with CPA – awaiting notification of non-profit status. What went wrong?
Registered Agent – Sign contract with Stefano.
Develop Conference 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: Vendor Form for Conference
Website updates – request Matt to upload updates.
Ask State about Printing Services – options for conference brochure.
Once Save the Date is Made: Reach out to Washoe Co. Health District and Central Nevada Health District with Conference save the date and speaker invite. Plan meeting update with Teresa Hayes
Printing for conference: Conference Brochure/Agenda with Speaker Profiles; Vendor Form; NFSTF Printed Registration Form; Election Ballots; Candidate Information