



NEVADA FOOD SAFETY TASK FORCE
Board Meeting
February 28, 2023 – 8am

This meeting will be ONLINE through WebEx. – at

<https://nfstf.my.webex.com/nfstf.my/j.php?MTID=mb290bf1bb4659c8f307084e3ba064d68>

Meeting number: 2557 677 3171

Password: n9tH8JsrsY6 (69848577 from phones and video systems)

Host key: 752470

AGENDA

1. Call to order and verify quorum.
2. Review and Approve 1/17/23 and 2/15/23 minutes.
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. Treasurer's Report:
 - a. Conference Budget (larger budget) review
 - b. IRS standing: Re-instatement of non-profit status
 - c. Bank Account update
5. Insurance: USI Insurance Services
 - a. Event Insurance
 - b. Board Insurance
6. Registered Agent
7. 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: Complaint Process
8. Policy and Procedures:
The following to be included for a vote at the next open meeting. Review and send comments for future meetings.
- 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
9. NFSTF Website : Content updates
10. Open Comments : Google Access
11. Next Meeting Scheduling: 30 day public
12. Adjourn

PREVIOUS ACTION ITEMS from 2/15 meeting:

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