



**NEVADA FOOD SAFETY TASK FORCE
MINUTES
Tuesday, June 14th, 2022 @ 4 pm**

This meeting was held ONLINE through WebEx at the meeting link below:

<https://nfstf.my.webex.com/nfstf.my/j.php?MTID=m326e2663f72c1f153403fcc0baf8b8c6>

Meeting Number: 2553 915 2216

Password: 8mZKPZWD5x3 (86957993 from phones and video systems)

Join by video system: Dial 25539152216@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone: +1-415-655-0001 US Toll Access code: 2553 915 2216

MINUTES FROM MEETING

1. Call to order and verify quorum: **4:14pm – Stefano, Chair**
2. Approve minutes from May 24th meeting - **Ellen motion, Jon seconds**
3. Vote on By-law Changes:
 - a. Industry Chair to be renamed to Retail Food Chair: **Passed: No Dissent**
 - b. Add Agricultural Chair, Educational Outreach Chair, Institutional Food Chair: **Passed, No Dissent**
 - c. Add Distributing Chair: **Tabled indefinitely.**
 - d. Clarify Co-chairing – one vote: **Passed, No Dissent**
 - e. Membership – **Voting Members defined – Tabled. Language needs to be defined and shared with members with 30 day notice for official By-law change. Proposed language below.**
4. Newly Proposed Changes to By-laws for Discussion (from May 24 meeting):
 - a. CPA's recommendations: **Needs further review – Tabled.**
 - b. Membership discussion: **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."
 - c. Leaving Board members should train incoming: **Policy and Procedures need to be developed and this would fall under the P+P document**
 - d. Treasurer Yearly Budget Report: **Passed, Policy and Procedure: Board to create budget. Treasurer completes a financial statement reporting on budget/audit of finances.**
 - e. Treasurer Checks Counter: Approving expenditures-**Prior to any authorization or purchase, expenditure receives written approval from Chair or 2 Board Members: Requires written approval (electronic acceptable): Passed, Policy and Procedure**

- f. Board (not just treasurer or secretary) (and/or Board's Grant Writer) assist in grants: **Jon proposes grant writer be hired. Tabled.** This requires future discussion.
 - g. Non-voting Board Members: **Discussed: Treasurer is non-voting on financial matter (retains all other votes) – This is in NVIE and common in many non-profits. Tabled for vote.**
5. Insurance: **Tabled. Request board members to review provider and cost**
- a. **Shaun Suller, CPCU** Account Manager **USI Insurance Services** Direct: 725-208-0454 | Fax: 610-362-8216 Shaun.Suller@usi.com | www.usi.com
 - i. Board
 - ii. Event
6. Treasurer's Report
- a. IRS standing: **Still out of compliance. No 501©(3) status. No word or update from IRS.**
 - b. CPA: Paid \$1490 total. **Awaiting IRS notification of reinstatement of non-profit status.**
 - c. Conference proceeds. **Jason with NvEHA unavailable. Tory will meet to review final conference proceeds ASAP. Estimated: \$5294.25 (6/15/22 email with excel)**
 - d. Balance: **11,584.64 without conference proceeds**
7. NFSTF Website –
- a. Review of Content – **Create Policy and Procedure for Board to vote on content. Must “vet” all vendors and content and ensure fair endorsements and best educational content.**
 - b. Food Safety Training –UNLV, Keith at this time: **Tory adding services – tabled.**
 - c. Google Analytics – 67 website users this month; 78 “sessions”; only average of 1.15 minutes. **No discussion- skipped agenda item.**
 - d. Web developer update – **Tory will reach out to web developer.**
 - e. Scholarship Fund: \$1000 received from vendor **No discussion- skipped agenda item.**
 - f. Additions:
 - i. Vendors – Allow Advertise for Fee? **Tabled. Possibly add tab for “Resources” or “Vendors” or both vs training. Need Policy and Procedure. Fees from vendors to support NFSTF.**
 - ii. add SNHD/State events, national conferences to Training webpage; FDA food code/ Nevada Regulations updates. **Tabled.**
8. Conference Ideas – **No discussion. Tabled.**
9. Public Comments
10. Next Meeting Scheduling: **Scheduled meeting for Tuesday, July 26th at 3:30pm**
11. Adjourn: **Adjourn at 6:10pm**