



**NEVADA FOOD SAFETY TASK FORCE  
Board Meeting  
Tuesday, July 26<sup>th</sup> at 3:30pm**

**This meeting will be held ONLINE through WebEx at the meeting link below:**

<https://nfstf.my.webex.com/nfstf.my/j.php?MTID=mc269f022eb42d848d21324e7e04481aa>

Meeting Number: 2556 309 8085

Password: udUSMMCs496 (83876627 from phones and video systems)

Join by video system: Dial [25563098085@webex.com](tel:25563098085)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone: +1-415-655-0001 US Toll

Access code: 2556 309 8085; Host PIN: 3803

**AGENDA FOR MEETING**

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

1. Call to order and verify quorum\*
2. Approve minutes from June 14<sup>th</sup> meeting\*
3. NFSTF Website –
  - a. Accessing website: <https://nfstf.org> or internet search nfstf (can't type into browser without https://) – Security issue
  - b. Current Website Info: Hosting site is Media Temple; wordpress site; “FTP”? pages shared with Tory to ease transfer of the webpage development
    - i. Content updates on hold
    - ii. Website internal access: <https://nfstf.org/wp-admin/> username: tory; password: Taskforce2021!!
  - c. Hiring New Web Developer
    - i. TRU Venture Marketing  
[www.Truvm.com](http://www.Truvm.com), [matt@truvm.com](mailto:matt@truvm.com), [brian@truvm.com](mailto:brian@truvm.com)  
450 Sinclair Street, Reno, NV 89501 | (775) 203-6828  
Finalist to be used by NVIE
  - d. 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.
4. NV Restaurant Association Interest
5. Insurance
  - a. Event Insurance
  - b. Board Insurance
  - c. **Shaun Suller, CPCU** Account Manager **USI Insurance Services** Direct: 725-208-0454 | Fax: 610-362-8216 [Shaun.Suller@usi.com](mailto:Shaun.Suller@usi.com) | [www.usi.com](http://www.usi.com)
6. Treasurer's Report
  - a. IRS standing
  - b. CPA update

- c. Conference proceeds.
- 7. NFSTF Policies and Procedures (P+P):
  - a. Budget: Board created budget – September.
    - i. Treasurer Yearly Budget Report/ Financial Statement Summary- October meeting
  - b. Expenditures: Payments and Issuing Checks – Written Pre-Approval or Signed by Chair or 2 Board Members before issuance
  - c. Board members vote on website content before postings
    - i. Develop “vetting” process for vendors and educational info
  - d. Board (not just treasurer or secretary) (and/or Board’s Grant Writer) assist in grants.
- 8. By-Laws under review:
  - a. CPA’s recommendations – for adoption into by-laws or P+P
  - b. Non-voting Board Members: Discussed 6/14: Treasurer is non-voting on financial matter (retains all other votes) – This is in NVIE and common in many non-profits. Tabled for vote.
  - c. Membership discussion: Only active members can vote? An active member is defined as:  
*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 NFSTF. Each member wishing to continue their membership must reapply every two years.*
  - d. *10. Meetings: “Face-to-face” meeting once per year*
- 9. Public Comments
- 10. Next Meeting Scheduling
- 11. Adjourn