



**NEVADA FOOD SAFETY TASK FORCE  
Board Meeting MINUTES  
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

**MINUTES FOR MEETING**

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

1. Call to order and verify quorum: *Called to order 3:47pm by Ellen Kunz, second by Tory. In Attendance: Stefano C, Mark B., Jon A., Tory R., Marty Po., Ellen K.*
2. Approve minutes from June 14<sup>th</sup> meeting: *Approved by Tory; second Jon.*
3. NFSTF Website –
  - a. Accessing website: <https://nfstf.org> or internet search nfstf (can't type into browser without https://) – Security issue: *Reviewed*
  - b. Current Website Info: Hosting site is Media Temple; wordpress site; “FTP”? pages shared with Tory to ease transfer of the webpage development: *Reviewed*
    - i. Content updates on hold
    - ii. Website internal access: <https://nfstf.org/wp-admin/> username: tory; password: Taskforce2021!!
  - c. Hiring New Web Developer: *Board members will make recommendations and submit web developers to Ellen (Secretary) to share with Board for review. Want to compare at least 3 web developers and then Board can vote. Tory will be sent out via email just following the meeting the “Website Management Email Template” outlining the tasks/deliverables wanted from the web developer so we can compare fairly. Want for a local – State business license verified manager. Board to review options.*
    - i. *Options:*
      1. *TRU Venture Marketing : Marty proposed- reviewing their work for NVIE needs. Marty will reach out to them to review our NFSTF website and get quote.*  
[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*
      2. *Tory has local person in mind and will get quote; website info to review work.*

3. *Jon will reach out to NV Restaurant Association to learn who they use and get quote; website info to review work.*
- 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. **Tabled.**
4. NV Restaurant Association Interest: *Jon and Stefano met with Katherine Jacoby, Scott Olson and others with the Nv Restaurant Association. They shared our goals as the NFSTF and how we can best collaborate.*
  - a. *NvRA is a membership fee-based organization.*
  - b. *While they represent retail food interests and the business side of restaurants (labor, supply chain, etc.); NFSTF is solely focused on food safety (not other aspects).*
  - c. *If we collaborate, we need to consider how to share resources; if there would be a financial tie. How to “vet” partners like we “vet” website resources and promote them without conflicts of interest.*
  - d. *NFSTF needs to clarify its role –*
    - i. *Marty: “NFSTF is a ‘Go-To Resource’ for---Food Safety [for all environmental health sectors, hospitality, retail food, food businesses, public to understand permitting/laws, inter-section of food system partners]*
    - ii. *What will we deliver – offer to the public, owners, vendors*
5. Insurance: *Stefano will look into cost of CPCU insurance. If possible other Board members can recommend and get quotes as well to compare..*
  - a. Event Insurance: *Ellen noted her thought was single conference event insurance for now (option to add events as may be needed).*
  - b. Board Insurance: *Ellen proposed liability insurance only.*
  - 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: *No reinstatement of non-profit status or EIN yet*
  - b. CPA update: *Tory emailed CPAs for update on IRS standing or receipt/acceptance of 1023/990s. No reply yet.*
  - c. Conference proceeds. *Not yet received. Estimated 5,294.25*
  - d. Bank Account Balance: *\$11,584.64 (pre-conference proceeds). Last transaction \$1,000 scholarship deposit in May.*
7. NFSTF Policies and Procedures (P+P): *Ellen (Secretary) will draft up Policies and Procedures document for vote by Board to include:*
  - a. Budget: Board created budget – *Budget should be created and approved in September. Can adapt or change in policy as needed for yearly date.*
    - i. *Treasurer Yearly Budget Report/ Financial Statement Summary- Yearly Budget Report Summary from Treasurer set for September (post conference-event in May).*
  - b. Expenditures: Payments and Issuing Checks – Written Pre-Approval or Signed by Chair or 2 Board Members before issuance. *No discussion today. Reviewed in June meeting.*
  - c. Board members vote on website content before postings
    - i. Develop “vetting” process for vendors and educational info - *No discussion today. Reviewed in June meeting.*
  - d. Board (not just treasurer or secretary) (and/or Board’s Grant Writer) assist in grants. *No discussion today. Reviewed in June meeting.*
8. By-Laws under review:
  - a. CPA’s recommendations – for adoption into by-laws or P+P – *Tory stated it must be in By-laws. Ellen will include this for a vote in next open public meeting and ensure 30 day notice for members per by-laws. Board members asked to review language and send comments to Ellen to document and share for next meeting. Language emailed out on June 25 with meeting on June 26<sup>th</sup> invitation.*

- 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. ***No discussion today. Reviewed in June meeting. Tabled.***
  - c. Membership discussion: Only active members can vote? An active member is defined as: ***Structure No discussion today. Reviewed in June meeting. Tabled.***  
*“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 ***No discussion today. Reviewed in June meeting. Tabled.***
9. Public Comments – ***aka Board Comments:***
- a. ***Website Content and Promoting Resources:***
    - i. ***Tory: Her Business: Serve Safe instructor; Food safety consultations.***
  - b. ***Promoting NFSTF – Gaining interest:***
    - i. ***Need Board Business Cards – Call in agreement***
    - ii. ***MGM support – more active members from MGM establishments***
    - iii. ***Reach out to Professor Brain Labus for support or promotion***
  - c. ***Events:***
    - i. ***Offer to Volunteer or offer Free Services to (perhaps training class, hand-on training on safe food prep; prepare a meal): Charity organizations like Catholic Charities who do meal programs for those in need.***
      - 1. ***Try to volunteer and co-host event around Thanksgiving.***
      - 2. ***Get media coverage for event to promote NFSTF***
    - ii. ***Allergen Walk***
    - iii. ***Conference in May***
  - d. ***NFSTF Focus:***
    - i. ***Public’s knowledge of safe food options and unsafe choices – like info on safe food sources:***
      - 1. ***Cottage foods – Unregulated, but approved cottage food sales allowed from private homes in face-to-face sales like farmer’s market***
      - 2. ***vs. Unpermitted/ black market facebook sales***
      - 3. ***unpasteurized milk***
10. Next Meeting Scheduling: ***August 23 at 3:30pm***
11. Adjourn: ***4:57pm by Stefano.***