



**NEVADA FOOD SAFETY TASK FORCE  
Board Meeting  
Tuesday, August 23, 2022 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=m2b46de0a8f9dfb482e970d5fe1da48f8>

Meeting Number: 2553 015 6846

Password: mhNUKvJV779 (64685858 from phones and video systems)

Host Key: 675966

Join by video system: Dial 25530156846@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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

Access code: 2553 015 6846 ; 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 by Jon Aneson. Present: Jon Aneson, Martin Potnick, Mark Buttner.
2. Approve minutes from July 26<sup>th</sup> meeting\*
3. Request to send Calendar Invites versus email invites – Marty and Mark
4. NFSTF Website –
  - a. Need to complete board review of 2 options. Need comparison bids.
  - b. Per Jon – Stefano will present on Brian Hoke in future.
    - 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
    - ii. Jon Aneson: Brian Hoke Ceo – [Brian@BentleyHoke.com](mailto:Brian@BentleyHoke.com); BentleyHoke.com;  
315-446-2300—Based in New York
      1. Concern not Nevada business – Per Marty - Nevada organization should try to stay with Nevada business.
5. NV Restaurant Association Interest and Partnering
  - a. Jon share – Scott, from NRA, may be willing and able to oversee finances/ act treasurer/ assist. This needs further discussion and parameters
6. Events and Ideas for NFSTF Promotion:
  - a. Events:
    - i. Networking Event
      1. Parameters: \$1,000-1,500. Evening with food and alcohol and guest speaker. Possibly tour a facility.
      2. Try to complete pre-conference, within 2022 if possible.

- ii. Joint NV EHA Conference –
  - 1. Assist with conference with minimal effort/ time unless more training for operators – too regulator focused
  - 2. Moving forward – put together a presentation for Teresa Hayes, State Program Manager – to request NFSTF again becomes the sub-grantee for the FDA grant rather than NV EHA
  - 3. Discuss dates with NV EHA for pre-national conference date. April/ May pre 8-11 national
  - 4. Trainings – speakers – need to be recruited. Must find speakers to make it more operator friendly.
- b. On Back Burner for Future- not discussed but on agenda
  - 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.
  - ii. Allergen Walk
- c. Outreach: not discussed but on agenda
  - i. Board Business Cards
  - ii. MGM support – more active members from MGM establishments (Stefano followup)
  - iii. Professor Brian Labus for support or promotion (Mark followup)
- d. Educational Info – not discussed but on agenda
- 7. NFSTF Policies and Procedures (P+P): To be created to include: not discussed but on agenda
  - 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.*
  - e. *Review of Website Content – Create Policy and Procedure for Board to vote on content; vendors.*
- 8. Insurance: not discussed but on agenda
  - 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)
- 9. Treasurer’s Report: not discussed but on agenda. Treasurer Rick not present
  - a. IRS standing
  - b. CPA update – bill for \$650 for 2021 990
  - c. Conference proceeds.
  - d. Budget preparation for September.
- 10. By-Laws under review: not discussed but on agenda
  - a. *CPA’s recommendations – for adoption into by-laws – to be voted on next open meeting*
  - b. *Non-voting Board Members: Discussed: Treasurer is non-voting on financial matter Tabled.*
  - c. *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.*
  - d. *10. Meetings: “Face-to-face” meeting once per year No discussion today. Reviewed in June meeting. Tabled*  
*Policy and Procedures:*
- 11. Public Comments – no public present.
- 12. Next Meeting Scheduling: Mark Buttner – Tuesday afternoons are difficult, prefer Monday or Wednesday. Tentative meeting September 14<sup>th</sup> at 4pm.
- 13. Adjourn at 5:10pm