



NEVADA FOOD SAFETY TASK FORCE
Board Meeting MINUTES
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

MINUTES

1. Call to order and verify quorum. – *Attending: Tory Rich, Stefano C, Steve Z, Jon Aneson, Ellen Kunz*
2. Review and Approve 1/17/23 and 2/15/23 minutes. – *Passed without comment.*
3. Joint NV EHA Conference –
 - a. Location: Alexis Park
 - b. Dates – May 16-17, Tuesday-Wednesday
 - c. Contract: In place? Cost? *Paid \$500 deposit and signed contract*
 - i. AV – *completed with Alexis Park contract*
 - 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 – *Form to come from NV EHA – emailed out 12 noon 2.28 after meeting.*
 - g. Registration and Save the Date: NVEHA (Jason)- *emailed out 12 noon 2.28 after meeting and on website*
 - h. Printing and Items for Conference: *Badges. Conference brochure. Trophy/ Plaque for Nummer. Thank you gifts. Kim may have lanyards.*
4. Treasurer’s Report:
 - a. Conference Budget (larger budget) review - *\$4,000 for room; \$4,000 F+B, \$6,100 AV = \$14,000+*
 - b. IRS standing: Re-instatement of non-profit status – *no update*
 - c. Bank Account update – *no changes- about \$16,000+- deposit -\$500 not yet showing*
5. Insurance: USI Insurance Services
 - a. Event Insurance – *Kunz comment – not sure if additional coverage needed for events.*
 - b. Board Insurance – *Tory requested assistance in reviewing the application request.*
 - i. *Directors and Officers and Entity Liability (D.O) Insurance – Need to request certain Limit of Coverage. Page 1. No one knew what to request for limit.*
 - ii. *Page 4, #13 – do we work on a fiscal year or annual year*
 - iii. *Comments: Jon A: Need professional who is familiar with insurance and liability to assist and review this. Stefano – Requested someone call USI agency to learn more. Tory to contact Jason with NVEHA to see how they filled out forms and limits.*
6. Registered Agent – *Silent G Consulting was hired by Tory - \$60 fee for State registration.*
7. By-Laws:

The following were included for a vote at the next open meeting. Review and send comments for future meetings.

Board present began discussions – No one had read proposed text in advance.

Board noted, Tory commented, Board agreed- Schedule a separate meeting for bylaw and policy review only. Meeting scheduled for March 21st at 8am.

- a. *CPA's recommendations – Purpose, Dissolution, Conflict of Interest – Tory noted this is required, not optional*
 - b. *Code of Ethics –Board request after Kathryn Olsen request*
 - 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). Stefano/Jon – Request longer membership before voting rights granted – 1 month requested.
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 – Goal to complete/ vote and approve bylaws and policy by the conference.*
 - 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: Ellen will work to upload minutes, agendas, Jon's full bio, open board positions, and conference vendor form and conference speaker forms.*
- a. *Jon and Stefano – Want updated member form*
10. *Open Comments : Google Access*
11. *Next Meeting Scheduling: 30 day public – No public meeting scheduled. Board meeting for bylaws scheduled March 21 at 8am. Please review all documents shared in google drive and prepare or share comments/edits. To sign into gmail and the google drive – nvfoodsafety@gmail.com password – There see the folder entitled “Drafted Bylaws and Policies for Review – 2.28.23” and in that folder are each of the attached documents in Word format. Please be sure to track your changes when you make edits or comments in the document. This is the preferred method, because as a google doc, you can see eachother's comments and be sure you are working off of the most recent draft of the doc. You can also hand-write in edits and suggestions and email them to me.*
12. *Adjourn: 9:01am*

PREVIOUS ACTION ITEMS from Today's meeting:

All:

Review drafted Bylaw changes. Make edits to google documents on our NFSTF google drive.

Review drafted Policies and Procedures.

To sign into gmail and the google drive – nvfoodsafety@gmail.com password – Taskforce2021!

There see the folder entitled “Drafted Bylaws and Policies for Review – 2.28.23”

Send out Speaker Form to your contacts - Think about Speaker and Presentations you would like to see at conference

Send out the Save the Date for the conference

Insurance Forms – research standards/ ask for advice if you have a contact.

Tory: Continue to talk with CPA – awaiting notification of non-profit status. What went wrong?

Continue to update the Conference Budget of sorts for conference costs based on contract.

Develop yearly budget - review of how we may wish to allocate money.

Ellen: Vendor Form for Conference – awaiting registration info from NvEHA

Website updates – request Matt to upload updates.

Ask State about Printing Services – options for conference brochure.

Printing Needed for: Conference Brochure/Agenda with Speaker Profiles; Vendor Form; NFSTF
Printed Registration Form; Election Ballots; Candidate Information