*Monday, February 6, 2017 9:00 a.m.*

1. Attendance: The following persons were present: Julia Balsley, Erin Miller, Chuti Nakronsri, Kristen Pybus and Laura Wildey
2. Call to Order: 9:01 a.m.
3. New Business:
4. Treasurer’s Report/Update: Kristen will email Vicki
5. Winter Educational Conference: Erin will submit the food receipts to Vicki
6. Elections: We need to fill the MD Representative position so please promote the vacancy to anyone who either works or lives in Maryland
7. VP of Membership:
8. Membership renewal: We sent out a flyer in December about renewing memberships. Laura will review our by-laws in regards to her position responsibilities and contact Kristen if she has any questions. Julia will update the membership list from and email it out to the Board. Laura will promote NCAEHA with her VDACS colleagues. VDACS pays for professional memberships
9. Social Ideas: Laura would like to send out a survey about social ideas like happy hours, networking opportunities, brewery tours, apiary tours. Laura will utilize Survey Monkey, possibly using Kristen’s new account

Spring Educational Conference: Kristen talked to Dawn during the winter conference to try to secure a date and location in DC for the conference to be held no later than the first Thursday in May. We need to secure seven speakers. We currently have four possible speakers/presentations: Peri Pearson-VDH-Hepatitis A, Kenya Moon-FDA, Solar Power and Energy Sustainability, Onsite Sewage and Water-Fairfax HD. Laura said she would put out a list of possible speakers

f. Secretary Updates: 45 people were in attendance for the winter educational conference which included speakers. 29 memberships paid for their memberships at the conference

g. Communications:

1. Website: Board members need to send biographies and a picture of them shelf to Chuti as soon as possible so she can update our website. Erin will email the winter conference presenters to obtain permission to upload their presentations onto our website. Erin has all the presentations from the conference on her laptop. In the future if a presenter does not allow us to post their presentation Kristen would like them to provide handouts of their slides to the members
2. Social Media: Chuti is interested in keeping our twitter current with frequent tweets

h. New Board Members: Kristen found her VP of Professional Development flash drive that she will give Christy. The position flash drives are password protected. Contact Kristen if you need help accessing your flash drives

i. By-law Revision: Kristen if forming a by-law committee in to update our by-laws to include a past president position and to increase membership fees from $15 to $20. Erin and Julia volunteered to be on the committee

j. Suggestions/Ideas for Future: moving board meetings to Tuesdays. Kristen will email the board the proposed year round planning calendar. To change the website monthly dues from Pablo’s credit card to the organization’s credit card

Next Board Meeting: In person meeting Thursday, March 9, 2017 2-4 p.m. in the Lobby-Azalea Room 103 of 2100 Clarendon Blvd, Arlington, VA 22201

Adjournment: Kristen adjourned the meeting at 9:35 a.m.

Minutes submitted by Julia Balsley