*Monday, March 7, 2016 9:00 a.m.*

1. Call to order: The meeting was called to order at 9:06 a.m.
2. Attendance: The following persons were present: Dawn Adams, Julia Balsley, Shannon McKeon and Jemal Yasin
3. Treasurer’s Report: Shannon will work off-line with Vicki to obtain
4. New Business:
5. Winter Conference debrief: went good; incident with thumb drive left behind, give back to speaker as soon as uploaded; needed hot water for guests to have tea
6. Spring Conference: Dawn will need the boards help to organize this conference, DC members are busy working on the Nuclear Summit which occurs March 29-April 3, 2016
7. Venue: Dawn will try to reserve a large room in DC’s 441 Judiciary Square Building location which right at the Metro’s red line within the next 2-3 weeks and will keep the board posted
8. Date and Time: Mid May; we need the agenda solidified by the middle of April for the newsletter
9. Tentative Speakers: Shannon is working with the first two and Dawn will reach out to the other two; rest of the board members need to be on the search for additional speakers and keep the board posted
10. Scholarship recipient: Heat Deaths in NY
11. Andy Lima, Fairfax County: Zika Virus
12. Bruce Flippens, DC DOH: New Review Process for DC Food Vendors
13. Herbert Gallegos, Legal Seafood: Managing Restaurants in Dubai
14. Annual Award Dinner: Denise, it always sneaks up on us so we need to keep this on our radar to advertise the May 1st deadlines for scholarships/awards and secure the venue, date and time for the dinner
15. Communications: Shannon will work with Pablo off-line to update the website content
16. Next Board Meeting: Conference call for Monday 3/7/16 at 9:00 a.m.
17. Adjournment: Shannon adjourned the meeting at 9:17 a.m.

Minutes submitted by: Julia Balsley