*Monday, January 17, 2017 9:00 a.m.*

1. Attendance: The following persons were present: Julia Balsley, Christy Kunes, Erin Miller, Shannon McKeon, Chuti Nakronsri, Kristen Pybus, Pablo Quinonez and Laura Wildey
2. Call to Order: 9:03 a.m.
3. New Business:
4. Winter Educational Conference: Registration begins at 8 a.m. Erin will check with contact of the Lyceum to see what time we can get into the facility. Board members in charge of registration (Julia and Vicki) will try to get there at 7:30-7:45 a.m. to set-up. Erin will contact us if the time changes and will let Shannon know if there are any problems as soon as possible
5. Agenda: is solidified, Shannon is working on getting the speaker biographies, Julia will bring agendas and membership forms
6. Coffee/Food: Vicki will get the coffee and Erin will get the food
7. Certificates/Gift cards: Shannon will provide the speaker certificates, Erin will obtain the speaker gift cards
8. Technology: Erin/Alexandria will provide the computer and projector, Pablo will bring a USB flash drive, Erin with MC the event
9. Elections:
10. President: Kristen Pybus
11. V.P. of Programs: Christy Kunes
12. V.P. of Membership: Laura Wildey
13. Director of Communications: Chuti Nakronsri
14. MD Representative: Vacant
15. Membership Renewals: Julia has received 11 membership renewal applications, she needs confirmation from Vicki if they have paid through PayPal
16. Spring Educational Conference: We need to start preparing for typically in April or May in DC. We need to secure a location and seven speakers. Four possible speakers/presentations:
17. Peri Pearson, VDH: Hepatitis A
18. Kenya Moon, FDA
19. Solar Power and Energy Sustainability
20. Onsite Sewage and Water, Fairfax HD

e. VP of Professional Advancement: we should put together a CPO class, several Arlington County EHS’s certifications are expiring

f. Secretary Updates: Eight people have emailed their RSVP to attend the conference, 44 people have accepted the conference meeting request and 15 have tentatively accepted the conference meeting. Julia will send out a reminder email for people to RSVP to attend the conference

g. Position Binder: Pablo will transfer his communications director thumb drive to Chuti, Kristen will find and give Christy her VP of Professional Development thumb drive, Shannon will give her position binder and thumb dive to Kristen and Denise needs to give Laura her VP of Membership thumb drive

Next Board Meeting: Monday, February 6, 2017 9:00 a.m.

Adjournment: Shannon adjourned the meeting at 9:24 a.m.

Minutes submitted by Julia Balsley