*Monday, October 31, 2016 9:00 a.m.*

1. Attendance: The following persons were present: Julia Balsley, Vicki Griffith, Shannon McKeon, Erin Miller, Kristen Pybus and Pablo Quinonez
2. Call to Order: 9:04 a.m.
3. Treasurer’s Report: Vicki had to reactivate our savings account due to inactivity. She placed our scholarship funds into the savings account
4. New Business:
5. Fall Educational Conference: was a success with 50 + people in attendance and good presentations. Jemal Yasin provided the right amount of food and drinks and was financially responsible. He needs to submit receipts to Vicki for reimbursement. A comment was made to provide healthier foods (i.e. bananas, clementine’s)
6. Elections: One person has expressed interest in running for President and no one has expressed interest in VP of Programs and Professional Advancement or VP of Membership. Jemal has resigned from the MD Representative position and Pablo Quinonez is resigning has our Director of Communications. People have until today to express interest to Shannon. Shannon will create the ballot
7. Winter Educational Conference: Erin is due to have first baby in three weeks

i. Date: Thursday, January 26, 2017

ii. Location: Lyceum, 201 S. Washington Street, Alexandria, VA 22314

iii. Speakers: Erin is looking into her local Fire Marshall to talk about food truck cantinas as well as someone from FDA ORAU. Everyone should email Erin speaker suggestions and ideas ASAP

iv. Details: Julia will send out to a membership a colorful Save the Date flyer. Shannon would like the agenda solidified by December 19, 2016

1. VP of Programs and Professional Advancement: Shannon would like Kristen to contact the DC Water Treatment Plant to ask in addition of having a tour, if we could use their location to host our Spring Educational Conference for Thursday, April 27, 2016. Kristen to organize Spring CPO course
2. Communications: Pablo to complete his position binder/place on flash drive for the next Director of Communications

Next Board Meeting: Monday, November 28, 2016 9:00 a.m.

Adjournment: Shannon adjourned the meeting at 9:28 a.m.

Minutes submitted by Julia Balsley