# NCAEHA Board Meeting MinutesConference Call

*Monday, February 8, 2016 9:00 a.m.*

1. Call to order: The meeting was called to order at 9:01 a.m.
2. Attendance: The following persons were present: Dawn Adams, Julia Balsley, Vicki Griffith, Shannon McKeon, Erin Miller, Kristen Pybus and Pablo Quinonez
3. Treasurer’s Report: Vicki paid for the mailbox, collected mail, gathered tax information and treasurer items from Bruce. Vicki will start providing us monthly treasurer’s reports. Bruce can’t make the conference. The online banking security questions to access the online accounts needs to be reset.
4. New Business:
5. Winter Conference: : Including guests and speakers we have 62 RSVP’s for the winter conference
6. Weather concerns: we don’t think we will have any issues
7. NEHA presence: Bob Custard our President who is giving a presentation and Ms. Joanne Zurcher, Director of Government Affairs
8. NSF presence: One representative will be in attendance
9. Speakers: all are confirmed
10. Short Speaker Bio’s: Dawn needs Lydia’s and Erin’s
11. Details: Dawn will be bringing the food and service service items from Costco as well as the speaker gift cards. Vicki will be bringing the coffee and their associated items. Erin will bring a computer, projector, extension cord and power strip. Pablo will bring a spare projector. Shannon will bring speaker certificates, lanyards and a box with a slot for donations to support the families of the San Bernadino victims. Vicki will bring PayPal reader, phone, membership cards and receipt book. Julia will bring membership forms, sign-in list, membership list, our banner and a sign to support the families of the San Bernadino victims. Meet 7:30 a.m. Friday morning with Pam Buddy at the Lyceum
12. Communications:
13. Website content: We would like to spotlight new individuals. Send head shot photo and bio and accomplishment of a fellow employee. Erin needs to send Pablo a head shot photo and bio for the board member page
14. Email list: Board members email distribution has been updated with the new members and removal of old members
15. Position Binder Thumb Drives: Bring to the conference this Friday to swap with current position
16. Spring Conference: Dawn/Jemal
17. Venue: DC Water is no longer an option for this Spring
18. Date and Time: Push back to May
19. Presentations: Scholarship recipient
20. VP of Programs and Professional Advancement: Kristen will put out a survey shortly regarding offering CP-FS exam, REHS/RS exam, CPO course, Tour of DC Water Plant and Tour of Fairfax County Solid Waste
21. Industry Liaison: We will try to fill this position; make announcement
22. Next Board Meeting: Conference call for Monday 3/7/16 at 9:00 a.m.
23. Adjournment: Shannon adjourned the meeting at 9:37 a.m.

Minutes submitted by: Julia Balsley