# NCAEHA Board Meeting Minutes Conference Call

*Monday, March 9, 2015 9:00 a.m.*

1. Call to order: Shannon called the meeting to order at 9:04 a.m. on March 9, 2015
2. Attendance: The following persons were present: Dawn Adams, Julia Balsley, Denise Lucas, Shannon McKeon, Robin Sleeman, Pablo Q.
3. New Business:
4. Spring Conference
5. Date: Thursday, April 30, 2015
6. Location: DC DOH, 899 North Capitol Street, NE, Washington, DC 20002
7. Speakers: Denise is working on a morning session of Food Defense with a presentation by Kelly Shannon from FDA overview of FBI initiative about 45 min, break, guided discussion scenerio, round table discussion 1-2 people from FBI Washington & Baltimore field office, one person from CFSAN, need to contact Denise Stockwell from VDH, need contact USDA, DC one epidemiologist, Robin will give Denise contact information for Lisa Stanley from MD DHMH. Jemal is working on an afternoon session of HACCP with a presentation by Jeffery Lewis a HACCP Specialist with PG Co. HD, a panel discussion with other jurisdictions, and a Jeopardy game. Congratulations to Jemal who just had a baby two days ago. Denise will text him later to see if he needs help with finding people for the panel discussion. Julia will update Shannon if Kristen made contact with Jemal or Nancy about participating on behalf of VDH in the panel discussion. If we don’t hear anything from Jemal by the 18th the board will take over collectively. Stay in contact with everyone by email; copy board members
8. Newsletter: Needs to go to Shannon mid-week prior to March 30th for review and for the President’s message. It should go out to membership on March 30th. Mr. Wordsworth is getting an award and will be highlighted in the newsletter and Pablo is working on getting a bio from him or Wes
9. Fall Conference: Dawn has been trying to find a contact who will work with us to have the conference at the College Park FDA building; she will contact Robin when she succeeds
10. Next Board Meeting: Tentative conference call March 18, 2015 at 9 a.m.; come with ideas for speakers
11. Adjournment: Shannon adjourned the meeting at 9:25 a.m.

Minutes submitted by: Julia Balsley