

Meeting Notes
NEHA BIA Board of Directors Meeting
October 20, 2023 – 12PM Central



I. Roll Call & Welcome

Attendees:

Board Member	Present/Absent	Support Members	Present/Absent
Tracy Graham	Present	Traci Slowinski	Present
Melissa Vaccaro	Absent	Jaime Este	N/A
Michael Crea	Absent	(use blanks for guests)	
Liz Dukes	Present		
Eric Moore	Present		
Mandy Sedlak	Present		
Shelly Wallingford	Present		

II. General Business/Discussion

- BoD meeting frequency – monthly in 2024, skip December, Traci to provide a survey to determine best recurring day/time for everyone
- November meeting – Traci to send out When Is Good to find the best date

III. NEHA Engagement & Support

- Add some focus around how we can better involve industry with NEHA – what can they do for us and what can we do for them

IV. Member Recruiting & Engagement

- Outreach to members to solicit support for activities and ideas/suggestions for engagement with NEHA
- Update website to include BoD meeting notes, list of companies involved in BIA, contact list (if approved by members), etc.

V. Education/Webinar Schedule

- Provide 3 webinars per year plus the AEC activities
- Reach out to membership for education ideas and presenters

VI. Discussion of 2024 NEHA AEC events

- Sessions - Abstracts due Monday 10/23 – finalize at Nov BoD meeting
 - Reusables- Traci
 - Allergens- Alicia
 - Recirculating Equipment- Derek
 - Food Safety Culture
 - PWCP
- Exhibit Booth
 - Time slots with members (2-30 min)
 - Business placed at booth if time slot worked
 - FAQ document
 - List of companies represented in the BIA (more details provided w/membership)
 - Sign up option

VII. Recap and Action Items

- Add Executive Director role to bylaws - Traci
- Survey sent requesting the best day of the month to meet - Traci
- Look into the LinkedIn account - Shelly
- Refresh advertising/marketing materials - open
- Letter to members requesting help at NEHA BIA booth- Tracy
- Update website with year plan and development opportunities - Traci
- Send survey to members with ideas for webinars and presenter opportunities – Tracy or Traci
- Provide suggestions/ideas for updating website to Traci - All

VIII. Adjourn