

Agenda

NEHA BIA Board of Directors Meeting

Jan 3, 2024 9am cst



I. Roll Call & Welcome

Attendees:

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

II. Review of Minutes from last meeting (Traci S)

III. Treasurer Report (Traci S) \$1331.14 current balance

IV. General Business/Discussion

- Shelley - Update LinkedIn and YouTube - Status
 - LinkedIn updated, 152 members - 2 posts
 - Youtube still to be done - Mike Krea is the SME
 - Shelley - to reach out to Mike to get made an Admin.
- IAFP overlaps with NEHA AEC

V. NEHA Engagement & Support

VI. Member Recruiting & Engagement

VII. Education/Webinar Schedule

- Planning Webinar 1 - Tracy Graham
 - Date & Time decided on is March 7 at 12 to 1 pm EST - Done
 - Team - Decide who will send out sign up for webinar - Melissa
 - Team - Decide what topic the first webinar will address - Norovirus Panel
 - Team - Decide on the 3 speakers - Trends (Shelley), Reg (Melissa), Industry (Mandy & Traci) -Have speakers id'd by 1/12
 - Team - Decide who will create verbiage for "commercial" for save the date webinar - The Ins and Outs of Norovirus
 - Team - Decide who will host webinar - Eric
 - Team - Decide who will be tech support during webinar - Melissa
 - Team - Set up end of January for planning session - Eric
 - Team - Decide date of practice walk through and who needs to attend - 2/29 @ 12 EST
 - Team - Decide who will send out meeting invite for practice session -Melissa
 - Team - Decide who will record - Melissa

VIII. Discussion of 2024 NEHA AEC events- registration is 4/26/24

- Sessions
- Exhibit Booth- Early Bird registration for exhibit booth 2/29/24

IX. Recap and Action Items

- Melissa - Share demographics of webinar attendees if available to us - Status
- Tracy - Create draft verbiage for letter requesting volunteers to man booth at AEC for team to react to - status- Done
- Team - Review draft letter and revise to final copy
- Team - Decide on date to send out request letter - March and June
- Team - Tracy G to send out finalized letter on March and June date

X. Adjourn