

Agenda

NEHA BIA Board of Directors Meeting

February 7, 2024 9:00am cst



I. Roll Call & Welcome

Attendees:

Board Member	Present/Absent	Support Members	Present/Absent
Tracy Graham	Present	Traci Slowinski	Present
Melissa Vaccaro	Present	Jaime Estes	Present
Michael Crea	Present		
Liz Dukes	Present		
Eric Moore	Present		
Mandy Sedlak	Present		
Shelly Wallingford			

II. Review of Minutes from last meeting- no changes

- III. **Treasurer Report** – need to cancel Wells Fargo and transfer to new account at Truist. Balance is \$1331.14 and \$50,00 in new Truist account. Will need to pay the difference of \$190 for BIA booth. Auto payments of website to GoDaddy \$29.99. Traci has been paying for personally and will need to be reimbursed.

IV. General Business/Discussion

- Shelly needs to make Eric an Admin on YouTube
- Eventbrite is charging – after first webinar with Zoom through NEHA, make a decision on what to use. Melissa was able to get an upgraded license. One glitch is that Melissa has to host the meeting.

V. NEHA Engagement & Support

VI. Member Recruiting & Engagement

Biggest drive at NEHA AEC

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 will provide the correct link to webinar and send to members-done
 - Team - Decide what topic the first webinar will address - Norovirus Panel-done
 - Team - Decide on the 3 speakers - Trends (Shelley), Reg (Melissa), Industry (Mandy & Traci) -Have speakers id'd by 1/12-done
 - 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-done
 - Team - Decide date of practice walk through and who needs to attend - 2/27 @ 12 EST

- Team - Decide who will send out meeting invite for practice session -Melissa
- Team - Decide who will record – Melissa
- Mandy will post on linked in once we have all bios/headshots and provide those slides
- Roslyn headshot and bio- Eric follow up this week today
- Slides for presentation- Eric
- Melissa will add bios in zoom meeting invite

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

- Sessions- BIA has 4 – Ice cream machine, Allergen, partnership, reusables
- Exhibit Booth - Early Bird registration for exhibit booth 2/29/24

IX. Recap and Action Items

- Look into new website that is cheaper (Mike)
- Melissa - Share demographics (regulatory, govt, industry) of webinar attendees if available to us – Status- mostly regulatory- upcoming webinar will ask the questions going forward
- 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
- Melissa will have new business cards

X. Adjourn