

Agenda

NEHA BIA Board of Directors Meeting

March 6th, 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 Este	
Michael Crea	Present	(use blanks for guests)	
Liz Dukes	Present	Alicia Collins	Present
Eric Moore	Present		
Mandy Sedlak	Absent		
Shelly Wallingford	Absent		

II. Review of Minutes from last Meeting- no updates-APPROVED

III. Treasurer Report- Paid for NEHA booth, Purchased sign for booth, \$1018.94 balance

IV. General Business/Discussion

- 30 members, almost 300 attending webinar, should we have webinars be free to members and charge for non members? Or ask for donations? Day of webinar only, \$5 off for joining? Company option? Industry sponsor 3 regulatory?
- Member dues will happen in June
- 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
- Advertising to join after Webinar
- Let's schedule a membership only discussion/financial

VII. Education/Webinar Schedule

- Eric needs Bios for presenters from Traci

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
- Decide on date for BIA meeting at conference: Tues or Wed during lunch or 3-5 on Wed? Wed afternoon seems the best option..
- Can we get a sponsorship for the meeting for refreshments during the meeting? Or provide a lunch option to purchase? Cannot bring in outside food. Traci requesting a menu from hotel

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

- Team - Tracy G to send out finalized letter on March and June date- Traci will send letter to email distribution from webinar 3/7/24
- Melissa will have new business cards, add QRCode
- Traci will look at paypal to see what options we have for tiered payments, Traci will share logins with Michael -done
- Shelly needs access to YouTube

X. Adjourn