

Nevada Food Safety Task Force

Meeting Minutes

October 13, 2017

Opening

Meeting was called to order at 9:09am on October 13, 2017 by Stefano Caligiuri

Vegas PBS
3050 E. Flamingo Road
Las Vegas, NV 89121

Nevada Department of Agriculture, Boardroom
405 S. 21st St.
Sparks, NV 89431

Present

Board members present: Stefano Caligiuri, Kim Tran Franchi, Heather MacDavid, Scott Olson, Amilton de Mello, and Brandon Vickrey.

Others Present: See attached sign-in sheets.

Approval of Minutes

The minutes from 9-15-2017 were approved.

Nevada Food Safety Task Force Mission Statement and Goals

1. Mission Statement: “To promote a collaborative forum of Nevada Professionals in order to educate and promote food safety and defense. We strive to link food safety concepts between, industry, regulatory and the public to gain better relationships.”

- Suggestion of adding the mission statement to the agenda so we all can refer to it
- Member comment: Take a look at the mission statement and compare with our by-laws to see if they are “disjointed.” What are we doing to meet our mission?
 - Member comments:
 - Conference
 - Mission statement is still valid. Our meetings and conference are open to the public. Challenge is that we are not doing enough.
 - We need to do more public outreach.
 - We haven’t done pamphlets or magnets in the past two years.
 - Mission statement is valid on paper, but member doesn’t see the conference as enough for the public.

2. Goals and Action Plan:

- Heather will add to next agenda for action
- Write down personal expectations and come prepared to discuss at next meeting.
- Member comments:
 - Keep in mind the grant (\$8,000) is specifically for the conference.
 - We should find and apply for other grants.
 - Need a workshop for a community action plan before applying to grants. Then, look for grants to meet mission and purpose.
 - SWAT analysis
 - Amilton and Brandon have grant writing experience. Amilton can coordinate the request for proposal. Vegas PBS has grant writers. Christine also has experience.

- NFSTF can partner with other non-profits to apply for grants. Who are the partners to bring into the grants?
- We are still not in good standing with the State until prior tax returns are filed (10-12 years). Brandon will find out and report back at next meeting. Anna has all the records for NFSTF. We may be charged a penalty for not filing. We should prioritize this by the end of the year so that we can be in good standing.
- Work with the school district.
- State fair or other local fairs – have a booth and give out flyers.
- Booth at a charity walk.

Administrative Proposal – Nevada Restaurant Association, Scott Olson

- Proposal from September 12, 2017 was passed around again for review.
- Scott administers 3 associations now, and can keep records safe and separate. He will create electronic accounting systems and a database that can be updated regularly.
- Cost: \$2,000 annually in 12 equal payments, agreement for one year
- Debra made motion to accept proposal, Tim seconds. All members present voted YES to accept proposal.
- Membership list: Erica has list from NFSTF website, Vegas PBS has list from previous conferences. Vegas PBS will still manage conference lists.
- Agreement signed by Stefano and Scott.
- Suggestion: Send a new packet (paper) for members, as well as a hard copy of board member contact information
- Scott will price out insurance on officers
- Need to get the account separate from Anna and Brandon's personal accounts.

Fees for Membership

- Need funds for things other than the conference
- We do have administrative money in the account.
- Proposed \$10 per person per year to offset costs of administrative proposal
 - \$5 for students and military per person per year
- Debra made a motion to approve membership fees, motion was seconded. All members present voted YES to charge membership fees of \$10 per person per year (\$5 per person per year for students and military).

2018 Conference

- Stefano has been working on vendors
- Erin, Stefano, and Debra are almost finished with the budget
 - Add break sponsors
- Student poster contest:
 - Amilton will work with Brandon and send us a Call for Abstracts
 - Students from UNLV, UNR, CSN, magnet school culinary programs
 - Member suggestion: extend posters to public spaces like the malls
- Keynote/Chef Panel
 - 6 chefs at the most

- Stefano has contacts from the state of Michigan, someone who can talk about caviar, chefs working with Chef Thomas Keller, one chef working with Emeril's team. Trying to get a chef from Disney.
- Call for Presenters due October 30th, 2017. Includes vendor info.
- Member ideas:
 - Past conference there was a professor who sang about food safety
 - Invite ProStart winners to be at the conference. Opportunity to get young people involved. If winners are in the North, we would waive the conference fee, but the school or some other sponsor would have to pay for their travel expenses.

Open Floor-New Business or Additional Comments

1. Member will solicit monetary support for posters, ProStart students to attend conference.
 - Inventory of previous materials:
 - Brandon & Christine have blue books
 - We have keychains, sanitizer packets, packets of gloves, dial thermometers
 - Kim has racoon posters
2. Request for handwashing posters
 - Lindsey would like new hand washing posters for distribution in rural schools in Northern Nevada. They have distributed them in the past and were popular.
 - Requesting funding to get new posters printed and distributed.
 - Brandon will work on budget/proposal for next meeting.

Schedule time and date for next meeting.

- Monday, November 13th, 2017 9am-11am

Adjournment

Meeting was adjourned at 10:17am by Stefano Caligiuri.

Minutes submitted by: Heather MacDavid

Approved on: