



January Board Meeting, 1/14/2025, 9:45 am

1. Welcome

- a. Thao Schlichte - present
- b. Bambi Press - present
- c. Ellen Ciarimboli - present
- d. Michelle Clausen-Rosendahl - present
- e. Jim Dickson - present
- f. Michelle Boyd -present
- g. Merri Cross - present

2. Task Force Member Survey Results

- a. Merri presented the results of the survey which was sent to Task Force members November 14 and ended November 29.
- b. Mission and Vision Statement slide
 - i. Discussion was held in response to the comment provided on the slide.
 - ii. General consensus is the comment is similar to a challenge or “prove to me what you say in the Mission statement”.
 - iii. The reply to the comment can be formulated as an Opening Statement at the Spring General Membership meeting.
 1. Share with the membership how the Board works to achieve the first sentence in the Mission statement.
 2. Describe the Board is made up of members from industry, academia, and state and local regulatory agencies.
 3. The Board is a microcosm of the total membership, and works together in partnership.
 4. Emphasize that only 8 members completed the survey, and in order to achieve our Mission, we need their opinions and feedback as a true partnership with all members.
 5. We value their opinions and seek open dialog with all members, to identify issues, areas of improvement, and needs.
 6. **Discuss the opening statement at the February Board meeting**
- c. Task Force topics and speakers slide
 - i. For the top topic on Recalls, the Board suggested getting FDA to comment along with someone from USDA, perhaps a panel discussion?
 - ii. The Board agrees with the suggested speakers – FSMA and Dr. Chapman



- d. Resource needs slide
 - i. Bambi suggested ranking the resources in order by interest for the meeting.
 - ii. Merri will work on a new slide to the next draft that ranks the ideas, from Very Necessary to Not Very by percentage of replies
 - iii. Overall the Board likes the idea to explore having an in-person Task Force meeting at a future Iowa Environmental Health Association conference.
 - 1. The next IEHA conference will be 2026. Discussed inviting the IEHA president to a future Task Force Board meeting to explore this.
- e. Task Force Membership slide (inviting other organizations)
 - i. Merri will work on researching other industry partners.
 - ii. Bambi suggested hydroponic growers, Jim suggested Loffredo
- f. Board members asked that the presentation be shared at the General Membership meeting in the spring.
 - i. Merri will update the slides and provide a draft to be reviewed during the February Board meeting.

3. HFPE Operator Survey Status

- a. As of 1/13/2025 at 9 am, there are 19 responses
- b. Sent out last Thursday through DIAL communications team.
- c. The final results will be gathered after January 29.
- d. Initial review of the results will be shared at the February Board meeting

4. Governance Document

- a. Merri shared the draft for an initial review
 - i. Advisory Board Structure
 - 1. Discussion on Item #4 page 1 "What is a majority?"
 - a. Bambi asked how far back does the Board look to consider "majority" – one year, two years? Should a timeframe be specified? Should there be a subsection addressing attendance?
 - b. Michelle Boyd commented to define what is a majority but not make it too restrictive. Need someone who shows a "vested interest" in the Board.
 - c. Jim suggested to reach out to someone who is missing meetings and see if they can continue to commit to the



meeting. Gauge their interest or see if there are obstacles preventing their attendance.

d. Merri will add some updated language in a subsection which addresses how to approach a Board member in regards to attendance.

2. Page 2 discussion, Item #6
 - a. The Board would like to see other stakeholders added to the list, such as “trade and commodity organizations, the general public”.
 - b. The wording could be changed to “The three Members at Large will represent the general Task Force membership, including representatives from....” and then list all the membership types.
 - c. Merri will update that section
- ii. The rest of the document was not reviewed in detail, due to the amount of time remaining in the meeting.
- iii. The discussion was held on giving the document a name.
 1. Thao commented with a couple of suggestions. The Board agreed to name the document “Iowa Food Protection Task Force Governance Guidelines”
 2. Merri has updated the document with that name
- b. Completing the draft in time for review by members at the Spring meeting
 - i. Merri suggested she send a read-only draft to members in advance at the meeting
 - ii. Then, the membership could discuss the draft at the meeting and work on edits
 1. Does the Advisory Board vote to approve, or should the members?
 2. If Board, then the final draft can be reviewed at the next Board meeting after the General meeting.
 3. If membership, should we send a final draft by email and have them vote by electronic ballot/survey?
 4. Michelle CR said offering a draft for review by members is in the spirit of the Mission statement. Jim D said yes let’s offer a draft.
 5. Bambi agree to send a final draft by email to members and have them vote by electronic ballot/survey prior to the meeting.



6. Then, allow enough time for the suggestions to be added to the draft, and shared at the spring membership meeting. The members will then vote on the document at the meeting.
- iii. Merri will prepare a draft for review at the February meeting.
 1. **The Board will need to approve the following details at the February meeting:**
 - a. Timing of the email with the draft and a survey link to the members (Merri suggests the email be sent immediately after the February Board meeting)
 - b. Approve a draft survey – determine the end date to accept responses
 - i. Merri will have a draft survey available at the February Board meeting
 - c. Method of voting (virtual poll and in-person votes during the meeting – what type of vote for in-person?). The Governance draft indicates only that voting will occur, not what method, but we need a method identified.
 - d. Sharing the final draft with the meeting invite (after the survey results are reviewed) – to be sent sometime around March 30

5. Spring General Task Force meeting

- a. Dates – Park Avenue info; membership would like a hybrid meeting
 - i. Wednesday April 16 – conference room **not open**
 - ii. Thursday April 17 – conference room **not open**
 - iii. Tuesday April 29 – conference room open
 - iv. Wednesday April 30 – conference room open – this is the date determined by the Board for the Spring General Membership meeting
 - v. Monday May 5 – conference room **not open**
 - vi. Wednesday May 7 – conference room **not open**
 - vii. Friday May 9 – conference room open
 - viii. Thursday May 15 – conference room **not open**
- b. **Should we select a different location based on the date that works for everyone?**
No – the available open dates worked for the Board
- c. **Should this one be virtual if we can't get meeting space? Or hybrid?**
- d. Ideas from 11/18/2024 Board meeting
 - i. Name tents



- ii. Speed networking activity with facilitated discussion questions at beginning of meeting
- iii. **Ideas will be discussed at either the February or March Board meeting**
- e. Agenda topics
 - i. Tenesha – HFPE results
 - ii. DIAL update
 - iii. RRT update
 - iv. Governance Document discussion
 - v. **Merri will add a running list of topics in the Google folder**, to include ideas discussed at the November Advisory Board meeting (hydroponic projects/best practices, freeze drying, panel discussion on both topics, water sources/GAP practices for smaller farms) as well as the topics provided in the Member Survey
 - 1. Thao has been trying to get hold of our FBI WMD coordinator to talk about intentional contamination. Everyone agrees Thao should reach out to him for the April 30th meeting to speak. Jim said he also has a student with the Iowa National Guard who might add to the presentation, he will talk to him.
 - vi. **Additional topics, including approval of a special speaker, will be discussed at the February Board meeting.** This will allow time to reach out to the speaker and get them the meeting details.
- f. **The Board has agreed to hold the spring General Membership meeting on Wednesday, April 30, from 1 pm to 4:30 pm, in-person at 6200 Park Avenue with virtual meeting capabilities.**
 - i. **Merri has reserved the conference rooms for this date.**

6. Set meeting date for next Board meeting

- a. February dates:
 - i. Monday February 3: 9:45 – 10:45 am, 10-11 am, 1-2 pm, 3-4 pm
 - ii. Tuesday February 4: 9:45 – 10:45 am, 11 am-12 pm, 1-2 pm
 - iii. **Monday February 10: 9:45 – 10:45 am, 10-11 am, 11 am – 12 pm, 1-2 pm**
 - iv. Monday February 17: 9:45 – 10:45 am, 1-2 pm
 - v. Wednesday February 19: 10-11 am, 11 am – 12 pm, 1-2 pm
- b. **The next Board meeting will be Monday February 10 at 1-2 pm.**
- c. **Merri will create a meeting invite soon. The agenda will be shared later with all items identified in these minutes.**

7. Open Discussion – none



8. Meeting adjourned 10:48 am.

Merri Cross, DIAL

IFPTF Secretary