



November Board Meeting, 11/18/2024, 10:00 am – highlighted items are action items

1. Welcome

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

2. Task Force Member Survey

- a. There are 6 responses this morning, end date is November 29th. They are very positive and so far they have good ideas.
- b. Responses will be shared at the next board meeting.

3. HFPE Operator Survey Discussion

- a. Tenesha said she will send the HFPE Operator Survey January 6, with responses due January 20.
- b. Should we ask her to present on the results of the two surveys, and ideas for moving forward, at the Spring General meeting?
 - i. Yes, all agree she should be invited to present.
 - ii. Merri will discuss this with Tenesha in January after the next Task Force Board meeting.

4. November 12 Task Force meeting hotwash

- a. What worked, what to improve
 - i. What worked
 - 1. Content was good and informative
 - 2. Good discussions and questions afterwards
 - 3. It was well planned
 - ii. What to improve
 - 1. Bambi and Ellen suggested they would like to know more about who is there, offer name tents for attendees to write their name



and agency; include a speed networking activity early in the meeting, with facilitated discussion questions

2. These ideas can be discussed at a planning meeting for the spring Task Force General Meeting and will be added to that agenda.

- b. Next spring – virtual? In-person?
 - i. Ellen likes alternating virtual and in-person
 - ii. Bambi is in favor of a hybrid meeting
 - iii. Ellen thinks for flexibility a hybrid meeting is great, is cost effective for people to attend
 - iv. Ellen thinks we should do breakout sessions. Zoom has meeting room capabilities, could also do polls, could do parking lot.
 - v. We will plan for the next meeting to be hybrid, and work on the logistics.
 - vi. We will need to set a date for the spring meeting at the Task Force Board meeting in January
- c. Bambi will send emails to Tenesha, Mike and Erin as a thank-you for presenting, on behalf of the Task Force Board

5. Governance Document

- a. Review task document in Google Folder (Task Force Governance Board Description Examples) and highlight what to put in ours
 - i. Vacancy of Board position
 - 1. Ellen suggested she would find her own replacement as a recommendation for appointment.
 - 2. Michelle suggested that means everyone needs to find their replacement and that might not always be possible.
 - 3. Merri said outgoing member can offer recommendations, then nominations could be brought before the board, then the board votes, and the appointment could be for the remainder of the seat's term, then voted by the general membership at the next voting session at a general meeting.
 - 4. This needs more discussion at the next meeting, not to be decided now, and will be added to the agenda for discussion at the January Board meeting.
 - ii. Ellen thinks we should keep all positions set at 2-year terms
 - 1. Election would take place at a general meeting, with options for virtual and in-person voting
 - 2. Ellen asked if the person already in the position needs to be re-nominated, or if they need to exit their term then come back

later. The discussion was on term limits. Bambi doesn't think those are necessary, as it is likely difficult to fill board positions.

3. Michelle said if everyone has a two-year term, having at least a couple people continue is ideal to maintain stability in the board, and experience/continuity.

4. Keeping the terms at 2-years, then re-nominated and voted upon, will be included in the governance document draft, to be discussed at the January Board meeting.

- iii. By-laws/governance changes; general consensus is to look at Nevada document for the wording and add to Iowa's

- iv. Add wording on special meetings to Iowa's governance document

- v. Keep any meeting wording flexible and vague, instead of how many meetings are face to face or the specifics, to leave it at the discretion of the Board based on the needs of the Task Force

b. Discuss formatting of document

- i. Michelle asked if the document would have information on board meetings. Merri agreed the document would outline the specifics of board meetings and general meetings in separate sections

- ii. Michelle also said the document should describe the general makeup of the membership. This will also be added to the document.

c. Timeline for completion of the document – Board members in attendance agreed with the plan to complete the draft before the spring General meeting, then present it for approval by the membership at the spring meeting.

- i. Send the document to members in advance of the meeting (a read-only link?)

- ii. Vote on the document at the general meeting: if changes are discussed, edit the document and have the Advisory Board vote on the final version and issue to membership through the Task Force website.

- iii. No action was taken on these ideas, but will be discussed at the January Board meeting – add this discussion to the agenda when the first draft is reviewed.

6. Set meeting date for next Board meeting

a. Shall we skip December and meet in January?

- i. All agreed to meet in January

b. January dates:

- i. January 13: 9-10 am, 10-11 am, 11 am-12 pm, 1-2 pm, 2-3 pm

- ii. January 14: 9-10 am



- iii. January 15: 1-2 pm, 2-3 pm
- iv. Michelle – not available the 15th, 14th works fine, 13th same as Ellen
- v. Ellen – 13th 9-10, and anything after noon
- vi. Bambi – 14th works for her
- vii. The 14th we will meet 9-10 am
 - 1. Merri will send a calendar invite in December.

7. Open Discussion

- a. Agenda for next meeting
 - i. Discuss results of member survey
 - ii. Governance document
 - iii. Initial discussion on general meeting agenda
 - iv. Ideas for 2025
 - v. As well as any other items highlighted in these minutes
- b. Bambi and Ellen made notes at the November 12th general meeting, ideas they discussed while meeting face to face for the first time.
 - i. Bambi said they talked about hydroponic projects as an idea for the task force, Ellen said it is really coming up as a hot topic. Missouri invited someone to discuss best practices of those.
 - 1. Michelle Boyd and Merri can look into this topic with DIAL staff.
 - ii. Jim Dickson had mentioned freeze drying so maybe both topics would be great for members, creating information for smaller businesses since both are tailored for small businesses.
 - 1. Merri and Michelle B can look into this further.
 - iii. Bambi suggested a panel discussion for these topics, from the industry and ag/extension points of view.
 - 1. Merri and Michelle B can discuss this idea – invite SME's dealing with both types of processes to join a panel discussion.
 - iv. Prairie Meadows Hydroponic Farm/Wesley Life has a hydroponic operation for their meals on wheels operation, Bambi suggested to include them in the panel.



- v. Ellen said FDA has been gathering information for smaller farms with water sources, GAP practices; she would be interested in that topic for a presentation or available resources for small businesses.

- 1. This can be discussed at a future meeting.

8. Meeting adjourned 10:53 am

Merri Cross, DIAL

Iowa Food Protection Task Force Board Secretary