



November Board Meeting, 11/17/2025, 1:00 pm

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 – absent
- g. Merri Cross - present

2. November 3 General Membership Meeting Feedback – **Thao/Merri**

- a. Discuss survey responses (14 responded, which is just below half of the attendees)
 - i. The survey responses will be posted on the Task Force website in the meetings tab for today's meeting. The responses were also shared with the Board prior to the meeting.
 - ii. Overall comments were highly positive for the freeze-drying panel.
 - iii. Suggested areas of improvement included:
 - 1. Sharing links to the resources/reference materials before or during the presentation
 - 2. Holding the meeting in person to allow for networking or having breakout sessions with icebreaker questions
 - 3. Some panelists should have had slides to allow for review after the meeting
 - 4. Condense the meeting to 90 minutes to 2 hours in length
 - iv. Jim asked Merri to share the survey information after the meeting to all the panelists. Merri will send the survey responses to Julie Kraling and Grace Danao (and Kurt Rueber and Tenesha Stubblefield), cc to Ellen and Jim. **DONE**
 - v. Discussion turned to future meetings, after the suggested topics were discussed. An idea for a future meeting is to request DIAL and the Task Force sponsor a stakeholder meeting with Iowa Restaurant Association and the Iowa Grocery Industry Association to demo SAFHER. The TF can assist DIAL with putting this together and promoting it.



1. This might be added to a future agenda or a future discussion with DIAL leadership.
 - vi. Ellen said supplements are seen a lot lately, a lot of vendors want to sell their homemade syrups and supplements.
 - vii. Ellen said TX is making their own labeling requirements on what is banned as far as additives/dyes, and VA has also done their own. Ellen is concerned states are doing their own laws superseding federal laws. She suggested discussing what entities are working on changing definitions of words like ultra-processing and the laws they are passing.
 - viii. Ellen is familiar with Gretchen Mosher who is a subject matter expert for mycotoxins, mushrooms and mushroom cooking. She knows her from CFP and she is the main expert on mycotoxins. Jim also knows her and she works primarily with mycotoxins in grains.
 - b. Merri will add the topics and speakers to the meeting topics spreadsheet. **DONE**
 - i. Discussion will take place in January on a potential speaker for the spring meeting. Merri will share the updated spreadsheet when the meeting agenda is sent.
3. Board seat nomination and election process – **Thao**
- a. Merri screenshared the Governance Guidelines, page 4.
 - b. Merri and Thao discussed the process for the call for nominations to members, including:
 - i. Sending slate of nominations to members
 - ii. Setting due date to receive nominations (*two weeks prior to the Board meeting held before the General Membership meeting*) – to allow for approval by the Board
 - iii. Acceptance of nominations and approval by the Board, then submitting the ballot to members
 - iv. Date range to accept absentee ballots
 - v. Accepting nominations from the floor during the meeting
 - vi. Voting during meeting
 - c. The Board asked to update the Governance Guidelines after the meeting to allow for better flow and make it more clear on the process.
 - i. **This topic will be added to a future agenda.**
 - d. Merri will send a chart outlining the timing of nominations/Board meetings/ballots along with these minutes to the Board, to allow for a clearer understanding of the proposed process.



4. Set schedule for next couple months

- a. No meeting in December
- b. Board meeting in January
 - i. The goal will be to approve the tentative nomination/election plan and general meeting date.
- c. The Board discussed setting tentative date(s) for spring General meeting, to help set the dates and tasks for the preceding months
 - i. Is there interest in this meeting being in-person, or virtual?
 - 1. The General meeting will be in-person
- d. The **tentative** dates for the General meeting will be one of the following, in the afternoon:
 - i. Tuesday April 28
 - ii. Wednesday April 29
 - iii. Thursday April 30
 - iv. Tuesday May 12

5. Set date for January Board meeting - **Thao**

- a. The January meeting objective is to set a plan for the spring general meeting (potential speaker, nomination process, voting, finalize the general meeting date)
- b. Tentative suggested dates:
 - i. **Tuesday January 6:** any times from 9 am to ending at 3 pm
 - ii. **Thursday January 8:** 1-2 pm, 2-3 pm
 - iii. **Monday January 12:** any times from 9 am to ending at 3 pm
 - iv. **The January Board meeting will be Monday January 12 10 am to 11 am**

6. Open Discussion

- a. Jim – Hannah Hansen from ISU is offering the new PCQI version 2 course. He said they need a couple more people in the class, will be December 9-11, face to face course in Ames.
- b. Thao asked for last thoughts on how the general meeting went. Bambi, Michelle, and Ellen said it went well, they liked the panel approach to the topic on freeze-drying. They complimented Jim on how well he moderated the discussion. It went very fluidly.



Meeting adjourned: 1:55 pm

Merri Cross, DIAL

Board Secretary