



May Board Meeting, 5/18/2026, 10:00 am

1. Welcome

- a. Bambi Press, Chair – present
- b. Ellen Ciarimboli, Vice Chair – present
- c. Kyli Beaulieu, Member at Large – present
- d. Hannah Hansen, Member at Large – present
- e. Tim Link, Member at Large – present
- f. Michelle Boyd, DIAL – absent
- g. Merri Cross, DIAL, Board Secretary - present

2. Introductions

- a. Board members introduced themselves, describing their experience in food safety and their current job position.

3. Review FoodSHIELD Workgroup

- a. Merri gave a tutorial on use of FoodSHIELD. The Pilot version is supposed to go live today but has not yet. Merri described the upcoming changes, how to find documents, how to collaborate, and other features.
- b. Merri asked everyone to reach out to her if they have questions or issues accessing the workgroup, or using FoodSHIELD.

4. Feedback on General Meeting

- a. Election Feedback from **Merri**
 - i. Two people in-person only voted for 1 Member at Large instead of 3. Merri will need to make this more obvious on the slide or in the paper ballots and whomever is moderating will also need to stress this vote for 3. All absentee voters voted for 3 Members at Large.
 - ii. Zoom polls have a downloaded Excel file after the polls are closed.
 1. This file has the names of all who voted, but two are labeled as "Guest". Merri doesn't not know who they are.
 2. **For the future** – Merri will need to download that poll report during the meeting and give it to whomever is totaling the virtual votes.



- iii. Brian Church and Thao Schlichte were also meeting hosts, but they could not view the poll when it was launched. Brian had to go to Merri's computer to get the totals. Merri may need to have the virtual moderator create and launch the poll OR she will need to tally the virtual votes.
 - iv. Merri suggested Board members vote absentee to save time during the meeting, in case they are filling in other roles as moderator or facilitator.
 - v. Merri screenshared the spreadsheet of vote totals
 - vi. Merri will need to have a more obvious reminder to start/pause/restart recordings. Because she was distracted with other logistical tasks, she restarted late each time the meeting was paused.
 - vii. Merri made a note to keep the floor nominations/election at the beginning of the meeting for the next election (spring 2028). The complete part of meeting open through the end of the break was 45 minutes (break was 15 minutes).
 - viii. All of these comments will be saved in the Election Prep folder in FoodSHIELD for future reference, when planning the next election in 2028. Merri will add them to the folder.
- b. Review Evaluation responses
- i. Bambi presented on the results of the survey issued to attendees of the General Membership meeting.
 - ii. There was discussion on the mushroom presentation by Dr. Heather Hallen-Adams. Ellen indicated CFP is planning to do some work with Dr. Hallen-Adams on this topic.
 - iii. In regards to the meeting topics responses, the raw milk topic and food safety during construction seemed to be interesting to Board members.
 - 1. Bambi described previous Board decisions regarding the construction topic, to not endorse or promote specific organizations/courses. Bambi said she would like to have this as a discussion point at a future Board meeting.
 - 2. Hannah asked for a broad overview of the types of members in the Task Force. Merri described the commodities, agencies, and organizations represented in the Task Force, to the best of her memory.
 - a. Bambi said this would be a great topic for a future Board meeting, to determine what types of organizations/agencies the Board could approach to invite to the Task Force.



- b. Merri can prepare for this by creating an overview of agencies/etc. represented on the Task Force, and her outreach to other agencies (with no response)
 - 3. Bambi suggested considering breakout rooms for topics at a meeting, and perhaps shorter meetings.
 - a. Merri will add this idea to the Election Meeting feedback document which will be added to the FoodSHIELD workgroup.
- c. Review Meeting topics spreadsheet in FoodSHIELD
 - i. Bambi shared the spreadsheet. Discussion centered on the topic of raw milk (adding it to the list for presentation on what the current rules are, education on the science), adding the mushroom topic to the list as well.
 - ii. In the interest of time, **Bambi asked Board members** to review this spreadsheet in FoodSHIELD before the next Board meeting, to discuss while determining potential topics for the November General Meeting.

5. Objectives for next year

- a. Merri discussed the current FDA grant ending June 30, and the future grant which may be 3 years, or 5 years (this has not been made known to states)
 - i. DIAL has met the goals and objectives for the current grant (creating an Advisory Board, creating Governance Guidelines, meeting at least twice a year)
 - 1. The current grant is going to be extended to April 30, 2027 due to the previous federal government shutdowns in late 2025/early 2026.
 - 2. The next grant will likely be posted around September or October 2026.
 - ii. What goals or objectives would the Board like added for the next grant?
 - 1. Examples: joint meeting or workshop with an IEHA conference; any special project; creating resources in cooperation with industry/academia...
 - 2. **Board members are asked to consider ideas for the next grant and prepare to discuss at the next Board meeting**
- b. Edits to Governance Guidelines
 - i. There wasn't adequate time to discuss the suggestions, however, Bambi described the location in FoodSHIELD of the current version of the Governance Guidelines.
 - ii. Suggestions include:



1. Nomination and election edits
 2. Adding “state agency” to the Members at Large list #6 in the Advisory Board section (and perhaps general edits to that section, Page 3]
 3. Consideration of a “Past Chair” position
 4. Any other suggestions coming from the April 28 evaluation
 - iii. Merri will add the draft to the FoodSHIELD workgroup for collaboration.
 1. Board members are asked to make edits as suggestions for everyone to see, or add comments to the document with their suggestions.
 - c. Fall General Meeting
 - i. There wasn’t enough time to discuss the next General Meeting, but Merri did describe the topics that are required for each meeting (DIAL Update, RRT Update, and Board Update)
 - ii. Discussion could include preliminary choice of top three topics to include in that meeting, and a general date (due to DIAL priorities, it might need to be in November)
 1. Mark Speltz wants to discuss SAFHER – it will go live in October and he wants discussion on DIAL’s work to get the new inspection and licensing database up and running. The hope is to have all our large industry partners in the meeting to hear his presentation.
 2. RRT Update is always on the list
 3. There will be an Advisory Board update – can be the Chair or Vice Chair presenting this. Merri usually creates draft slides, which are edited by the C/VC.
 4. The moderator is usually Michelle Boyd, but it can be a Board member as well.
 5. The meeting always ends with Open Discussion, but there was a suggestion in the April 28 survey to open with this instead.
6. Set date for June Board meeting – **Bambi**
- a. Monday June 15: 10-11 am, 1-2 pm, 2-3 pm
 - b. Tuesday June 16: 9-10 am, 1-2 pm, 2-3 pm
 - c. Wednesday June 17: 1-2 pm, 2-3 pm
 - d. Monday June 22: 9-10 am, 10-11 am, 1-2 pm, 2-3 pm
 - e. Tuesday June 23: 1-2 pm, 2-3 pm
 - f. The next Advisory Board meeting will be **Monday June 15, 10-11 am**



7. Items to add to June Agenda

- a. Progress on Governance Guidelines revisions
- b. Current grant update and goals/objectives for next grant
- c. Potential topics and speakers for fall meeting
- d. No other ideas for the agenda were added at this time.

8. Open Discussion – none

Meeting adjourned 11:01 am

Merri Cross, DIAL, Board Secretary

Next Steps for the Board

- Access FoodSHIELD and review documents
- Access the Meeting Topics spreadsheet in FoodSHIELD and offer suggestions or comments
- Consider ideas for the Task Force to include in the next grant (see the suggestions offered in the Minutes)
- Send topics for the June agenda to Bambi and Merri

Next Steps for the Secretary

- Add an Election Feedback document to FoodSHIELD in the Election Prep folder, for future reference
- Create an overview of agencies/etc. represented on the Task Force, including outreach to other agencies (with no response)
- Add draft Governance Guidance document to the FoodSHIELD workgroup