August Board Meeting, 8/12/2026, 11:00 am

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

2. Task Force Membership Discussion - Merri
    a. New members – 10 since June (7 from contracting agencies)
        i. Katie Sorrell, Executive Director, Iowa Food Bank Association (added by Bambi)
        ii. Tommy Hexter, Executive Director, Iowa Food System Coalition (added by Hannah)
        iii. Alyson Fendrick, Farmer Leadership Development Manager, Midwest Dairy (added by Bambi)
        iv. Julia Steere, Linn County Public Health
        v. Jodi Willemsen and Mahayla Faust, Cerro Gordo County Public Health
        vi. Michael Shelangoski, Michele Mehmert, and Deedra Warner, Lee County Health Department
        vii. Parker Prochaska, Scott County Health Department
        viii. Bambi suggested making the suggestion of new members a standing agenda item. Merri will make a note for the September meeting.
    b. Feedback from membership discussion held at the June Advisory Board Meeting
        i. Hannah suggested putting information on the Task Force website to help market new members.
        ii. The "membership marketing" info was added to the About page on the Task Force website.
            1. Hannah provided the following suggestions on the wording (email 8/11)
                a. Change "in support of our efforts" to "and contribute to efforts to advance…"

   b. Change “reasons why you want to join” to “brief description of your interest in the Task Force”
   c. Upon review and discussion of Hannah’s suggestions, the Board approved changing the current language. No other suggestions were added. Merri will update the language on the About page.

iii. Bambi had more discussion on the Links page of the Task Force website. She suggested checking whether the links are active or need to be updated.
   1. Tim would like to review the National links tab. He asked if metrics were taken of the use of the links. He suggested if there are links which aren’t used, then why not eliminate them from the page?
   2. Merri suggested sending a list of broken links to Julie after the review of each one.
   3. Ellen said she would put together a spreadsheet in the FoodSHIELD group.
      a. Ellen added a spreadsheet to the FoodSHIELD workgroup during the meeting. The title of the document is Iowa Task Force Link Tracker 08122026. As each person reviews the links, they can add information on which links are broken to the spreadsheet.
   4. Bambi said we could ask Julie if analytics are part of the design of the website.
      a. Merri does not know if analytics are gathered. Merri will review Word Press and the settings for the Task Force to determine if analytics are collected. If she is unable to determine this on her own, Merri will reach out to Julie Kraling (co-updater of the website) or the team at Data Connexions for the answers.
   5. The Food Safety Defense section is large, Bambi suggested two people take the review. Ellen will do the first half; Bambi will do the second half.
   6. Kyli will review the state links.
   7. This review by each Board member (with the exception of Hannah) will be completed before the next meeting. The task is added to the last page of these minutes.

3. November General Meeting Prep - Bambi
    a. Feedback on speakers and topics, discussion from June Board meeting
        i. Bill Marler has agreed to discuss raw milk
            1. Discussed adding a panel of Iowa experts to talk about raw milk after Bill's presentation
                a. State Vet (Dr. Jeff Kaisand) and IDALS Dairy Products Control Bureau
                    i. Kyli also suggested Dr. Katie Rumsey to present. She is an Assistant State Veterinarian.
            2. Bill's availability in order of preference is December 2, December 3, then December 1. Would need to be in the afternoon since he is in Pacific time.
            3. ALLOTED TIME: Bill = 1 hour, panel = 40 minutes (if we get two to speak, otherwise it's 20 minutes for 1 person)
                a. The remainder of the meeting will be Welcome New Board Members (5-10 minutes), DIAL update (20 min), Advisory Board Update (10 min), RRT Update (10 min), and Open Discussion (15 min)
                b. Total time 2 hours 40 minutes to 3 hours = no room for breakout rooms as discussed in June
        ii. Request Board vote on the following at today's meeting:
            1. Approve Bill to present, with the panel following him
                a. Hannah approved by email 8/11
            2. Approve the General Membership meeting date
                a. Hannah approved December 2, by email 8/11
                b. A combined motion was made to approve Bill Marler to present with an invited panel on December 2.
                    i. Bambi moved, Tim seconded, all vote Aye.
                    ii. Merri will contact Mr. Marler and his scheduler with the firm details of this meeting.
            3. Give Merri permission to reach out to Dr. Kaisand and perhaps Jurgen Ehler from the Dairy Bureau
                a. Hannah approved by email 8/11
                b. The Board gave Merri permission to contact Dr. Katie Rumsey, Dr. Kaisand and Jurgen Ehler before the September Board meeting. Merri will contact them after she first contacts Bill Marler with the details of the December 2^{nd} meeting.

iii. Bambi let the new members know how the Board has functioned with panels in the past, creating questions for the panel to answer, or they put together their own presentations.
   1. Ellen suggested a moderator to facilitate the panel. She suggested bringing Dr. Dickson back. Merri said after Bill and and the panel are confirmed, then she will send Dr. Dickson an email cc Bambi to see if he is available to moderate the panel.
   2. Merri will make sure this topic is included in the September Board meeting agenda, in the General Meeting section

4. Grant Update and Edits to Governance Guidelines – Merri/Bambi
   a. The extension was applied for in June, which began July 1 and ends April 30, 2027. Task Force funding will be a small part of the Manufactured Food Program grant funds.
   b. The extension has an objective to update the Governance Guidelines
      i. Merri described how to make comments and suggestions in the draft, found in FoodSHIELD
      ii. Would the Board prefer Merri to email it for your review, or is everyone okay with reviewing it in the FoodSHIELD workgroup?
         1. None of the Board members present at the meeting indicated issues with accessing the FoodSHIELD workgroup – consensus is to leave the draft in the workgroup for present.
      iii. Reference timeline for review and approval of final draft – Merri described the timeline
         1. Target is to bring the final draft to membership for approval at the Spring 2027 meeting, but there are milestones to meet in the winter
            a. Reference the timeline in the current Guidance Doc, page 6: Changes to the Governance Document will be conducted at a General Membership or Special meeting with a 30-day prior written notice of proposed changes. Any Task Force member proposing changes to the Governance Document must submit their proposal in writing, by postal mail or electronic mail, to the Secretary at least 30 days prior to the General Membership meeting.

b. Merri would need to send the current version to the members 40-60 days prior to the meeting. This would give members time to review and reply with their suggestions.
c. Merri would send the draft with suggested changes at least 30 days prior to the meeting. This would be a separate email from the meeting invite and the meeting agenda.
d. There is no Board meeting in December, so Merri could send the current version to members in December/early January, collect their suggestions, add to the draft, and the Board would vote on the draft or continue revising it in January and/or February. This could give ample time before the spring meeting (if it's held late March to early May).
e. Discussion on the plan, give Merri approval on how to proceed.
    i. There were no objections by the Board to the established timeline as found in these minutes.
    ii. Bambi said there is no urgency to the review, and Merri pointed out there will be three more meetings before December. Each meeting can have time devoted to reviewing suggestions, a little at a time, with a final review at the November meeting.
        1. Pages 2-4 in September, 5-7 in October, and 8/9 in November. Merri will add the page numbers to the September agenda, and make note for the October and November meeting agendas.

5. Set date for September Board meeting – Bambi
    a. Monday 14th: any time
    b. Tuesday 15th: 2-3 pm, 3-4 pm
    c. Wednesday 16th: any time
    d. Thursday 17th: 11 am-12 pm, 2-3 pm, 3-4 pm
    e. The date for the September Board meeting will be **Tuesday 15th 2-3 pm**

6. Items to add to September Agenda – Bambi
    a. Fall General Membership Meeting – review logistics, discuss Advisory Board Update presentation (who will present, who will make the PPT slides)
    b. Progress on Governance Guidelines revisions
    c. Anything else?
        i. Progress on the Task Force website links project – added by Bambi

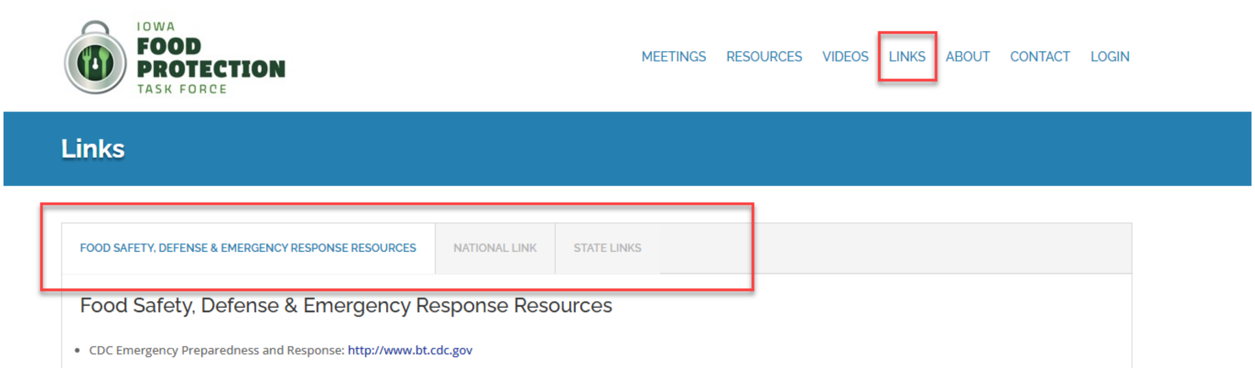
7. Open Discussion –
    a. Tim said the city of Dubuque Public Health Department met all 9 retail food standards. FDA Retail Specialist Mike Nordos presented the recognition award at a city council meeting. Only 9 out of about 3900 health departments met this status. Bambi suggested this to be something to post on the Task Force website as a news item.
        i. Merri intends to research this with DIAL (Julie Kraling and Mark Speltz).
    b. No other discussion.

Meeting adjourned 12:00 pm (Tim move, Bambi second)

Merri Cross, DIAL, Board Secretary

Next Steps for the Board (highlighted in blue)

- Each Board member will review the links on the Task Force website's Links page. Ellen and Bambi will review the Food Defense tab, Tim will review the National Link tab, and Kyli will review the State Links tab. Screenshot is added for reference:



- Review the draft Governance Guidelines in the FoodSHIELD Task Force workgroup for comments and suggested changes. The first third of the document (pages 2-4) will be reviewed at the September Board meeting.

Next Steps for the Secretary (highlighted in yellow)

- Merri will make sure Member discussions are on the agenda as a permanent point of discussion.
- Merri will update the About section on the Task Force website with the suggested changes. DONE
- Merri will follow-up to get answers on the analytics of the Task Force website.
- Merri will contact Bill Marler and his scheduler re: the General Membership meeting to be held December 2 1-4:30 pm DONE
- Merri will email Dr. Katie Rumsey, Dr. Jeff Kaisand, and Jurgen Ehler to ask of their interest and availability for the December 2 meeting as panelists to discuss raw milk regulations in Iowa DONE
- Merri will email Dr. Jim Dickson to ask of his interest and availability for the December 2 meeting as the moderator for the raw milk panel. Merri will also make sure this is added to the September Board meeting agenda. DONE
- Merri will add pages 2-4 of the draft Governance Guidelines as a topic to the September Board agenda. Merri will include those pages with the agenda in the email prior to the meeting.
- Merri will create the September 15 meeting invite, to be held 2-3 pm. DONE
- Merri will research news updates or highlights as an addition to the Task Force website, to recognize the City of Dubuque Public Health Department and full conformance with all 9 retail program standards