



October Board Meeting, 10/13/2026, 1:00 pm

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 – present
- e. Tim Link, Member at Large – present
- f. Michelle Boyd, DIAL – absent
- g. Merri Cross, DIAL, Board Secretary – present

2. Task Force Membership and Website Discussion - Merri

- a. New member
 - i. Nicki Paulsen, Director of Food Safety & Quality Assurance, Pizza Ranch
 - ii. 95 members to date
 - iii. Discussion on suggestions for new members – Merri asked the Board to refer suggestions to her.
- b. Task Force website updates
 - i. Review of website Links page
 - 1. Links tracker document was shared with Julie. No response from her due to SAFHER work, likely won't get a response for a while since we are busy with pre/post go-live tasks (go-live is October 20)
 - ii. Analytics and metrics collected on the website and the Announcements page on website - no response from developers after a reminder was sent in early October.

3. December General Meeting Prep - Bambi

- a. Feedback on speakers and topics, discussion from June Board meeting
 - i. Bill Marler is confirmed.
 - 1. Dr. Jim Dickson will introduce him (we have Bill's headshot and bio)
 - 2. Ellen asked about preparing questions for Bill to answer in advance. Bambi asked if she has some in mind now, or should we



add it to the November meeting. Ellen said she can come up with some at the next meeting.

3. Tim gave insight into a recent complaint his office is responding to regarding unapproved interstate raw milk sales. Discussion also centered on the recent request to ban all raw milk and raw cheese by the American Academy of Pediatrics.
- ii. The remainder of the meeting will be Welcome New Board Members (5-10 minutes), DIAL update (20 minutes), Advisory Board (10 minutes), RRT Update (10 minutes), and Open Discussion (15 minutes).
 1. Michelle Boyd is confirmed to give the Welcome and serve as meeting facilitator for transitions. She will also give the DIAL Update. Thao Schlichte is confirmed to give the RRT Update.
 2. Ellen asked if Merri knew what Thao would present and Merri said she usually presents on complaint responses. **Merri will ask Thao in November what she intends to present.** Ellen is interested in complaints and mainly national outbreak responses, including social media's impact on consumer perceptions.
- iii. Advisory Board Update presentation – Tim Link has volunteered to present on: reviewing the links on the Task Force website, updated messaging on the Task Force website, updating the Governance Guidelines, etc.
- b. Review draft agenda
 - i. **The order of the draft agenda was approved by the Board. Meeting invite and agenda finalized. Merri will add the Zoom link to the agenda and send the agenda separately from the meeting invite.**
 - ii. **Bambi asked Merri to research using a Register Now link in the Zoom invite to track attendees in advance. Merri will do that before the next meeting.**

4. Governance Guidelines Edits – **Merri/Bambi**

- a. Governance Guidelines Review pages 3-6 (only page 3 was finished during this meeting)
 - i. Start with Advisory Board Structure 2.d, page 3
 1. Tim suggested expanding members at large from 3 to 4, to increase participation. Discussion centered on the voting if a new member is approved, adding a Past Chair position as a non-voting member, and keeping the limit of the Board to an odd number.



2. Ellen also suggested a term limit if a Past Chair seat is established. She said her company's Board does 1 term as a limit and has an Advisor position. The discussion centered on adding a position called "Previous Board Member" in a non-voting position with a 1 term limit, open to any previous Board member who wishes to remain active but not voting. Bambi said make it simple and add to the Roles and Responsibilities sections of the Governance Guide, and not just create a new position. Bambi suggested not adding a Board position and put past Board members into special committee positions. They may be called upon to act as a specialist – not a Board member, providing guidance to the Board.
 - a. The consensus was to update the role of Chair, not add another Board position, and survey members in the future to determine interest in adding more positions to the Board. **The creation of a survey will be noted for discussion at a future meeting.**
3. The Board discussed making the Secretary position a voting position. Merri stated she would prefer the position to remain non-voting in order to maintain objectivity while managing the elections. This would also apply to the DIAL Liaison position which is also non-voting.
4. Due to the time left in the meeting, the Board will need to start on top of page 4 next time and do the rest of the review and updates in the November meeting.

b. Next pages to review will be Pages 4-9 in November. **Merri will add the page numbers to the November meeting agenda.**

5. Review of MFRPA topics from September – Merri

- a. Merri discussed the background on MFRPA conferences. The following were ideas generated by the Task Force panel which presented at the August conference:
 - i. One state uses a Google form as an RSVP for attendees when they meet in-person. This way they know how many to plan. It serves as a registration document and is included in the email announcing the meeting.
 - ii. One state meets in a hybrid format each time. They meet in conjunction with their annual Environmental Health conference for one meeting, and



the other meeting is a Steering Committee meeting (1x per year, 10-15 people in the committee).

1. The Board has discussed a joint meeting with IEHA in the past.
- iii. One state has an 18-member steering committee, with a 2-year term limit. However, they can have unlimited terms. The term runs January 1 to the January 1 two years later. There are 2 co-chairs. Steering Committee meets quarterly. They have one in-person annual meeting, and also do one-hour webinars as a Hot Topic series. They also do outreach at other conferences (environmental health, emergency management, other associations) by setting up a table advertising the Task Force.
- b. Consider these ideas for future discussion.
 - i. Discussed meeting spaces for future in-person meetings. Bambi indicated the basement at Lucas has been expanded for meeting rooms, one is for 70 and one holds 40, and both can be combined.
 - ii. Bambi suggested adding a survey question asking for identification of free meeting venues that are large and accessible for 50+ people. **This question could be added to the survey provided after the December General Meeting.**
 - iii. Hannah suggested there are several on ISU campus (Digital Ag, Hansen Bldg, and Core Economic Development building) that are free. She said the Digital Ag space is her favorite.

6. Set date for November Board meeting – **Bambi**

- a. Monday November 2: 2-3 pm, 3-4 pm
- b. Monday November 9: 9-10 am, 10-11 am, 3-4 pm
- c. Monday November 16: 9-10 am, 1-2, 2-3 pm, 3-4 pm
- d. Wednesday November 18: 10-11 am, 1-2 pm, 2-3 pm, 3-4 pm
- e. The next meeting will be **Monday November 2, 2-3 pm**

7. Items to add to November Agenda – **Bambi**

- a. Last-minute General Membership Meeting tasks or updates
 - i. Q&A for Bill Marler's presentation – put together in advance
- b. Progress on Governance Guidelines revisions
- c. Set date for January Meeting



8. Open Discussion – none

Meeting adjourned 2:04 pm

Merri Cross, DIAL, Board Secretary

Next Steps for the Board (highlighted in blue)

- Review the draft Governance Guidelines in the FoodSHIELD Task Force workgroup for comments and suggested changes. Pages 4-9 will be reviewed at the November Board meeting.

Next Steps for the Secretary (highlighted in yellow)

- Merri will ask Thao in November what she intends to present at the December General Meeting.
- Merri will create the Zoom invite to the December General meeting, then add the Zoom link to the agenda and send the agenda separately from the meeting invite.
- Merri set up the Zoom invite to require attendees to register for the meeting, in order to track attendance.
- Merri will update the November Advisory Board agenda with pages 4-9 of the Governance Guidance document to review.
- Merri will add a question regarding free meeting spaces to the survey provided after the December General Meeting.