November Board Meeting, 11/2/2026, 2:00 pm

1. Welcome
    a. Bambi Ramsey, Chair – present
    b. Ellen Ciarimboli, Vice Chair – absent
    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 – none
    b. Website About page discussion
        i. An intern with the Center for Biological Diversity reached out to attend our next Task Force meeting. She is doing a study on states and their potential adoption of the 2026 FDA Food Code. Merri will send her an invite but not add her as a member.
    c. Task Force website updates – no updates
    d. Bambi said she plans to invite two interns to the December meeting.

3. December General Meeting Prep – Bambi and Merri
    a. Zoom meeting invite registration (testing results) – Merri
        i. Merri created a test Zoom meeting with registration required in October. The Advisory Board, Brian Church, and Thao Schlichte each received registration emails.
            1. Merri received an email after each person registered, with the person's name.
            2. Merri was then required to approve/not approve each registration.
            3. However, after each person registered, they got an email from Zoom with the meeting link, BEFORE Merri approved the registration.

4. A "Hold" calendar invite appears on each user calendar when they register. Then, when registration is approved, a second invite appears with the Zoom link and password.

ii. Would the Board like registration included in the December meeting invite?

1. The Board would like Merri to create registration for the December meeting.
2. Merri will update the registration language per Kyli's and Hannah's suggestions in emails dated 10/15/2026.
3. Bambi asked if the email with registration link could include a request for questions to gather for Bill for the meeting. Tim and Hannah think that is a good idea.
    a. The registration link could be included in the email with the agenda, and the agenda would NOT have the Zoom link included.
    b. The questions would be a field in the registration link, NOT in the email. Merri can work on that.
    c. Bambi suggested this could be tested in advance with her, Merri will consider that.

b. Questions for Bill Marler collected in advance – Bambi

i. Tim asked if he could comment on the expansion of raw milk across the US.

ii. Bambi asked if he could talk about the cultural considerations of raw milk.

iii. Merri asked for everyone to respond in a week with their particular questions.

c. RRT Update topics - Merri

i. Thao is interested in the social media topic discussed at the October Advisory Board meeting. Her suggestion was added to the Meeting Topics spreadsheet in FoodSHIELD.

ii. Tim described receiving two emails from HHS Lead, ground cinnamon high in lead. Kyli asked if that was sent just to him or all inspectors? He said he thought it went to all counties with lead programs. Bambi asked if this topic should be communication channels as a broader topic. This is not the same topic as what Thao suggested.

1. Merri suggested this could be a topic of discussion with Thao, HHS Epi and HHS Communications.

2. Bambi reformatted the question and added it to the topic list as Food Recalls Communication Channels (What do they mean, what requires action, what is for general awareness, professional vs. public perspectives).
3. There are some other topics on the list regarding recalls – they could potentially be put together and covered in one meeting. This may be revisited at a future meeting.

d. Review meeting evaluation survey – Merri
   i. Suggested topics list was updated in the draft survey.
   ii. One question suggested at the October meeting was to ask for suggestions on free meeting spaces to hold +50 attendees; added to the survey.
   iii. Recommendations on changing the "required questions"? Do we not want to keep them required?
      1. The Board did not want to make any changes to the survey. Respondents can select N/A if they do not have an answer.
   iv. The Board approved the survey.
e. Agenda and meeting invite - Merri
   i. The agenda will be sent separately from the meeting invite
   ii. Both the agenda and the invite will be sent after today's meeting.

4. Governance Guidelines Edits – Bambi
   a. Governance Guidelines Review pages 4-9
      i. Start with Election and Tenure of Office, bullet #2
      ii. Only page 4 was reviewed and edited. There are comments included in the document.
      iii. The board meeting in January will start with the review on Page 5 (Duties) and hopefully end with page 9.
         1. Board members are suggested to read through the document to make suggested edits in red font or add comments before January.

5. Set date for January Board meeting – Bambi
   a. Tuesday January 19 – any time
   b. Wednesday January 20 – any time
   c. Thursday January 21 – any time

d. Monday January 25 – any time
e. The January meeting will be Monday **January 25 at 2 pm**. Merri will send the meeting invite soon.

6. Items to add to January Agenda – Bambi
    a. Feedback on December General Meeting and results from survey
    b. Progress on Governance Guidelines revisions and timeline for submission to members
    c. Set date for February Meeting

7. Open Discussion – none

Meeting adjourned 3:01 pm

Merri Cross, DIAL, Board Secretary

Next Steps for the Board (highlighted in blue)

- Send the questions for Bill Marler to Merri Cross by Monday November 9
- Read through pages 5-9 of Governance Guidelines and add comments or red font suggested edits

Next Steps for the Secretary (highlighted in yellow)

- Invite the Center for Biological Diversity intern to the December General Meeting
- Add registration information to the December meeting invite, including a field for attendees to submit specific topics or questions for a speaker, with a note that questions submitted after a certain date may not be included
    - Merri will test this out with Bambi
- Send December meeting agenda and registration link in an email to Task Force members after the invite is created
- Finalize the General Meeting Attendee survey
- Send January Advisory Board meeting invite and create meeting agenda
- Create timeline on Governance Guideline draft submission to members in alignment with a potential spring meeting date