



NC Food Safety & Defense Task Force Executive Committee

**Minutes – Wednesday, October 14th, 2020 – 9:30 am
Zoom Meeting**

- Welcome & Introductions
In attendance: Jeremy Evans, Candice Christian, Chris Gunter, Veronica Bryant, Lynette Johnston, Nicole Lee
- August meeting minutes were approved
 - Veronica moved to approve; Chris Gunter second; all voted to approve
- Reports
 - Veronica/Nicole: nothing to report due to COVID-19
- Executive Committee Business:
 - Governor's Report
 - Committee reviewed and discussed 2020 draft report; Nicole has sent the draft for the executive committee to review. This year's report will be shorter due to limitations brought about by COVID-19. Nicole will reach out to Elena Rogers and Chris Harris for the Produce Safety Task Force report.
 - 2021 Conference
 - **Format and length:** Based on membership input from a poll during the September Task Force meeting, the majority of the members voted for a virtual format; it was suggested to offer a full day split into at least 2 days. Chris Gunter suggested 4 hours during the first day (e.g., afternoon) followed by the morning on the second day.

The committee discussed offering both live and recorded formats for the conference. Live presentations could include shorter presentations with participant engagement, such as a round table discussion or question and answer session. Professionally-recorded presentations could be available at the convenience of the participant's time with no participant engagement. Recorded sessions could be followed with planned discussions during the live portions of the conference. The entire conference would be recorded. Veronica will reach out to Chip Manuel for outsourcing conference logistics planning and recording from a past GOJO meeting. Jeremy Evans will reach out to Anita for specifics on funding and the available budget.
 - **Theme:** It was suggested to use last year's topic of innovative foods and food safety; suggested to stay away from COVID-19 topics. Veronica offered to provide the notes from last year's conference planning.

- **Date:** Committee agreed to hold the conference during the usual timeframe in May spanned over multiple days; May 12 and 13 – afternoon and morning.
- Membership List Update via SurveyMonkey
 - According to website, the membership list is out of date. Nicole suggested sending out a survey to update membership and collect ideas for task force interests and improvements. The committee reviewed the survey and offered suggestions for edits. This survey will be sent out in approximately two weeks to all current members. Survey completion will be a topic of discussion at the next Task Force meeting in November.
- Status of website payment
 - Veronica will reach out to Daniel Gaines for payment.
- Next Meetings Dates
 - Full Task Force Meeting – Wednesday November 11, 2020 (via Zoom)
 - Presenter: David Buckley from Diversey; Candice will reach out to Mr. Buckley for title of presentation
 - Zoom set-up and invitation will be completed by NC State (Lynette Johnston)
 - Exec Committee meeting - Wednesday December 9, 2020 at 9:30 a.m. (via Zoom)
- Adjournment
 - Lynette moved to adjourn; Chris Gunter second
 - Meeting adjourned at 10:25 AM