

NEBSA Board Meeting Minutes – November 13, 2018

Board Members Present: D. Felis, J. Tonkiss, K. Joseph, J. Healey, R. O’Keefe, B. Parsons, L. Mark, M. Sabolefski, P. Arokiaraj, A. Sallee

AGENDA

- I. Review the September & October 2018 Meeting Minutes (All)
 - Review next month

- II. Social Media Coordinator Role
 - SMC role will be an appointed position
 - Appoint Bill, 2nd runner up
 - Next meeting agenda topic: Social media
 - i. Send articles
 - ii. Post a few times a week
 - iii. Generate monthly topics
 - iv. Symposium
 - v. Pictures from symposium or other NEBSA event
 - vi. Job postings
 - vii. Other affiliate information – webinars meetings
 - viii. Relevant biosafety trainings in the area
 - ix. News from NEBSA
 - x. Board can forward topics to the coordinator

- III. 2018 NEBSA Board Goals
 - Mentoring Program Status Updates – 4 Pairs (Rhonda, Mary, Pari)

 - Scholarship for students update - (Betsy/Rhonda/Jessica)

- IV. Symposium – November 15th and 16th at UMass Medical Worcester
 - i. Exhibitors Update (Rhonda) – 11 exhibitors
 - ii. Sponsors Update (Rhonda) – 1 sponsor for the 15th and 1 for the 16th *Baker
 - iii. Registration Update (Rhonda)
 1. 117 for the 15th
 2. 42 for the 15th
 - iv. BL-3 Workshop Update (Pari/Rhonda/Despina)
 1. PPE to bring
 2. Rhonda, Despina, Pari, Laura, Jessica – Ted, AJ
 3. Time keeper: Laura, Jessica
 4. Sign in: Rhonda, Jessica, Despina

 - v. Symposium Time Keeper:
 1. Betsy
 - vi. Sign in Table:
 1. John, Jessica

- vii. Speaker Introductions:
 - 1. Pari, Jessica, Mary, Laura
- viii. Order Food (Despina/Pari/Anne)
 - 1. Ordered
- ix. Speaker Biosketches Handout (Betsy/Despina)
 - 1. In progress
- x. Sign in List (Rhonda)
 - 1. Sign in Sheets
 - 2. Contact Info
- xi. Name Tags (Mary)
 - 1. Blank Name Tags
 - 2. Markers on the Tables
- xii. Speaker Gifts (Mary) - \$50 gift cards & microbes - 17
- xiii. Parking Passes – Colleen is getting these – 17 passes
- xiv. NEBSA Presentation (Despina)
- xv. Raffle (John)
- xvi. Print Outs of Agenda: Despina
- xvii. Bingo: Rhonda
- xviii. Post Symposium Survey send out: Jessica
- xix. Certificate of Attendance: Jessica

V. New Business

- December meeting
 - i. Recap of symposium
 - ii. Budget review
 - iii. Social Media