# New England Biological Safety Association

*Board Meeting Minutes*

## December 12, 2023

Present: Anne Sallee, Rhonda O’Keefe, Carolina Sanchez-Cano, Pari Arokiaraj, Jessica Healey, Julien Farland, Mary Sabolefski,

Absent: Ted Myatt, Andre Lowe, Krisanthi Giaya, Bill Greene, Dana Buckley

1. Call to order 1:00 pm
2. October 2023 minutes approved
3. Open issues
	* 1. NEBSA Fall symposium review:
			1. Survey responses were reviewed. Overall, the symposium was well received, suggestions for having coffee/breakfast were discussed and possibly having sponsors for breakfast or breaks at future symposiums
			2. QR codes for speaker bios were not working, but will be addressed moving forward
			3. Financials for the Symposium were reviewed, still being finalized for some expenses pending such as AV and reimbursements for speaker travel.
			4. Would like to reserve the Broad for 2024 Symposium the last week of Sept/1st week of October, to avoid conflict with ABSA conference Nov. 1-6, 2024
		2. Scholarship fund
			1. Should be clearer about the timeline for use of total awarded funds. Current wording is vague and seems to have a separation for expenses related to travel/membership and courses/conference
			2. Will honor the current 2023 scholarship recipient, with timeline for award to be used by end of 2024, implemented retroactively
			3. Ask current recipient for a plan for future use of funds
		3. Webmaster/Social Media back-up
			1. Rhonda will give a tutorial for Wild Apricot, so others can contribute to these responsibilities such as notifications and symposium content posts
			2. Webmaster/Social Media roles can best serve the organization by those able to be present at meetings
			3. All Board members should contribute articles or announcements for posting on social media
		4. Start thinking about webinar ideas and speakers for 2024 events
		5. Appreciation Dinner
			1. Henrietta’s Table-Cambridge Wednesday January 24, 2024

IV. Adjournment 2:43pm