



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING

August 24 and September 15, 2023 – Virtual via MS Teams

- *All meeting times referenced in these minutes are Eastern daylight time:*
 - *On Thursday, August 24, meeting called to order at 1:03 PM and recessed at 5:20 PM.*
 - *On Thursday, September 15, the meeting reconvened at 1:10 PM and adjourned at 4:39 PM.*
- *Minutes are documented in agenda item numeric order and do not necessarily follow the order of discussion. For brevity, any procedural motion such as those to recess/reconvene, or to table/reconsider agenda items may not be documented unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each amendment is not tracked. Also, questions and discussion points are summarized and similar or repeat comments are grouped.*
- *Agenda items indicated in **red font** are part of the “Consent Calendar” and are addressed under agenda item 1.4.1.*

Voting Board members participating 8/24/23:

Amber Daniels, Catherine Feeney, Joe Graham, Michelle Hill, Stevie Hretz, Jason Horn, Troy Huffman, Keith Jackson, Allison Jennings, Sarah Jensen, Ann Johnson, Adam Kramer, Glenda Lewis, Gina Nicholson-Kramer, Steve Oswald, Michael Pascucilla, Todd Rossow, Christine Sylvis, Tim Tewksbary, Rebecca Vought, Kelli Whiting

Voting Board members not participating: Thomas McMahan who is on military assignment.

Ex-officio non-voting Board members participating 8/24/23: Wendy Bell, Rodney Blanchard, Amanda Garvin, Patrick Guzzle, Terry Levee, Chip Manuel, Barry Parsons, Davene Sarrocco-Smith, Angie Wheeler, Lindy Wiedmeyer, Kenesha Williamson

CFP executive staff participating 8/24/23: David McSwane, Cliff Nutt

Guests participating 8/24/23: David Lawrence, Linda Zaziski

Voting Board members participating 9/15/23:

Amber Daniels, Catherine Feeney, Stevie Hretz, Michelle Hill, Jason Horn, Troy Huffman, Keith Jackson, Allison Jennings, Ann Johnson, Adam Kramer, Glenda Lewis, Gina Nicholson-Kramer, Steve Oswald, Michael Pascucilla, Todd Rossow, Chris Sparks Christine Sylvis, Rebecca Vought, Kelli Whiting

Voting Board members not participating: Joe Graham, Sarah Jensen, Tim Tewksbary, and Thomas McMahan who is on military assignment.

Ex-officio non-voting Board members participating 9/15/23: Wendy Bell, Amanda Garvin, Patrick Guzzle, Terry Levee, Chip Manuel, Angela Nardone, Davene Sarrocco-Smith, Angie Wheeler, Kenesha Williamson

CFP executive staff participating 9/15/23: David McSwane, Cliff Nutt

Guests participating 9/15/23: David Lawrence, Linda Zaziski

Discussion points below include opinions from individuals and do NOT necessarily reflect the view of the entire Board and may NOT reflect existing CFP policy or procedure.

1. Opening – Conference Chair Christine Sylvis, Presiding (Binder 1)

1.0 Call to Order – Christine Sylvis

Meeting called to order at 1:03 PM (EDT) by Christine Sylvis, Conference Chair

1.1 Anti-trust Policy – Keith Jackson

The Anti-trust policy was read in its entirety by Keith Jackson, Conference Vice Chair.

1.2 Roll Call / Acknowledgement of Board Members

Roll call was taken by the Conference Chair to establish the presence of a quorum.

1.2.1 Acknowledgement of Guests

Guests in attendance were acknowledged and names are noted above.

1.3 Agenda Review – Opportunity to add new items

Cliff Nutt, Executive Treasurer (ET), added CFP Travel Policy Revision to New Business

Christine Sylvis added Wild Apricot Demonstration to New Business

Christine Sylvis added in-person attendance of Ex-officio non-voting Board members to in-person Board Meetings to New Business

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| Action Item | Motion to approve the agenda as written with additions to New Business. (Huffman / Rossow) |
| | Motion passed with no objections and no abstentions. |

1.3.1 Consent Calendar – Unless extracted, all agenda items in red font are approved in a single consent motion.

1.4.1a Extraction of Consent Calendar Item(s)

No items were extracted.

1.4.1b Approval of Consent Calendar Item(s)

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| Action Item | Motion to accept the Consent Calendar items on the agenda in red font. (Johnson / Graham) <i>The Consent Calendar items for this meeting include:</i> <ul style="list-style-type: none">• Agenda item 1.4 Board Meeting Minutes, April 24-28, 2023• Agenda item 1.4.1 Summary of Board E-votes since the last meeting• Agenda item 1.5 2023-2025 (Biennial Master) Calendar• Agenda item 1.7.2 Executive Director Report• Agenda item 1.8.1 Collaborative Grant Project Update |
| | Motion passed with no objections and no abstentions. |

1.4 Board Meeting Minutes, April 24-28, 2023 – previously approved via e-vote.

Minutes of the April 2023 Board meeting were approved by e-vote and are affirmed here by consent.

1.4.1 Summary of E-votes taken since the October 2022 Board meeting.

E-vote summary since April 2023 Board meeting approved by consent.

1.5 2020 – 2023 Biennial Calendar

Biennial (master) calendar summary (dated 04/03/2023) approved by consent.

1.6 Conference Chair Update – Christine Sylvis

2023-2025 Committees: 9 Council committees, 13 Standing committees, 360 people volunteered for committee work (57% of members applied for committees; 582 active membership), 47 people who volunteered for committees are not yet active members).

She will send out an email that committee rosters have been set and that committee leadership will be reaching out soon to their members.

Plan to have a committee leadership orientation meeting (virtual).

1.7.1 Executive Treasurer Report – Cliff Nutt

Cliff Nutt, Executive Treasurer (ET), presented a synopsis of his written report. CFP is strong financially with strong investments.

Some issues do exist. Biennial meeting with \$24,000 gain. Balance will not cover operational expenses until the next biennial meeting. Will need to gain additional revenue. Costs of catering/AV rental has increased at each of the past four bi-annual meetings. Denver catering costs expected to be 30% higher than Houston. We need to think about how to move forward if not able to finance next 2 years or find additional revenue. Negative cash flow expected for 24/25 (have expected costs for Wild Apricot, new website, licenses, support).

Discussion:

- Houston Meeting live stream lost about \$60,000; about \$20,000 was generated. Need to take a hard look at virtual streaming. Live stream provides an accessibility to people who cannot travel.
- Grant Cycle 2, Year 2 funding in the subaward from NACCHO to CFP has been revised back up to \$240K, same as Year 1.
- Sponsorship committee – request to be part of small working group/discussion - need more sponsors, higher sponsorship levels, registration costs, affiliate costs.

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| Action Item | Motion to acknowledge the Conference Chair and Executive Treasurer Reports. (Hill / Huffman) |
| | Motion passed with no objections and no abstentions. |

1.7.2 Executive Director Report – David McSwane

Executive Director report (dated 08/24/2023) approved by consent.

1.8.1 Collaborative Grant Project Update for year 1 of cycle 2.

Collaborative Grant Project Accomplishments Summary for year 1 of Grant Cycle 2 (dated 8/24/23) acknowledged by consent.

1.9 Unfinished Business

1.9.1 CB&P draft policy on creating policies - Davene Sarrocco-Smith.

Davene Sarrocco-Smith, Constitution, Bylaws, and Procedures (CB&P) Chair, discussed the actions the committee has taken regarding this item. The CB&P Committee drafted a Policy for Policies to standardized and use a uniform format/template presented to the board in April – looking for approval as format for policies.

Discussion:

- This will allow archive, multiple reiterations, a repository.
- Aligns with Strategic Plan Objective 3, Communications ad-hoc committee.
- Developing and reviewing on infrastructure and how to communicate them out.
- Large legal implication – Records management only effective until something happens. Might be more infrastructure not just communications.
- Need iron clad policies specifically on finance and other high impact topics.

1.9.2 CB&P Committee Record Retention and Policy Recommendations - Davene Sarrocco-Smith

Davene Sarrocco-Smith, Constitution and Bylaws/Procedures (CB&P) Chair, reminded the Board that record retention recommendations were made at the last Board meeting and tabled. A spreadsheet on everything CFP does was created and a recommendation for retention provided.

Discussion:

- The strategic planning committee should introduce and make recommendations on how to use forward. New Executive Assistant should own this process/coordination of this process (objective not to be dumped on the CB&P Committee)

1.9.3 CB&P Committee Record Retention Spreadsheets - Davene Sarrocco-Smith

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| Action Item | Motion to approve the Policy on Policies with attached record retention spreadsheet. (Hill / Johnson) |
| | Motion passed with no objections and no abstentions. |

1.9.4 Acknowledgement vote for the CB&P Committee Spring 2023 report (Agenda item Davene Sarrocco-Smith (Agenda item 5.1 from the 2023 Spring Board meeting))

Discussion:

- Excellent work by Davene and Committee!

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| Action Item | Motion to acknowledge the CB&P Committee Spring 2023 report (Vought / Johnson) |
| | Motion passed with no objections and no abstentions. |

1.9.5 Finance Committee to draft an investment policy for Board review. (Agenda item 3.3 from the 2023 Spring Board meeting) Terry Levee

Combined with Finance Committee Report 3.1.4

1.9.6 Publications Committee to submit to the Board with their periodic reports any new groups to add to the “dissemination list.” (Agenda item 3.9 from the 2023 Spring Board meeting) Gina Nicholson-Kramer or Tim Tewksbary

Publications Committee has reviewed the dissemination list and seeks Board recommendation on adding companies.

Discussion:

- If companies such as Ecolab are added, where do we stop? Do all other chemical companies need to be added?
- Suggestion to add NSF and ANMA

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| Action Item | Motion to table 1.9.6 for dissemination list to be updated then be sent to Strategic Planning Committee, other appropriate committees, and to the Board no later than October 31, 2023. (Vought / Huffman) |
| | Motion passed with no objections and no abstentions. |

The Publications Committee was not asked to proofread or approve documents from 2023 Biennial Meeting. They were published without committee review.

Discussion:

- Want to make sure publications are reviewed before being published; published documents on the website have not been reviewed.
- If the Board desires, the Publications Committee will review 2023 documents on website.
- Publications posting means not only posted to the website but information sent to organizations noted in dissemination list.
- Now is a good time to develop a policy in writing with the new template.
- Add limited review/time period in policy. Can not be earlier than the fall Board meeting since the Publications Committee member’s term ends after the Biennial meeting. (See item 3.1.2)

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| Action Item | Motion to charge the Publications Committee to develop a policy that documents will be reviewed prior to publishing and to work with the Communications Committee. (Johnson / Rossow) |
| | Motion passed with no objections and no abstentions. |

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| Action Item | 9/15/23 Motion to acknowledge the Publications Committee report (Johnson / Daniels) |
| | Motion passed with no objections and no abstentions. |

1.9.7 Strategic Planning Committee Meeting Summary Report – Keith Jackson

Keith Jackson, Strategic Planning Committee (SPC) Chair, stated the testimonial videos at the 2023 Biennial Meeting were a success; 40 were documented. We hope to keep this as an on-going process for historical documentation.

Keith summarized the Strategic Planning Meeting held August 15-17, 2023 with the voting Board members and executive staff facilitated by John Marcello. Preparation for this meeting began in January 2023. During the meeting, updated mission/purpose and vision statements were proposed. CFP values were brainstormed for the SPC to complete a Strategic Plan and structure of a 2-, 4-, and 6-year operational plan was developed.

Keith reviewed the recommendations from the Strategic Planning Meeting outlined in the SPC Report dated 8/24/23:

- Succession Preparation Ad Hoc Committee help support infrastructure and succession plan and to maintain historical knowledge.
- Form ad hoc CFP Communications Committee – critical gap for CFP internal communication, policies, external policies, focus on developing a communications plan. Crucial enough to potentially convert to a standing committee.
 - Digital Engagement Committee and Communications Committee work together on additional charge - lot of capabilities in Wild Apricot.
- SPC – Develop metrics for CFP; market/increase sphere of influence.
- Draft strategic framework from plan, present to board by end of year.
- Draft Value Statement – determine how well to use.
- Develop a comprehensive 6-year strategic plan.
- Special charge to the Finance Committee – review finance committee plan to remain financially stable.
- Standing charge for the PSC to review the post-2023 Biennial Meeting survey results.
- Special charge to CFP Chair/Vice Chair to form an alumni group committee to help preserve history and continuity of projects.

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| Action Item | Motion to form an Ad Hoc Succession Preparation Committee to be charged with devising a Biennial Meeting planning guide/work flow and assist Dr. McSwane in making decisions on Biannual Meeting. (Johnson / Graham) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

Note: Local Arrangements Committee should be involved. SPC to create the ad hoc committee.

Discussion:

- Form a Communications Committee with four charges. Charges for this committee are outlined in SPC Report dated 8/24/23.
 - Some charges may overlap with other committees. This committee will work with other committees and executive staff.
 - Potential for this committee to become a standing committee
 - Add to charge 2.(d) to develop standing committee charges

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| Action Item | Motion to form an Ad Hoc Communications Committee to be charged with the amended charges listed in the SPC Report under Committee Recommendations 2(a-e). (Johnson / Huffman) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

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| Action Item | Motion to add an additional charge to the Digital Engagement and Technology Solutions Committee to work with Wild Apricot and the Communications Committee to support the charges of the Communications Committee. (Johnson / Hill) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

Note: Intent is to work specifically with Wild Apricot as a first choice in providing digital platforms. Technologies for CFP as a whole to include Biennial Meeting and conference operations (not looking at new technologies as they impact retail food service).

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| Action Item | Motion to issue special charges to the PSC listed in the SPC Report under Committee Recommendations 4(a-e). (Johnson / Nicholson Kramer) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

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| Action Item | Motion to issue special charges to the Finance Committee develop a financial 2/4/6-year plan. (Johnson / Nicholson Kramer) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

Note: This may become a standing charge (changes to the charges assigned to the Finance Committee will require the CFP Constitution and Bylaws to be updated). Financial plan should cover items in the CFP Operational Plan.

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| Action Item | Motion to issue special charges to the PSC listed in the SPC Report under Committee Recommendations 6(a-b). (Vought / Hill) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

Note: Changes to the charges assigned to the PSC will require the CFP Constitution and Bylaws Article 16, Section 10, Subsection 2 to be updated.

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| Action Item | Motion to form an Ad Hoc Committee of CFP alumni with charges listed in the SPC Report under Committee Recommendations 7 by October 31, 2023. (Vought / Hill) |
| | Motion passed with no objections and 1 abstention (Keith Jackson as PSC Chair). |

Note: Conference Chair and Vice Chair to create the ad hoc committee.

1.9.8 Formation of an ad hoc committee to consider Issue 2023-I-024 – Christine Sylvis

This issue regarding fire sprinkler heads was sent back to the Board from the Assembly of Delegates at the Biennial Meeting. A request for volunteers was sent out via email with only one volunteer. Need to create an Ad hoc committee. Suggest 3-5 members with one who voted for and one who voted against. Several members volunteered for the committee. A list of voting delegates will be given to the committee.

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| Action Items | Motion to create an ad hoc committee with membership: Rossow, Johnson, Fenney as voting members and Jackson, Kramer, Blanchard and an FDA representative (consultant) as alternate/non-voting members. The Issue submitter will also be invited to attend committee meeting(s). (Lewis / Hill) |
| | Motion passed with no objections and no abstentions. |

2. Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership Rosters (Binder 2)

2.1 Council I Report – Rodney Blanchard and Barry Parsons

2.1.1 Approval of Council I committee membership

Clarification on if multiple people from agency, company or organization can be on committee as long as only one person is a voting member. Decision: It is up to Board, written as it stands. If

extra bodies are needed, then it would be up to the Board.

Discussion:

- A number of consumers did not show up on committee rosters.
 - They were used strategically so that representation is spread across committees due to few volunteers. Always looking for more involvement.
 - Members are restricted to how many Council committees they can serve on, especially as a voting member.
 - May want to exclude these constituencies as they may be able to sit on more than one Council committee.
 - Identified a number of consumers that did not show up on committee rosters. Cross referenced that they did not volunteer for committees. They may have had trouble using Wild Apricot to volunteer.
 - Friendly suggestion– Michele Hill, Consumer Representative, to reach out to consumer members to see if they are on the list. We want everyone who wants to be involved to be involved.
- Some Federal members listed as voting members. Evelyn Crish is listed as USDA FSIS OPHS. Cross referenced, she volunteered for committees.
 - Federal members should be assigned as consultants, they should not volunteer.
- The term “co-chair” is not in any CFP governing documents.
 - It has been used historically for committees.

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| Action Item | 8/24/23 Motion to table Council I Rosters to be approved by e-vote by September 1, 2023. (Graham / Johnson) |
| | Motion passed with no objections and no abstentions. |

Note: Email questions and concerns to Council Chair and Vice Chair no later than 8/25/23 to facilitate the e-vote process. Rosters need to be as close to final as possible when sent out to vote.

Council I committee rosters were approved by e-vote on September 6, 2023. Council Chair and Vice Chair should reach out to their committees to notify them of the approved rosters and ask them to notify committee members.

2.1.1a Allergen Committee

Discussion:

- Nicole Arnold is listed twice voting and non-voting
- Add Michelle Hill.
- Lauren McClean is listed as a member; she is with USDA.

2.1.1b Complex Vending Units Committee

Discussion:

- Remove USDA member.
- Add Lesley Fahey as voting member.
- Identify constituency.

2.1.1c E-Commerce Committee

2.1.1d Plan Review Committee

Discussion:

- Move Shannon to a voting member.
- Move Corey Millwood to an alternate.
- Remove duplicate member.

2.2 Council II Report – Wendy Bell and Kenesha Williamson

2.2.1 Approval of Council II committee membership

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| Action Item | 8/24/23 Motion to table Council II Rosters to be approved by e-vote by September 1, 2023. (Johnson / Graham) |
| | Motion passed with no objections and no abstentions. |

Note: Email questions and concerns to Council Chair and Vice Chair no later than 8/25/23 facilitate the e-vote process. Rosters need to be as close to final as possible when sent out to vote.

Council II committee roster was approved by e-vote on September 6, 2023. Council Chair and Vice Chair should reach out to their committee to notify them of the approved roster and ask them to notify committee members.

2.2.1a Food Safety Culture at Retail Committee

2.3 Council III Report – Chip Manuel and Amanda Garvin

2.3.1 Approval of Council III committee membership

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| Action Item | 8/24/23 Motion to table Council III Rosters to be approved by e-vote by September 1, 2023. (Johnson / Graham) |
| | Motion passed with no objections and no abstentions. |

Note: Email questions and concerns to Council Chair and Vice Chair no later than 8/25/23 facilitate the e-vote process. Rosters need to be as close to final as possible when sent out to vote.

Council III committee rosters were approved by e-vote on September 6, 2023. Council Chair and Vice Chair should reach out to their committees to notify them of the approved rosters and ask them to notify committee members.

- 2.3.1a** Retail Cold Brew Coffee Safety and Compliance Committee
- 2.3.1b** Heat-Treated Committee
- 2.3.1c** Consideration of Plant TCS Foods Committee
- 2.3.1d** Rehydrated Foods Committee

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| Action Item | Motion to acknowledge all of the Council reports, minus the rosters (Johnson / Hill). |
| | Motion passed with no objections and no abstentions. |

3. Standing Committee Reports

3.1 Approval of Rosters, including Chair and Vice or Co-Chairs, for Standing Committees for the 2023-2025 Biennium – Christine Sylvis and Keith Jackson

Discussion:

- The FDA requested to have an additional member listen in on committee meetings for training and development. This is not allowed by the Constitution and Bylaws. We are encouraging the use of guests to have additional CFP members keep current with committee work.

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| Action Item | 8/24/23 Motion to table Standing Committee rosters to be approved via e-vote with any concerns or errors submitted to the Conference Chair and Vice Chair by tomorrow, to be voted on by September 1 st . (Johnson / Rossow) |
| | Motion passed with no objections and no abstentions. |

Standing Committee rosters were approved by e-vote on September 6, 2023. Conference Chair and Vice Chair should reach out to their committees to notify them of the approved rosters and ask them to notify committee members.

The Conference Chair has an email prepared to let committee volunteers know that committee rosters have been approved and they should be hearing from their committee leadership soon. She will send the email.

3.1.1 Audit (no report)

3.1.2 Constitution, Bylaws & Procedures (CB&P)

Should State Delegates be allowed to give proxy vote to other state? How often is this needed? Are we sure we want to allow this? If a constitution language change is needed, more guidance will need to be developed.

Discussion:

- Everything related to state delegates is in the constitution. Only multi-constitutional states can give permission to others within their state. That is all the constitution allows.
 - We have not been consistent. There have been times when a state with a partial vote has given their vote to another state.
 - Proxy not uncommon; uncommon for proxy to be outside their jurisdiction/state. I.e., Florida has multiple and not uncommon for proxy (Health to Ag and vice versa). Some states give the proxy vote to a local who is attending CFP.
 - If only one agency in state; do we want to allow voting rights to similar agency in alternate state?
 - Optics might look bad if one state gets 2 or 10 votes. Keeping it within the state puts pressure on state to be present.
 - The current process seems to be clearly stated. This is what should have been followed: one agency in state to another agency in state. Not state to another state or agency.
 - The Assembly of Delegates can override all work that has been done. Minimizing the flexibility to have the delegates to be true representative of agency. If want voice at table need to be present.

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| Action Item | Charge the CB&P Committee with reviewing the procedure document to create language to address delegate assignment from within that state to be brought back at the April Board meeting. (Vought / Hill) |
| | Motion passed with no objections and no abstentions. |

Note: The intent is giving permission for another jurisdiction within the state to vote, not giving an extra vote to another state. The proxy voter is not mandated that they vote like you wish. If state delegate is not able to attend, then vote is not taken.

Clarification of Standing Committee term of service: some standing committees need to continue work after the Biennial Meeting in the interim before a new committee is formed. Committee terms are only mentioned in the Conference Procedures document.

Discussion: Which committees work beyond after the Biennial Meeting.

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| Action Item | Motion to make the amendments to the Procedures Document Section IX.C.1 as stated below. (Johnson / Vought) <i>Meeting with the exceptions of the Standing Publications and Finance Committees or other Standing Committees the Board deems necessary to manage the affairs of the Conference.</i> <i>a. The Publications and Finance Committee Member's term, or other Standing Committees Member's terms that the Board deem necessary to manage the affairs of the Conference, shall be from appointment until the beginning of the Fall Board meeting following the Biennial Meeting.</i> |
| | Motion passed with no objections and no abstentions. |

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| Action Item | Motion to acknowledge CB&P verbal report. (Huffman/Vought) |
| | Motion passed with no objections and no abstentions. |

3.1.3 Digital Engagement and Technology Solutions Committee (no report)

3.1.4 Finance Committee

All charges are complete. Investment account and money market account are fully set up. All monies are available just diversified. Signatories are in place. Receiving monthly statements; mostly good months with one bad month. Some money made; before August up about \$8000, since then lost about \$3000. Still up from where we started. Upcoming biennium every new cycle, do new risk portfolio assessment.

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| Action Item | Motion to acknowledge Finance Committee report. (Vought / Rossow) |
| | Motion passed with no objections and no abstentions. |

3.1.5 Food Protection Manager Certification Committee (FPMCC) (no report)

This committee has their own bylaws.

3.1.6 Food Safety Management Systems (FSMA) Committee (no report)

3.1.7 Issue Committee (no report)

3.1.8 Nominating Committee (no report)

3.1.9 Program Committee (no report)

3.1.10 Program Standards Committee

Verbal report: Drafting committee bylaws. Will send out for e-vote when complete.

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| Action Item | Motion to acknowledge Program Standards Committee verbal report. (Johnson / Vought) |
| | Motion passed with no objections and no abstentions. |

3.1.11 Resolutions Committee

3.1.12 Publications Committee

3.1.13 Strategic Planning Committee

3.1.13a Summary of Member Satisfaction Survey

Will be sent later via email.

4. Special Committees and Reports

4.1 Executive Assistant Search and Seek Committee Report – Becky Vought

Have received seven applications. Full day meet and greet has been scheduled (20 minutes each) to get to know them and allow them to ask questions. This will be used to determine who we want to interview (September 26, 2023).

4.2 FDA Report and Response to CFP Recommendations from the 2023 Biennial Meeting – Glenda Lewis

Reviewed the FDA response letter. Part 1: 25 recommendations came to FDA from CFP recommending changes to Code. Agree with 17 (agreed with concept maybe not wording). Partially concurred with five (do not agree with full recommendations). Does not concur with three. Part 2: 19 recommendations came to FDA from CFP recommending actions from the FDA. Agree with 16 (partially concurred with one) and does not concur with three.

Discussion:

- Letter is a little longer than usual to provide for more rationale.
- Becky Vought will assist Dr. McSwane with posting the letter on the CFP website.
- FDA will be sending an email about the letter being sent. CFP can coordinate sending an email.

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| Action Item | Motion to acknowledge report. (Johnson / Daniels) |
| | Motion passed with no objections and no abstentions. |

4.3 USDA Report – Stevie Hretz

Committee consultants have been provided. Trying to get more engagement from other sections within USDA (FNS, FSIS, and others). Items of interest: Breaded chicken products, Salmonella as adulterant, cellular agriculture, pigs for research, and changes to egg substitutes

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| Action Item | Motion to acknowledge report. (Rossow / Johnson) |
| | Motion passed with no objections and no abstentions. |

4.4 CDC Reports – Adam Kramer

Received the CFP letter from the Biennial Meeting. Experiencing a large number of changes – Director changes Cowen, Principal Deputy Director Shaw; Multiple centers within CDC. Recent morbidity summary report found 40% of outbreaks caused by a contaminated by an ill food worker (put links in chat). Developed an SNET guide to assist NEARs users.

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| Action Item | Motion to acknowledge report. (Johnson / Feeney) |
| | Motion passed with no objections and no abstentions. |

4.5 Integrated Food Safety Committee Report – Becky Vought

IFSC Strategic Training plan

- Will send the slide deck, email questions to Becky.
- Committee of the 9 agencies working on how to train state/local/territory/tribal better w/ more capacity. Prioritize/implementation and funding.
- Motion to acknowledge the report, looking forward to slide deck next week.

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| Action Item | Motion to acknowledge report. (Johnson / Hill) |
| | Motion passed with no objections and no abstentions. |

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| Action Item | Motion to address 1.9.5. then New business, then Executive Session. |
| | Motion passed with no objections and no abstentions. |

4.6 Compensation Committee Report – Becky Vought (Executive Session

5. New Business (Binder 5)

5.1 Travel Policy Revision – Cliff Nutt

Tips are not covered in the travel policy (excluded as reimbursement). Should this be changed?

Discussion:

- Have control over how much tipping (upper limit %) allowable maximum parameters.
- Consideration: Tipping/reimbursement; follow per diem rate; spells out fair market rate/flat rate. Total value which would include food/drinks/tips.
- Currently – exact amount of meal and receipts needed. Is this not efficient?
- Nobody (restaurants) gives receipts. In Houston it was awkward and sometimes forgotten to request a receipt.
- Flat per diem rate – Agreement. Adds flexibility and ease. Just determining rate, and process for re-evaluation. Would simplify.
- Not sure why there are no tips. Hand to finance committee or sub-committee; address whole policy. Need to look into and address and reinvestigate.
- Part of challenge of what constitutes a tip.
- We should support the hospitality industry, seems strange to exclude. Tips sometimes included at 18%.
- Tips are expected, with expectation of getting a tip in America. Sustainability of receipt/time processing etc.

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| Action Item | Motion to charge the Finance Committee to work with the Executive Treasurer to review the travel policy and consider meal reimbursement to be based on GSA per diem rates and return to Board within 60 days with a recommendation. (Pascucilla / Hill) |
| | Motion passed with no objections and no abstentions. |

5.2 Off Year Virtual Workshop

Discussion:

- Could be money maker/source of revenue.
- Could be way to discuss how to deal with last CFP Issues.
- Huge undertaking. Needs to be plugged in to the strategic plan, not just a task.
- Like idea and this event could served as an off-year membership check-in.
- Programs committee to work on or have a different committee to work on?
- Strategic plan, pre-conference workshop very useful and well liked. Continue to address Issues, committee work, provide information on documents posted/how to use.
- If decide to do– need to get moving on quickly.
- Consider development for future; huge undertaking.
- Introduce to programs, communications, and strategic planning committee for further discussion.

Strategic Planning to lead; no action needed right now.

5.3 The Spring 2024 Executive Board Meeting is scheduled to be held on March 26-27, 2024, at the Grand Hyatt Hotel, 1750 Welton Street, Denver, CO 80202

5.4 Demonstration of Wild Apricot/Informational

- Using the program more.
- A few pages were added; as example Board Member Only.
- Private pages can be created for all types of groups and committees.
- Admin rights for committee page will be given to Committee Chairs, easy to post. Will have training.
- Way to share documents (not live to work on, just posting)
- Use for Polling for electronic vote. Will be sending some tests.

Discussion:

- Does “Wild Apricot” need to be distinguished or noted on the page? -Will check.
- How to use each website. Terminology for each site CFP or Wild Apricot.
 - CFP (www.foodprotect.org) external facing for the general public. Wild Apricot (member portal) more internal facing for members and “event” registration.

5.5 Ex-Officio Members Attend Virtually

Limiting the number of ex-officio Board members attending Board meetings in person will have a 30% savings. The ex-officio Board members can submit reports and attend the meeting virtually.

- Suggest time frame be included in motion for proper arrangements.
- Important to hear from ex- officio members; considerations other than monetary. Do lose in a virtual setting: Harder to stay engaged.
- Other option: You’re welcome to come, cannot financially support you.
- Not trying to exclude but using as cost savings.
- Losing context, member, always inclusive group. Hate to lose that engagement. Is the 30% savings total amount of savings on folks. Average meeting \$25,000 (6000-7,500 dollars savings)
- Put in hands of executive director and conference chair to make decision on who in-person attendees may need to be as agenda dictates.

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| Action Item | Motion to charge CB&P to work with finance committee to make recommendations to governing documents regarding in-person attendance of ex-officio board members at Board meetings to return with recommendations to the next Board meeting. (Horn / Hill) |
| | Motion passed with no objections and no abstentions. |

6. Adjournment

The meeting ended at 4:39 pm.