



**CONFERENCE FOR FOOD PROTECTION, INC.
EXECUTIVE BOARD MEETING AGENDA
APRIL 24-28, 2023**

**Westin Galleria Hotel
5060 W Alabama Street Houston, TX 77056
Chevy Chase Room**

Lunch will be served at 11:30 a.m. on Monday, April 24 in the Chevy Chase room prior to the first session of the Executive Board

This Executive Board Meeting will be conducted using the MS Teams platform to allow those Board members and others who cannot attend the meeting in person to participate.

1. Opening – Conference Chair Becky Vought, Presiding (Binder 1)

- 1.1 Call to Order noon April 24, 2023 – Becky Vought
- 1.2 Anti-trust Policy – Todd Rossow
- 1.3 Roll Call / Acknowledgement of Board Members
 - 1.3.1 Acknowledgement of Guests
- 1.4 Agenda Review – Opportunity to add new items
 - 1.4.1 Consent Calendar – All agenda items in **red font** will be acknowledged with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so will mean that item is discussed separately at the point indicated on this agenda. 1.4.1a Extraction of Consent Calendar item(s)
 - 1.4.1b Approval of Consent Calendar items
 - 1.5 Board Meeting Minutes, October 4-5, 2022 – (previously approved via E-ballot)**
 - 1.5.1 Summary of Board E-votes taken since the October 2022 Board Meeting**
 - 1.6 2023-2025 Biennial Calendar**
 - 1.7 Chair’s Update – Becky Vought**
 - 1.8 Executive Staff Report
 - 1.8.1 Executive Director – David McSwane**
 - 1.8.2 Executive Treasurer – Cliff Nutt
 - 1.8.3a Executive Assistant Report – Vicki Everly**
 - 1.8.3b Executive Assistant Report Addendum – Vicki Everly
- 1.9 Unfinished Business
 - 1.9.1 Constitution and Bylaws/Procedures Chair to work with the Executive Assistant to ensure concerns addressed on pages 3-4 in the Executive Assistant’s report are merged with activities related to document review and retention. *(See agenda item 1.8.3 from April 2022 Board Meeting).* Davene Sarracco-Smith

2. Council and Council Committee Reports* (Binder 2)

- 2.1 Council I Reports – Thomas McMahan and Rodney Blanchard
- 2.2 Council II Reports – Courtney Halbrook and Wendy Bell
- 2.3 Council III Reports – Dr. Donald Schaffner and Dr. Chip Manuel

All Council Committees submitted their final reports as part of Issues submitted for the 2023 Biennial Meeting. Only the Council Chairs' reports and rosters will be presented at this meeting.

3. Standing Committee Reports* (Binder 3)

Standing Committee Reports **NOT submitted as attachments to Issues should be submitted to the Executive Director by April 4, 2023.*

- 3.1 Audit – Danny Follett
- 3.2 Constitution, Bylaws/Procedures – Davene Sarrocco-Smith*
- 3.3 Finance – Terry Levee
- 3.4 Food Protection Manager Certification – Susan Quam*
- 3.5 Issue – Patrick Guzzle
- 3.6 Nominating – David Lawrence
- 3.7 Program – Dr. Ben Chapman
- 3.8 Program Standards – Angie Wheeler*
- 3.9 Publications – Gina Nicholson-Kramer
- 3.10 Resolutions – Chirag Bhatt
- 3.11 Strategic Planning** – Dr. Keith Jackson

***These Standing Committees have submitted Final Reports at part of Issues submitted for the 2023 biennial Meeting.**

****A detailed report of the Strategic Planning Process will be presented during the Executive Board meeting session on Thursday, April 27**

4. Special Committees and Reports (Binder 4)

- 4.1 Sponsorship – Eric Moore and James O'Donnell, Co-Chairs
- 4.2 ACAC – Sheri Morris and Julie Albright
- 4.3 Local Arrangements – Christopher Sparks and Deanna Copeland
- 4.4 Digital Engagement Committee – Chirag Bhatt and Vanessa Bussiere
- 4.5 Update on the Retail Food Safety Regulatory Association Collaborative – Brenda Bacon
- 4.6 Update on NACCHO-CFP Research Project (RFA-FD-22-008) - David Lawrence
- 4.7 NEHA-CFP Retail Program Standards Symposium Update – Angie Wheeler
- 4.8 Federal Agency Reports
 - 4.8.1 FDA – Glenda Lewis
 - 4.8.2 USDA-FSIS – Stephanie Hretz
 - 4.8.3 CDC – Dr. Adam Kramer

5. New Business (Binder 5)

- 5.1 Discussion of Policy for Assigning Proxy for the Assembly of Delegates Meeting – Dave McSwane
- 5.2 AFDO HP2030 norovirus work group - Gina Nicholson Kramer
- 5.3 The next Executive Board Meeting will be a virtual meeting held in Summer 2023. The exact date is to be determined.