

**Food Protection Manager Certification Committee (FPMCC)  
Organizational Conference Call Meeting  
September 18, 2018  
Dial 669-900-6833 / meeting ID 210 249 8057**

**MINUTES OF THE MEETING**

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**CONFERENCE CALL AGENDA**

I. Roll Call

Vice Chair Sharon Wood called the meeting to order at 1:05 PM EST, roll was called and a quorum established. Vice Chair Wood referenced the anti-trust policy, and reminded the FPMCC members of the gravity of this issue. Members may access the statement in its entirety on the CFP website at [CFP antitrust policy](#).

II. Introduction of Chair and Vice Chair

Chair Sean Dunleavy and Vice Chair Sharon Wood welcomed returning and new members and introduced themselves.

III. Review of Standing Charges for Food Protection Manager Certification Committee – Chair Dunleavy

Chair Dunleavy reviewed the FPMCC charges for the 2018-20 biennium and advised no additional charges have been assigned by the CFP Executive Board. A priority for this cycle will be consideration and development of a “normative document” and its utility.

Member George Roughan advised he may not make the Fall meeting and may ask Ryan McMillion to present an agenda item. The Committee was invited to add agenda items for the Fall Meeting; none were offered.

Vice Chair Wood presented an overview of the methodology and focus for the Committee’s work this cycle and advised the CFP Executive Board has requested the FPMCC consider a more formal process in how it interfaces and works together with ANSI.

Cynthia Woodley advised ANSI Vijay Krishna may be unavailable for the Fall meeting and indicated an alternate may need to be designated; Vice Chair Wood offered to follow up on that.

IV. Review of proposed Agenda for Upcoming Face to Face meeting in San Diego – Vice Chair Wood

Vice Chair Wood presented expectations for committee activity this cycle, including an overview of the topics to be discussed such as orientation, past activity, consideration of focus and accomplishments for this biennium, the potential for some self-appointed goals, and the committee workgroup process.

Chair Dunleavy added work on the normative document would be a priority for the committee this biennium.

Cynthia Woodley requested that the ANSI re-accreditation application process be discussed.

A member asked that training and “remote location” CFPM delivery be discussed.

Vice Chair Wood advised that academic constituents are needed for the FPMCC and requested input.

V. Meeting in San Diego details

Geoff Luebkekmann requested that anyone planning to attend the Fall Meeting and not staying at the HQ hotel advise him by email ([gluebkekmann@firla.org](mailto:gluebkekmann@firla.org)) for planning purposes.

VI. Adjourn

Chair Dunleavy adjourned the meeting at 1:30 PM EST.