



Conference for Food Protection

Executive Board Meeting Minutes April 13-18 Indianapolis, IN

NOTE: These meeting minutes are compiled as a record of the several Executive Board Meetings held in association with the 2012 Biennial Meeting. Much meeting time was spent discussing events and arrangements specific to the Biennial Meeting that are not recorded here. The information below may also not be presented sequentially. Furthermore, if information is contained in the various reports previously submitted and distributed to Board members, the information is not duplicated here. All reports are available here (Executive Board): <http://foodprotect.org/administration/executive-board-meetings/?id=34> and here (Councils and Committees): <http://foodprotect.org/work/?id=34>.

My special appreciation goes to Aggie Hale, Vicki Everly and Eric Pippert who helped record these meeting notes during my absence – LW.

Members listed in the minutes may have been outgoing or incoming members. Their status at each meeting is not recorded. * Denotes those who were elected or re-elected to the Board.

Voting members present: Eils, Finkenbinder, Fletcher, Gaither, Garren, Gifford, Girard, Gurrisi, Hedman, Hicks, Klein, Kowalczyk, LeMaster, Levee, Luker, McSwane, Mitchell-Bailer, Morris, Nutt, Radke (for Liang), Roberson, Rosenwinkel*, Smith, Stevens-Grobbelaar*, Whiting*.

Voting Members Absent: Hardister, Liang

Non-Voting Members Present: Albrecht, Bacon, Bhatt, Cornman, Everly, Gifford, Gilliam and LAC staff members, Gordon*, Guzzle, Hale, Hawley*, Jensen, Lineberry, Linton, Marlow, Pippert, Quam*, Rossow*, Wright.

Non-Voting Members Absent: None

Guests: Orman, Ferko, Anderson, Myer, A. Nardone, E. Nardone, Hollenbeck, and others due to opportunity for any CFP Member to sit in

The first meeting (4/13/12) was called to order by Chair Sheri Morris who extended a warm welcome to everyone. Executive Director Lineberry reminded all in attendance of the CFP Anti-trust Policy. Formal roll call was taken by Wright. Morris reminded everyone that the minutes of the previous Executive Board Meeting (August 2011) had been approved by E-vote.

Executive Director Report, Jeff Lineberry

Lineberry summarized his previously submitted report and updated everyone on events underway for the Biennial Meeting. He commended the Local Arrangements Committee for their tireless efforts on behalf of the Meeting. He also commended the Sponsorship Committee for their record efforts on behalf of the Conference - \$116,000 in sponsorship monies were collected.

Wright and Lineberry summarized their experience with using Eventbrite as our registration provider. The program was beneficial in most respects but challenges also surfaced.

The next fall Executive Board meeting will be held in Arlington, VA on August 7-8, 2012. The Food Marketing Institute will host. Further communication will be forthcoming.

Lineberry stated that the next spring Executive Board meeting will be held in Orlando, FL May 13-15, 2013 at the hotel contracted for the 2014 Biennial Meeting (May 3-7, 2014). The meeting had to be moved to May because of

the conflict with Spring Break. Jensen informed the Board that the the Manager Training and Certification Committee would be meeting at the same hotel the next day.



Eils moved and Hicks seconded motion to accept the May 13-15 dates for the Spring 2014 Executive Board Meeting in Orlando, FL. The motion carried.

Executive Treasurer Report, Eric Pippert

Pippert summarized his previously submitted reports. The Conference is in stable financial condition with \$221,000 in our CD accounts at this time. Financial picture is good largely due to the generosity of the sponsors and registration revenue. He projected that we will end 2012 with 191K which is good news.

Pippert reported that Cheryl Morgan of the Kern Thompson Accounting firm recommended that we have an audit done at the end of 2012, a major income year. Much discussion was had on the Issue of accounting and auditing. Pippert obtained clarification from Morgan that the cost of an audit would not exceed \$6800; review would not exceed \$4500. Audit subsequent to review would be less than \$6800. Actual billable amount would be by hours expended. The benefit to a review would be that they would advise us of the condition of our internal controllables.



Levee moved and LeMaster seconded motion that we proceed with the 2011 review not to exceed \$4500 and proceed with a 2012 audit not to exceed \$6800. The motion failed (8-10).

McSwane moved and Nutt seconded motion for having a full audit for 2012. Motion carried unanimously.

During the discussion, Angela Nardone, a member of the CFP Audit Committee, suggested that the CFP fiscal year could be changed to coincide with the conclusion of the Biennial Meeting.

Pippert reported that the FDA sponsorship grant was successful. Forty-three State and local members requested a subsidy.

Conference Vice Chair Roberson offered recognition to the Audit Committee chaired by Terry Levee for their commitment to the financial fitness of the organization.

Old Business

Lineberry summarized activity to date regarding the open Executive Director position. He has received one application and has a number of expressions of interest. Ad hoc Transition Committee Chair Levee summarized the activities of the Committee (see report). Smith recommends a motion be made going forward as to how application review and selection will be accomplished. (See Transition Committee Report below.)

Lineberry reported that based upon registration, we will earn comped room nights. The rooms will be used by speakers and Board staff as available.

Council Reports

Council reports were previously submitted and distributed to Board Members and are not duplicated here. *Only new additional information is recorded here.*

2012-2014 Council Vice Chair selections:

- Council I 2012-2014 Chair Brenda Bacon nominated Chris Gordon (Virginia) as Vice Chair
- Council II 2012-2014 Chair Patrick Guzzle nominated Susan Quam (Wisconsin Restaurant Association) as Vice Chair,
- Council III 2012-2014 David Gifford nominated Todd Rossow (Publix Supermarkets) as Vice Chair



Eils moved and Mitchell seconded the motion to approve the nominated Vice Chairs. The motion carried unanimously.

Standing Committee Reports

Constitution and Bylaws

At the request of Hedman, Chair Cornman sought clarification and Board support for Issues II-005 and II-006 that may not have been previously thoroughly presented. A motion was not recorded but the Board expressed support for these Issues to go forward.

Issue Committee

Co-Chair Everly generated extensive discussion about the continuing challenges as captured in her report. She and Co-Chair Hale appealed to Council Chairs for closer supervision of the Committee Chairs as they prepare Issues and Committee reports.

During a subsequent discussion, Smith asked about changing the name of an Issue. Is there a mechanism? Everly replied that the system does not allow it. She suggested that it can be clarified in the recommended solution if names of Issues are very similar and/or need clarification.

Local Arrangements Committee

Chair Scott Gilliam reviewed his previously submitted report. They received \$21K in local sponsorship monies (fund raising and in-kind donations). The Indiana Restaurant Association made a great partner in their endeavors. Scott introduced many of the LAC staff. The assembled Board and guests extended a standing ovation to the LAC Committee.

Nominating Committee

Chair Gifford moved and Gurrisi seconded motion to nominate Lori LeMaster (Tennessee) for 2012-2014 Conference Chair and Donna Garren (Frozen Foods Institute) for 2012-2014 Conference Vice Chair. The motion carried unanimously.

Morris raised the subject of the creation of Committees and selection of new Committee Chairs. Everly requested clarification on how the Committee Chairs are recruited. Some may understand that they will be chosen before the Biennial Meeting is over and yet there is a message that a blast email will go out to request those interested parties to inform the Board especially since there is no book to sign up for Committees anymore. Gifford mentioned he was also concerned. McSwane stated that it was not their intent during the Committee Formation Meeting to have candidates firmed up before the end of the Biennial Meeting.

Hedman stated that Chairs do not necessarily have to wait until August to be chosen/confirmed. And historically this has happened. Everly suggested that blast email be sent out as soon as possible to be Committee Chairs. McSwane brought up some concerns that individuals that submit to participate have never heard back as to their status.

Lineberry discussed Committee signups – books versus email. (LW – This is to avoid having people sign in all three books then also respond again to an email request for Committee interest which in the past has been a nightmare to collate.)

(LW- Following the Biennial meeting, an email was sent out to over 700 members in the database soliciting committee participation and requesting interest in serving as Chair or Vice Chair. To date (4/28) over 250 members have replied and many have indicated a willingness to chair. Deadline for interest notification is May 30th and lists by committee will be compiled and posted on the website by June 6th when another email will be sent to all members asking them to verify that they are listed as applicants for their Committees of choice. Lists will be updated based on any final input and verification that they have paid dues. The lists will then be presented to Council Chairs by June 11 when they can then begin to make their selections for Chair and Committee members.)

Council Chairs are expected to supervise Chair and Committee member selections in coordination with each other so the maximum number of members can serve on a Committee. We have been severely criticized in the past when one person is a member of 2 or 3 Committees when other members have been selected for none. Council

Chairs will submit selected Committee Chairs for Board approval by evote when they have made their selections. Committee Chairs can then make their Committee Member selections for another Board approval by evote.

Board approval can be sought by E-vote as soon as Committee lists are compiled.)

NOTE: Council Chairs are expected to notify applicants whether they are selected or not selected.



Levee moved and Gurrisi seconded a motion to approve all previously presented Committee reports (above). The motion carried unanimously.

Manager Training and Certification Committee (MTTC)

Current Chair Jensen introduced previously-approved 2012-2014 MTTC Chair Jeff Hawley and requested Board approval of Committee-nominated Vice Chair Christine Hollenbeck. Jensen reviewed Hollenbeck's qualifications and then reviewed her previously submitted Committee report. Jensen further reported that in Council II, every Committee-submitted Issue passed. She commended her Committee for being an active and committed group and stated that the subgroup chairs really performed well. Levee asked the Board to recognize Jensen and the entire Committee for their work and there was a round of applause.



McSwane moved and Nutt seconded motion to approve Christine Hollenbeck as MTTC Vice-Chair. The motion carried unanimously.



Levee moved and Mitchell seconded motion to accept the MTCC report. The motion carried unanimously.

Strategic Planning

Chair Rosenwinkel summarized his previously submitted report. He sent a letter to the Consumer Goods Forum a few months ago and has not had any response.



Levee moved and LeMaster seconded a motion to accept the Strategic Planning Report. The motion carried unanimously.

Sponsorship

Orman summarized his previously submitted report. The Board expressed appreciation for the amazing achievement of the Committee for this cycle



Girard moved and Finkenbinder seconded motion to accept the Sponsorship Committee Report. The motion carried unanimously.

Ad Hoc Transition Committee

Procedures for Executive Director search and interviews were presented by Smith. A transparent and discrete process is needed to be fair and to ensure no harsh feelings. Smith proposes the following:

- Applications will be accepted by Executive Director, then sent as a single package to chair of Transition Committee (Levee).
- Chair will send package to Committee members and schedule teleconference to discuss and reach consensus as to which applicants warrant moving to the interview phase. At least 4 members of the transition committee should be present at any interview using questions agreed to by the Committee.
- At the completion of interviews, the Committee will discuss the candidates. Each Committee member will then select up to 3 names to be sent to the Executive Director to compile and see who receives the most recommendations by Committee members.
- One name will emerge to the top of the list with the most recommendations. The Transition Committee will be notified. That one name will then be forwarded to the Board for confirmation.
- If there are any objections to that selection, concerns will be shared with voting members of the Board and will be resolved by teleconference.

- Current Executive Director will prepare an offer for the individual selected.
- The Conference Chair will notify the selected candidate and ask for a reply within 10 days.
- If the offer is refused, the Board will be notified and the next person on the list will be contacted to begin the process again.

Discussion and questions:

- Will all applicant names be known to the Board?
- Need to place written procedure into the CFP archives. Smith will forward process document to Wright (who will send it to Lineberry).
- Timeline? The hope is that the new Executive Director will attend the upcoming August Board meeting.
- Need for 2 people to serve as “tellers” to add up votes.
- Compensation Committee and Transition Committee will need to work together.

Request was made to provide Ex Board with strengths and weaknesses of all candidates. Initially provide all names to Ex Board letting them know who the Transition Committee is considering. Hedman shared history with how the process was conducted during the last transition. The Board should know all candidates and those under consideration for the position. When application package goes to the Transition Committee, the names of all applicants will be forwarded to the Executive Board members for the ability to comment.

Options:

1. Levee as Committee Chair will disseminate names of all applicants and will then begin the process of selecting those for interviews.
2. The Board will be notified of only those names making the cut for an interview.
3. Board is notified of all names, and later notified of those who made the cut (i.e., those interviewed).
4. Board will be notified of all names at close of application process.

(The options topic was NOT resolved.)



Rosenwinkel moved and Gaither seconded motion to accept Transition Process as reviewed by Smith. Motion carried.

Federal Agency Reports

FDA, Kevin Smith

Smith requested that the FDA Report provided By Dr. Nega Beru at the opening session would be permitted to serve as the primary FDA report to the Board. A link to the report has been placed on the CFP website. Alan Tart and Janet Williams provided their services as parliamentarians and several retail team members were in attendance at the Biennial Meeting. Kevin added information on the new cooperative agreement between FDA and NACCHO, particularly with regard to the Retail Program Standards and the creation of a mentorship program. Several jurisdictions were listed as recipients of the mentorship program. FDA is reaching out to organizations to communicate (round table) on food related issues and create a dialog and help push out the message to industry. Mitchell asked what the duration of the mentorship program was and Kevin mentioned it would be about 6 months then there would be a period of review to see what advice can be gleaned from the experience for following programs. The program will be funded for the first year and possibly continue for 4 years.

Gurrisi asked if there was a date for the produce safety rules, but Smith stated there was no firm date for the issuance of the proposed rules on produce safety that are mandated under the Food Safety Modernization but that many at FDA were working hard to make that happen. A public comment period and public meetings will follow the publishing of the Final Rule.

USDA, John Hicks

Hicks stated that the USDA report was provided by Dr. Englejohn at the opening session. Hicks discussed the labeling of raw meat and poultry products to be more user-friendly for consumers. Labeling will identify pinned meats. Meats can be labeled whole intact or not mechanically tenderized.

Hicks discussed allergens and the close alignment with FDA's FALCPA. He briefly discussed the recalls in 2011 and the reasons for the recalls with respect to allergens.

Hicks mentioned the efforts being taken by the agency to lower the incidence of foodborne-related disease. It was found that 83% of Lm was from deli sliced meats in "retail". There is an effort to have "retail" implement better cleaning methods such as what is used in manufacturing to eliminate and or reduce the incidence of Lm. The agency is also close to finalizing performance standards for ready-to-eat meats.

Hedman asked for clarification on what is meant by "retail". Hicks replied that the initial focus has been in the grocery arena as opposed to the entire retail environment. He stated the agency wants to focus on the entire retail (including foodservice and grocers) arena in the future.

CDC, Vince Radke

The CDC report was delivered by Vince Radke at the opening session. The report can be found here: <http://foodprotect.org/media/meeting/FDA%20Report%20to%202012%20CFP.pdf>

CDC wants to support the CFP and had about 4 or 5 representatives attend this Biennial Meeting. The CDC will be represented on the Executive Board for the 2012-2014 cycle by Carol Selman.

New Business

Executive Board Elections

Morris reminded the Board that the terms of 6 people will expire at the end of this meeting, and the vending position is also open as Eils was an interim appointee. Board members who would lead the caucus meetings to re-elect or select new Board members were identified. The following board members' terms expire at the conclusion of the biennial meeting: Finkenbinder, Hedman, Gurrisi, Hardister, Kowalczyk, and Luker. The following members were re-elected to the Board for six-year terms: Finkenbinder, Hardister, and Luker. Eils (NAMA) was elected to fill the remainder of the vending industry term expiring in 2016. Members elected to new six-year terms were Rosenwinkel (Supervalu, representing retail), Stevens-Grobbelaar (Yum! Brands, representing foodservice), and Whiting (Marion County, Indiana, representing Midwest local regulators).

Levee asked for recognition for Cory Hedman, the Board member with the most historical memory, who has been on the Board for 12 years. Recognition was also requested for departing members John Gurrisi and Sue Kowalczyk for their service to the Board. All were warmly thanked with enthusiastic applause.

Approval of 2012-2014 Calendar (previously distributed)

Everly mentioned that the calendar dates may not give enough time for Issue review. If review is to continue in the current method more time will need to be allowed - to have less scrutiny of Issues or to continue as is currently being done now. There was extensive discussion as to how much review should be done. McSwane mentioned that the Issue process needs to be reviewed effectively to avoid lengthy deliberations during the biennial meeting. Lineberry stated that we do not reject Issues and perhaps we should start considering more rejections. Everly suggested that if we work more with the committee it would help. Chairs should establish an action plan and not wait until further on in the time cycle. Bacon asked how Issue Committee members participate in the process. The Issue committee historically does not review the actual Issues. Everly mentioned that as currently designed, the electronic system only allows a limited window of opportunity, and only designated individuals can input into the system. Smith asked how can the calendar be changed to enhance the Issue process? Eils mentioned that the dates are very important and the Council Chairs need to make sure the Committees are kept working throughout the cycle. Cornman stated the procedures state the Committee Chairs must have a work plan. Morris suggested we need to focus back on the calendar. Everly brought up concerns as specified in the Issue Committee addendum. She stated she does want to change dates to increase Issue Review time.



Nutt moved and Gifford seconded a motion to accept the calendar as written and open possibility to revisit it in August at the board meeting. Motion carried unanimously.



McSwane moved and Nutt seconded a motion to have the Issue Chairs continue to review the Issues as has been done in the previous meetings and provide by the August meeting realistic calendar dates. Motion carried unanimously.

Assembly Voting

Board Members sought clarification regarding “voting portions” at Assembly of Delegates. Lineberry stated that the Bylaws are open to interpretation. It is up to each Delegate to announce the percentage of the vote that they intend to cast. If the Delegates present add up to more than 1 vote for each State, the proceedings must stop to determine how to divide their full vote. There is no guidance if a State chooses to vote with less than a full vote, therefore, it is the State’s prerogative to do so.

Two Delegates did not submit the required forms. They asserted that they are representing their agencies but Lineberry did not receive their forms. With no other discussion, a few members of the Board stated they were okay with seating these delegates without the required paperwork. No motion was taken.

Compensation Committee

A new Ad Hoc Compensation Committee needs to be formed. The committee needs to come back to the board with proposed contracts in August. Current contracts expire at the end of September. Volunteers were sought. Board recommended that the Vice Chair be on the Committee. Eils volunteered to Chair the Committee and Roberson agreed to serve. The Executive Treasurer requested that the Executive Assistant salary not be calculated as it has been in the past but that it be presented in the same way as the other contracts.

Pippert stated that the Executive Assistant service agreement asserts that she is to be awarded \$500 bonus for work at the Biennial Meeting. Rosenwinkel moved and Hicks seconded motion to pay Wright’s bonus. Motion carried.

No Action Issues (Peer Review of Web-posted Documents)

There was discussion regarding Issues from Council III deliberations that led to “no action” regarding the posting and distribution of educational materials and submitting documents to a peer-reviewed journal. One reason for no action was the lack of policy or procedure for posting educational materials on the web site. The Council requested that the Ex Board discuss their concerns. How do we deal with publishing articles from a committee as part of their final committee report? We “acknowledge” that we have received the document but we do not review the content.

A recommendation was made that the Executive Board form a small committee to discuss this Issue to determine process BEFORE the timeline for the next conference begins. It was suggested to include Katie Swanson or Don Schaffner to serve on this committee; they have relevant experience.

Some Ex Board members were not aware that the Conference has a place on the web site for educational materials. It was suggested that we create a disclaimer on the web site stating that document content is for educational purposes only.

Open questions: Who do the Committee documents belong to? Submitter or Conference? Who has ownership?



Hedman moved and Levee seconded motion that the Ex Board form an ad hoc committee to explore Constitutional and Bylaws procedures/issues and to conduct research regarding Bylaw requirements to ensure that documents published on the web site meet scientific standards and to report back by August 2013 Ex Board meeting.

Linton agreed to serve but will not chair, Vicki Everly agreed to serve to ensure coordination with Issues process, Levee also agreed to serve and to chair. Cornman agreed to assist as C&B Chair. There was no motion to form this Committee per Conference Chair.

No Action Issue – Formation of a Committee

One of the extracted Issues calls for a Committee to be formed; questions were asked whether or not this Committee should be included with the initial Committee request email. The Board has a number of options

available, including formation of an ad hoc committee of the Board or a Council committee. A conference call will be set up within the next week or so to discuss the formation of this committee. [Minutes of the conference call Ex Board meeting are in a separate document. JL]

There was discussion regarding the “no action” items extracted by the Assembly; the Ex Board needs to decide how to handle these items. Question was asked whether or not the Board’s action would impact the Conference’s required response to the FDA. Per Kevin Smith, the status of these Issues should be mentioned in the letter, but the FDA does not need to be officially notified until the Board has resolved these Issues.

Miscellaneous New Business

An Issue was passed recommending the Program Standards Committee be made a Standing Committee. There was general discussion on how this would be handled.

Ferko demonstrated Alchemy Systems handheld interactive device to record audience opinion. US Foodservice will likely donate software if CFP chooses to use the system. Linton sees a value for use in Councils. Their use could possibly be built into the workshop program. Ferko recommended that the academics give them a try.



Levee moved and LeMaster seconded motion to have a demonstration of the devices at the fall Board meeting. The motion carried unanimously.

Hicks suggested that the Board consider creating an ad hoc committee to work with the public nutrition institute to develop an action plan to move forward public nutrition awareness. Right now the question is left to have board members think about the best way to move forward.

The 2016 Biennial Meeting is scheduled for the Pacific Region. Possibilities for sites include Seattle and San Diego. The Board needs to be aware that a search needs to be undertaken to identify a location with willing volunteers and the appropriate accommodations.

The next Executive Board meeting: August 7-8 at FMI in Arlington, VA.

Details will be sent soon. A request was made by Smith that there be a formal “call” for agenda items prior to distributing the Board packet.

The final Executive Board meeting was held on April 18th following the Assembly of Delegates.