



CONFERENCE FOR FOOD PROTECTION, INC.

VIRTUAL EXECUTIVE BOARD MEETING

Thursday, August 24, 2023

1:00 to 5:00 p.m. Eastern time

This Executive Board Meeting will be conducted using the MS Teams Meeting

An invitation will be sent to all Board members prior to the meeting.

Notes:

- **All agenda items *in red font* are part of the “Consent Calendar” and will be addressed under agenda item 1.4.1.**

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

- 1.0 Call to Order – Christine Sylvis
- 1.1 Anti-trust Policy – Keith Jackson
- 1.2 Roll Call / Acknowledgement of Board Members – Christine Sylvis and Keith Jackson
 - 1.2.1 Acknowledgement of Guests
- 1.3 Agenda Review – Opportunity to add new items or move items forward
 - 1.3.1 Consent Calendar – *All agenda items in red font will be approved 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 _
- 1.4 **Board Meeting Minutes, April 24-28, 2023 – (previously approved via E-ballot)**
 - 1.4.1 **Summary of Board E-votes taken since the April 2023 Board Meeting**
- 1.5 **2023-2025 Calendar**
- 1.6 Chair’s Report – Christine Sylvis
- 1.7 **Executive Staff Report**
 - 1.7.1 Executive Treasurer – Cliff Nutt, Budget Review
 - 1.7.2 **Executive Director – Dave McSwane, Report on CFP Biennial Meeting and Survey**
- 1.8 **NACCHO-CFP Retail Food Safety Collaborative Grant Project – David Lawrence**
 - 1.8.1 **Collaborative Grant Project Update for year 1 of cycle 2.**
- 1.9 Unfinished Business
 - 1.9.1 CB&B draft policy on creating policies requires review and approval by the Board. (Agenda item 1.9.1 from the 2023 Spring Board meeting) - Davene Sarrocco-Smith
 - 1.9.2 CB&P Committee Record Retention and Policy Recommendations - Davene Sarrocco-Smith
 - 1.9.3 CB&P Committee Record Retention Spreadsheets - Davene Sarrocco-Smith
 - 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)
 - 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
 - 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
 - 1.9.7 Strategic Planning Committee Meeting Summary Report – Keith Jackson
 - 1.9.8 Formation of an ad hoc committee to consider Issue 2023-I-024 – Christine Sylvis

2.0 Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership Rosters

2.1 Council I Report – Rodney Blanchard and Barry Parsons

Item 1.3

- 2.1.1 Approval of Council I committee membership
 - 2.1.1a Allergen Committee
 - 2.1.1b Complex Vending Units Committee
 - 2.1.1c E-Commerce Committee
 - 2.1.1d Plan Review Committee

2.2 Council II Report –Wendy Bell and Kenesha Williamson

- 2.2.1 Approval of Council II committee membership
 - 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
 - 2.3.1a Retail Cold Brew Coffee Safety and Compliance
 - 2.3.1b Heat-Treated Committee
 - 2.3.1c Consideration of Plant TCS Committee
 - 2.3.1d Rehydrated Food Committee

3.0 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

- 3.1.1 Audit –
- 3.1.2 Constitution, Bylaws/Procedures –
- 3.1.3 Digital Engagement and Technology Solutions –
- 3.1.4 Finance Committee –
- 3.1.5 Food Protection Manager Certification – Lindy Wiedmeyer, Chair and Tara Dwyer, Vice-Chair
- 3.1.6 Food Safety Management Systems –
- 3.1.7 Issue –
- 3.1.8 Nominating –
- 3.1.9 Program –
- 3.1.10 Program Standards –
- 3.1.11 Resolutions –
- 3.1.12 Publications –
- 3.1.13 Strategic Planning
 - 3.1.13a - Summary of Member Satisfaction Survey

4.0 Special Committees and Reports

- 4.1 Executive Assistant Search and Seek Committee Report – Becky Vought
- 4.2 FDA Report and Response to CFP Recommendations from the 2023 Biennial Meeting – Glenda Lewis
- 4.3 USDA Report – Stevie Hretz
- 4.4 CDC Report – Adam Kramer
- 4.5 Integrated Food Safety System Committee Report – Becky Vought
- 4.6 Compensation Committee Report – Becky Vought (Executive Session)

5.0 New Business (Binder 5)

- 5.1 Travel Policy Revision – Cliff Nutt
- 5.2 Off Year Virtual Workshop
- 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

6.0 Adjournment