



CONFERENCE FOR FOOD PROTECTION, INC

SPECIAL EXECUTIVE BOARD MEETING

- **August 17, 2021 (9:30 – 10:15 a.m. Eastern time)**
- **August 20, 2021 (10:30 – noon AND 3:30 – 4:30 p.m. Eastern time)**

**These Meeting sessions will be conducted
virtually using the Pathable Platform**

Notes:

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

1. Opening – Conference Chair David Lawrence, Presiding (Binder 1)

- 1.1 Call to Order – David Lawrence
- 1.2 Anti-trust Policy – Brenda Bacon
- 1.3 Roll Call / Acknowledgement of Board Members
 - 1.3.1 Acknowledgement of Guests
- 1.4 Agenda Review – Opportunity to add new items or move items forward
 - 1.4.1 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

1.5 Special Board Meeting Minutes, July 13, 2021 – (previously approved via E-ballot)

- 1.5.1 Summary of Board E-votes taken since the July 2021 Board Meeting**

1.6 Chair’s Update

1.7 Executive Staff Report

- 1.7.1 Executive Director – David McSwane
- 1.7.2 Executive Treasurer – Cliff Nutt
- 1.7.3 Executive Assistant Report – Vicki Everly

1.8 Unfinished Business

Executive Board action items pending from previous Board Meetings:

- 1.8.1 Outstanding Executive Board Action Items 2018-2021 –McSwane and Everly
- 1.8.2 Appointment of Representatives to the Retail Food Safety Regulatory Association Collaborative for the next biennium that will start in August 2021 and end in April 2023 – David Lawrence

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

Note: Council Committee Final Reports have been submitted as attachments to Issues.

2.1.1 Final Council Reports for the 2018-2021 Biennium

Council Rosters showing changes since July 13, 2021, have been posted on the Pathable platform under the Who’s Who tab.

Date: August 11, 2021

3. Standing Committee Reports (Binder 3)

Updated reports were submitted for Committees appearing in Bold font below.

3.1 Audit – Danny Follett

3.1.1 – Draft Audit Policy Revision

3.1.2 – External Audit of Financial Records

3.2 Constitution, Bylaws, & Procedures – Davene Sarrocco-Smith

3.3 Finance – Terry Levee

3.4 Food Protection Manager Certification – Sean Dunleavy

3.5 Issue – Patrick Guzzle and Becky Vought

3.5.1 - Issue Committee Roster

3.6 Program Committee – Richard Linton and Ben Chapman

3.7 Program Standards Committee – Angie Wheeler

3.8 Publications – Brian Nummer

3.9 Resolutions – Chirag Bhatt

3.9.1 - 2020 Resolutions

3.10 Strategic Planning – Tom Ford

3.10.1 - Strategic Planning Committee Roster

4. Special Committees and Reports (Binder 4)

Note: No reports required for this special meeting of the Executive Board

5. New Business (Binder 5)

5.1 Announce results of the Regional Caucus Meeting Elections

5.2 The Spring 2022 Executive Board Meeting is scheduled to be held on April 26-27, 2022, at the Westin Galleria Houston hotel, 5060 West Alabama, Houston, TX 77056

6. Adjournment