



**CONFERENCE FOR FOOD PROTECTION, INC.**

**EXECUTIVE BOARD MEETING AGENDA**

*March 23, 2021*

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

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

**David Lawrence has sent an invitation to participate to all Board members prior to the meeting.**

*Notes:*

- *Due to the limited time available for this virtual meeting, this agenda has been abbreviated to include only those items that need to be addressed immediately; therefore, the numbering of agenda items here may not match earlier agendas of this Board.*
- *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
  - 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 Board Meeting Minutes, September 1-2, 2020 – (previously approved via E-ballot)
  - 1.5.1 Summary of Board E-votes taken since the September 2020 Board Meeting
- 1.6 2020-2023 Biennial Calendar
- 1.7 Chair’s Update – David Lawrence
- 1.8 Executive Staff Report
  - 1.8.1 Executive Director – David McSwane
  - 1.8.2 Executive Treasurer – Cliff Nutt
  - 1.8.3 Executive Assistant Report – Vicki Everly
- 1.9 NACCHO-CFP Retail Food Safety Collaborative Grant Project – Kala Wekenborg-Tomka
  - 1.9.1 Collaborative Grant Project Update
  - 1.9.2 Collaborative Operational Plan
- 1.10 Unfinished Business

*Executive Board action items pending from the September 2020 Board Meeting:*

  - 1.10.1 Proposed Revision to CFP-ANSI Contract – Sharon Wood (*continuation of item 5.1 from September 2020 Board Meeting*)
  - 1.10.2 Report from Ad Hoc Virtual Meeting Platform Committee – Brenda Bacon
    - 1.10.2.1 Recommendation for 2020 Biennial Meeting Virtual Platform Provider
  - 1.10.3 2020 Biennial Meeting Itinerary – David McSwane
    - 1.10.3a Content and Format for Opening Session – David McSwane
    - 1.10.3b Retail Program Standards Session – Angie Wheeler

1.10.4 Report from Ad Hoc Digital Engagement Committee - Chirag Bhatt and Vanessa Bussiere

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

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

**2.1 Council Rosters for the 2020 Biennial Meeting in August 2021**

2.1.1 Council I – Ann Johnson and Thomas McMahan

2.1.2 Council II – Sharon Wood and Joetta DeFrancesco

2.1.3 Council III– Dr. Keith Jackson and Christine Applewhite

**3. Standing Committee Reports (Binder 3)**

3.1 Issue Committee Updates on Late Breaking Issues – Becky Vought and Patrick Guzzle

3.2 Program Committee – Dr. Richard Linton (Ben Chapman)

**4. Special Committees and Reports (Binder 4)**

4.1 Sponsorship – Eric Moore and James O'Donnell, Co-Chairs

**5. New Business (Binder 5)**

**6. Adjournment**