



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

April 26-27, 2022

9:00 to 5:00 p.m. Central time

This meeting will be a hybrid event with some Board members attending in person and others attending using the MS Teams Meeting.

Those attending in person will assemble **in Woodway II** at the Westin Galleria Hotel located at 5060 West Alabama Street, Houston, TX 77056

An invitation to join the meeting via MS Teams or telephone will be sent to Board Members who are participating virtually.

Notes:

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

A Tour of the meeting space at the hotel will be held for those Board members who are attending in person on Tuesday, April 26 starting at 5:00 p.m. Central time

1. Opening – Conference Chair Rebecca Vought, Presiding (Binder 1)

1.1 Call to Order – Rebecca Vought

1.2 **Anti-trust Policy** – Todd Rossow

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, October 14, 2021 – (previously approved via E-ballot)**

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

1.6 **2020-2023 Biennial Calendar**

1.7 **Chair’s Update** – Rebecca Vought

1.8 Executive Staff Report

1.8.1 **Executive Director – David McSwane**

1.8.2 **Executive Treasurer – Cliff Nutt Reports (presented between 9:15 and 10:00 a.m.)**

3.1 **Audit Committee – Danny Follette (presented between 9:15 and 10:00 a.m.)**

1.8.3 **Executive Assistant Report – Vicki Everly**

1.9 Grant Project Reports

1.9.1 **NACCHO-CFP Retail Food Safety Collaborative Grant Project - Kala Wekenborg-Tomka. (presented between 9:15 and 10:00 a.m.)**

1.9.2 Update on RFA-FD-22-008 Retail Food Safety Regulatory Association Collaborative (U18) – David McSwane

1.9.3 NEHA-CFP Retail Program Standards Symposium Update – David Lawrence

1.10 Unfinished Business

Executive Board action items pending from the September 2020 and March 2021 Board Meetings:

- 1.10.1 Proposed Revision to CFP-ANSI Contract – Susan Quam (*continuation of item 1.10.1 from the March 2021 Board Meeting and 5.1 from September 2020 Board Meeting*) **Presentation begins at 9:00 a.m. on Wednesday, April 27, 2023.**
- 1.10.2 Update on Migration to Wild Apricot – David McSwane (*continuation of items 1.10.4 from March 2021 Board Meeting*)

3.8 Program Standards Committee – Angie Wheeler

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

- 2.1. **Council I Report – Thomas McMahan and Rodney Blanchard**
 - 2.1.1 CFP-ISSC Joint Shellfish Committee
 - 2.1.2 Foodborne Illness Investigation Committee
 - 2.2. **Council II Report – Joetta DeFrancesco and Courtney Halbrook**
 - 2.2.1 Allergen Committee
 - 2.2.2 Digital Food Safety Systems Committee
 - 2.2.3 Employee Food Safety Training Committee
 - 2.2.4 Food Defense Committee
 - 2.2.5 Food Safety Management System (FSMS) Committee
 - 2.2.6 Local Regulatory Representation Committee
 - 2.3. **Council III Report – Dr. Donald Schaffner and Dr. Chip Manuel**
 - 2.3.1 Disinfection of Food-Contact Surfaces Committee
 - 2.3.2 Evaluation of Intended Use Hazards during Retail Meat Grinding Committee
 - 2.3.3 Retail Sushi HACCP Plan Standardization Committee
 - 2.3.4 Safe Use of Reusable Container Committee
- *Committee Reports that do not require Board Action will be included in the Consent Calendar**

3. Standing Committee Reports* (Binder 3)

- 3.1 Audit Committee – Danny Follette
 - 3.2 Constitution, Bylaws and Procedures Committee – Davene Sarrocco-Smith
 - 3.4 Issue Committee – Patrick Guzzle
 - 3.5 Food Protection Manager Certification Committee – Susan Quam
 - 3.6 Nominating Committee – David Lawrence
 - 3.9 Publications Committee – Gina Nicholson Kramer and Tim Tewksbary
 - 3.10 Resolutions Committee – Chirag Bhatt – *No report required at this time.*
- *Committee Reports that do not require Board Action will be included in the Consent Calendar**

The following reports related to the 2023 Biennial Meeting will be presented on Tuesday between 3:00 p.m. and 5:00 p.m.

- 3.7 Program Committee – Dr. Ben Chapman
- 3.11 Strategic Planning Committee - Dr. Keith Jackson and Amber Daniels
- 3.3 Finance Committee – Terry Levee
- 4.1 Sponsorship – Eric Moore and James O'Donnell, Co-Chairs
- 4.3 Local Arrangements Committee – Chris Sparks and Deanna Copeland
- 5.2 Set Registration Fee for the 2023 Biennial Meeting and Workshop
 - 5.2.1 Registration Fees from 2018, 2020, and 2020 (virtual)

4. Special Committee Reports (Binder 4)

- 4.2 Digital Engagement Committee – Chirag Bhatt and Vanessa Bussiere
- The following reports will be presented between 3:00 p.m. and 4:30 p.m. on Wednesday*
- 4.5 Federal Agency Reports
 - 4.5.1 FDA – Glenda Lewis
 - 4.5.2 USDA – Dr. Melvin Carter
 - 4.5.3 CDC – Dr. Adam Kramer
 - 4.4 Compensation Committee – Keith Jackson

5. New Business (Binder 5)

- 5.1 Report from Visit Houston (*Presented at 4:30 on Wednesday*)
- 5.3 Fall 2022 Executive Board Meeting
 - 5.2.1 October 4-5, 2022, Meijer Headquarters, Grand Rapids, MI

6. Adjournment