

**Outstanding EB Action Items extracted from minutes from April 2018 thru March 2021**

(Note: "agenda item / date" listed only for reference should the original minutes need to be researched)

Agenda Item / Date	Action Item	Task Assigned to...	Status of Task as of 08/03/2021
	<b>Executive Staff</b>		
April 2018	Inconsistencies and contradictions were noted in Position Descriptions (PD) for 10 Standing Committee Chairs.	ED and EA	ED and EA will work on developing "standard statements" for incorporation in future PD updates.
5.2 August 2019	ET will coordinate with the Finance Committee a 3 <sup>rd</sup> party review of the Articles of Incorporation at the same time as the audit is occurring with the CPA firm.	ET and Finance Committee	Pending.
	<b>General Unfinished Business and EB Assignments</b>		
1.9.4 Sept 2020 and 5.8 Sept 2020	Policies temporarily suspended: "Record Retention Policy" (dated August 2006) and "Archiving CFP Documents" policy (dated August 2014).	EB	<ul style="list-style-type: none"> <li>No action to date regarding suspended policies. Task linked to "CFP Document Inventory" submitted August 2019 (agenda item 1.8.3); inclusive of all documents posted on the CFP website at that time.</li> <li>The CB&amp;P Committee report with Issue 2020-II-005 includes a "content document" categorizing CFP documents into 3 categories: administrative, governing, and instructional. There is no subsequent Issue referencing approval of this content document, therefore, status of document categorization needs clarification.</li> </ul>
1.9.4 August 2019	Board to clarify if approved recommendation (below) includes a reduced fee for students to become a member without attending a biennial meeting. <i>Recommendations were accepted as follows:</i> <ul style="list-style-type: none"> <li>Based on the current membership count, there is little financial merit in pursuing financial reimbursement or additional fees for students who change status mid-biennium. Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment.</li> <li>The Board should establish a set fee reduction for students to easily guide fees for future biennial meetings and publish fees in all Conference materials that reference fees.</li> <li>Board to add "student" as a constituency option for membership application (similar to Emeritus).</li> <li>The Board to continue to monitor student constituency and determine if reduced fees should be adjusted to ensure there is no negative impact to CFP financial sustainability.</li> </ul>	EB and CB&P Committee	Pending. CB&P Committee to recommend language changes throughout the CFP governing documents to achieve the intent of any approved recommendations.
April 2018	Create a survey tool to ascertain how best to create a method for submitting reports (page 16 of April 2018 minutes).	EB	Directive not descriptive enough to take any action. To be carried over to the next biennium.
3.11 April 2019	Strategic Planning Committee reference document regarding CFP name change for future consideration.	EB	Included here as reference only; no action planned at this time on name change.
	<b>Councils Chairs and Councils</b>		
	No outstanding action items		
	<b>Standing Committees (alpha order by committee name)</b>		
5.5 Sept 2020	Future Compensation Committee membership must include the Conference Chair and Conference Vice-Chair.	CB&P Committee	Governing documents to be updated to include this requirement as there is no PD for the Compensation Committee to document required membership.

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3.2.3 August 2019	CB&P Committee to provide to provide feedback to the Board on their work on the outstanding charge from Issue 2018-II-024 to review the Conference for Food Protection governing documents to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual."	CB&P Committee	Pending. Clarification of charge needed.
3.4 August 2019	CB&P Committee Chair to provide feedback to the Board on their work to define suggested roles and responsibilities for committee co-chair and vice-chair positions.	CB&P Committee	Pending.
3.3 August 2019	Finance Committee to investigate investment options and report back their findings to the Board.	Finance Committee	Pending.
5.1 August 2019	FPMCC will provide the revised Board-approved contract to ANAB for their review and approval.	FPMCC	In process.
1.9.2 Sept 2020 and March 2021	<p>FPMCC to follow the appropriate process to:</p> <ul style="list-style-type: none"> <li>✓ Change reference from ANSI to ANAB in all committee documents.</li> <li>✓ Establish a recurring charge to review the ANAB contract every 3<sup>rd</sup> year of the 4-year renewal cycle.</li> </ul> <p><i>NOTE: Per C&amp;B Article V, Section 1, all MOUs or other formal agreements, must be approved or rejected by the Assembly of Delegates; in addition, Article XIII, Section 2, states MOUs and "the like" are assigned to Council II (which implies the required Issue submission).</i></p>	FPMCC	Pending.
	Review of revised CFP-ANSI contract will continue, and a final draft will be presented to the Board for e-vote approval.	FPMCC	Pending.
	If revised CFP-ANSI contract is approved by the Board prior to the 2020 Biennial Meeting (rescheduled for 2021), a late-breaking Issue will be submitted and assigned to Council II.	FPMCC	Pending.
August 2018	Suggestion for an ad-hoc committee be created to look into the Issue management process.	Issue Committee	Task to be considered after completion of 2020 Issue process.
3.9.3 thru 3.9.7 August 2019	Publication Committee to provide feedback to the Board confirming the importance of publications and an internal publication process to the mission and goals of CFP.	Publications Committee	Pending.
	<p>Publication Committee to provide feedback to the Board on continued work on meeting Committee charges.</p> <p><i>Committee established per Issue 2018-II-024:</i></p> <ol style="list-style-type: none"> <li>1. The Publications Committee shall report to the EB.</li> <li>2. The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.</li> <li>3. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.</li> </ol> <p><i>Charges clarified via "workplan" approved in August 2018:</i></p> <ol style="list-style-type: none"> <li>1. Establish Committee working groups to conduct research and develop recommendations regarding:                             <ol style="list-style-type: none"> <li>a) Internal publications including documents posted on the CFP website.</li> <li>b) External publications such as white papers, submittals to peer reviewed journals, etc.</li> </ol> </li> </ol>	Publications Committee	Pending.

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	<p>c) Publication rights and legal concerns regarding copyright, intellectual property, public domain, etc.</p> <p>d) Process, parameters, and conditions for any publication release, including creation of a CFP "style guide."</p> <p>2. Draft "position description" for Publications Committee Chair for EB review and approval.</p> <p>3. Draft Committee tasks and clarified charges for EB review and approval – based on recommendations extracted from previous EB discussions regarding publications (supporting document attached to report).</p> <p>4. Develop draft "style guide" for CFP documents for EB review and approval.</p> <p>5. Review and edit existing documents (based on approved style guide) for EB review and approval.</p>		
<p>1.9.8 April 2019</p>	<p>Cliff Nutt volunteered to serve on the SPC to facilitate discussion regarding contract services.</p>	<p>SPC</p> <p>CB&amp;P Committee to update PDs</p>	<ul style="list-style-type: none"> <li>• ET and SPC Chair PDs to be amended to include ET as required SPC ex-officio (non-voting) member.</li> <li>• Note: The CB&amp;P Chair PD includes the task to "keep current" the CFP governing documents. The "content document" submitted with Issue 2020-II-005 includes PDs as governing documents.</li> </ul>
<p>3.11 April 2019 and 3.11.2 August 2019</p>	<p>Approved CFP Strategic Planning Committee (SPC) mission statement objectives and suggested actions. SPC to provide feedback to the Board on how the recommendations approved at the April 2019 Board meeting have been implemented.</p> <p><b>See separate table at end of this listing for suggested actions.</b></p>		<ul style="list-style-type: none"> <li>• Follow-up required to implement approved recommendations.</li> <li>• Final status pending approval of revised C&amp;B submitted with Issues for the 2020 Biennial Meeting.</li> </ul>
<p>3.11 April 2019</p>	<p>Approve SPC and the University of Houston to proceed with the release of a member survey.</p>	<p>SPC</p>	<p>Status unknown.</p>
<p>and 3.11 Sept 2020</p>	<p>A "post meeting" survey to be conducted following the upcoming biennial meeting.</p>	<p>SPC</p>	<p>In process.</p>
<b>Special Committees</b>			
<p>4.4 August 2019</p>	<p>LAC to work with the Sponsorship Committee to clarify:</p> <ul style="list-style-type: none"> <li>✓ "Equivalency" of items donated by local vendors and companies.</li> <li>✓ Process for acknowledging "in kind" donations and their equivalency to "cash."</li> </ul>	<p>LAC and Sponsorship Committee</p>	<p>Any recommendations regarding "equivalency" to be captured in revised LAC planning guide.</p>
<p>1.9.7 Sept 2020</p>	<p>Board Member Efficiency Committee recommendations accepted with an edit to recommendation #1 to assign time holder responsibility to the Executive Director, Conference Chair, and Conference Vice Chair.</p> <p><i>Recommendations extracted from report:</i></p> <ol style="list-style-type: none"> <li>1. Place time holders on each Agenda item and use Robert's Rules to extend time frames (much like Council deliberations) for discussion.</li> <li>2. Only have committees that require Board action verbally report. (separation of sub-bullet points inserted for clarity)</li> </ol> <ul style="list-style-type: none"> <li>✓ All committees still required to present a written report.</li> <li>✓ The acknowledgement of committee reports would be done under one (1) motion, unless</li> </ul>	<p>EB</p>	<p>EB to ensure implementation of all accepted recommendations still pending.</p>

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	<p><i>specific discussion is request by a Board member.</i></p> <ul style="list-style-type: none"> <li>✓ <i>Board leadership will add a coversheet to committee reports that would self-identify those wanting Board action, desire to verbally report, and a suggested time frame for their report.</i></li> </ul> <p>3. <i>New Business Agenda Item to discuss Robert's Rules for Executive Board meetings going forward and the use of acknowledgements of committee reports under a Consent Calendar.</i></p>		
<b>Reference ONLY – see separate table below</b>			

<b>Approved Recommendations Referenced Above</b>	
<p>3.11 April 2019 and 3.11.2 August 2019</p>	<p><b>Strategic Planning Committee (SPC) mission statement objectives and suggested actions.</b></p> <p>Objective 1 Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.</p> <ul style="list-style-type: none"> <li>a. Ensure relevant and current retail food safety, or related information is shared with membership.</li> <li>b. Develop virtual roundtables to share/disseminate important information on issues and trends</li> </ul> <p>Objective 2 Assessing member satisfaction, exploring ways to increase membership, improving communication with members and responding to membership's changing expectations of CFP, its programs, services and the Biennial meeting.</p> <ul style="list-style-type: none"> <li>a. Navigator Program</li> <li>b. Surveys/After conference/workshop evaluations</li> <li>c. Promote at other professional meetings</li> </ul> <p>It is Suggested that:</p> <p>1) That the EB create a Digital Engagement Committee (standing committee) Define a Position Statement for the Chair and Vice Chair The committee would work under the general Charge to:</p> <ul style="list-style-type: none"> <li>• Define the known channels of communication (Website/Email/Mobile/Social), their architecture and function for the membership</li> <li>• Define the functions for engagement at the Biennial meeting &amp; Ongoing Sustainment Biennial Meeting (App/Website/Social Media: Virtual Conference/Council Tracking or "Blogs"/Navigator) Sustaining/Ongoing: <ul style="list-style-type: none"> <li>▫ Member-Facing (App/Social Media/Website Revision: News/Reports/Virtual Roundtables/Multi-format Info Sharing/Forums)</li> <li>▫ Volunteer-Facing (App/Website: Volunteer Portal/Volunteer Committee Forums or "workrooms")</li> </ul> </li> <li>• Define "user needs" (Member – Biennial Meeting/Member – Ongoing/Volunteer Ongoing)</li> </ul> <p>2) Social Media Notes for Committee Chair to provide (Executive Board) SPC requests the Executive Board (and Director) to identify the status of App Liaison position in order for the following recommendations and related discussions.</p> <ul style="list-style-type: none"> <li>• Possible CFP App development and how it can be useful for CFP – not only during the conference but also on an on-going base. Consult with AFDO and other organizations to obtain third party developers and related costs. Scope of work will be required if CFP is to pursue this task.</li> <li>• Possible CFP website revisions so that current topics, news, updates can be shared on an ongoing base. This could eliminate the need for broadcast emails sent out by the ED.</li> <li>• CFP App can be used for: <ul style="list-style-type: none"> <li>▫ Sponsors (purchasing banner ads or banner ads given for specific level of sponsorship.</li> <li>▫ Committees report (and updates) sharing prior to conference.</li> <li>▫ New Attendees (can replace the navigator program) if adequate information (video, PDF documents) is shared prior to conference.</li> </ul> </li> <li>• CFP Facebook, LinkedIn presence can be beneficial. Will need someone to manage/monitor it.</li> <li>• CFP Twitter can be useful throughout the year for information sharing, updates, upcoming CFP details.</li> </ul> <p>3) Navigator Program Notes for Committee Chair to provide (Executive Board) The current Navigator program has been well developed over the past few years. Our specific asks enhancements to that</p>

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program are:

- Develop a short video that can be posted to You Tube with an explanation of the CFP process and Biennial meeting. Consider the use of the presentation used during each Biennial meeting with narration by Dave McSwane or the current or past Conference Chair.
- Leverage this short video (link to You Tube) within an email to new attendees when registering to help introduce the Navigator program. Allow them a list of Navigators to connect with.
- Enhance the New Attendee Orientation presentation at the Biennial meeting to have the navigators stand off stage and present a slide with their photo to encourage the new attendees to connect with one of them.
- Leverage the CFP App. Add photo "glamor shots", brief bios, CFP membership stats and contact information of the available navigators. Possibly use this App to track new attendees that have Develop a schedule to have dedicated people to help navigate at the front desk. Possibly have a Board positions scheduled.

Follow-up required to implement above recommendations approved by EB action.

DRAFT