

# ***Conference for Food Protection BIENNIAL MEETING REPORT COLUMBUS, 2006***

*The Conference for Food Protection would like to take this opportunity to express its sincere gratitude to all those members and/or volunteers who contributed to the success of the 2006 Biennial Meeting. At all levels of involvement, it is this dedication to food safety and the collaborative process that constitutes the cornerstone of the Conference.*

## **Comparisons**

	<u>2006</u>	<u>2004</u>	<u>2002</u>
<i>Registrants</i>	425	354	360
<i>Workshop</i>	227	127	71
<i>New Members</i>	180	116	137
<i>Credit Card Users</i>	276	223	N/A
<i>Issues Submitted</i>	111	96	112
<i>Revenues (Total)</i>	\$205,220	\$163,666	\$144,958
<i>Registration &amp; Sales</i>	\$134,945	\$124,250	\$112,300
<i>Workshop</i>	22,275	20,150	12,000
<i>Sponsorships</i>	48,000	18,275	19,611
<i>Expenses</i>	\$63,740*	\$56,390	\$52,695
	<i>(Tax Exempt)</i>		<i>(Tax Exempt)</i>

*\*Proceedings costs outstanding*

*Note: 2006 Columbus Budget, see page 5.*

## **Venue**

- *Columbus offered an exceptional venue in all respects. The Local Arrangements Committee began its planning four years in advance, integrating representatives from State Health, Agriculture, Academia Industry and the community. They divided their tasks into sub-groups,*

*and originated and implemented many innovative ideas. They have indeed earned the admiration and gratitude of the 2006 Conference attendees for their hospitality and professionalism.*

- *The Columbus CVB provided unprecedented outreach, resources, and support to the Conference.*
- *There was an overwhelmingly positive response to the Hyatt on Capitol Square for its excellent downtown location with the Ohio Statehouse, Mall, theaters and dining within walking distance. The meeting and hotel rooms were stately and well-maintained, rates were highly competitive, service was exemplary, and all F&B functions were abundant and beautifully presented.*
- *Overflow arrangements were made by the Columbus CVB with the Westin Hotel offering per diem rates w/o requiring a contract.*
- *The Conference had tax exempt status in Ohio.*

### **Points of Interest**

- *Registration materials were sent out in mid-October, a month earlier than in years past. 2005 receipts were an unprecedented \$13,900.*
- *2006 had the largest number of attendees at both the Conference and the Workshop.*
- *There were 276 credit card users out of 425 registrants. Credit card payment was accepted for Conference/Workshop registrations, sponsorships, memberships, issues and reception sales. Credit card processing fees totaled \$3,298.*
- *On-line registration via credit card payment ran smoothly and was time-efficient as it generated an automatic receipt. There was an additional fee of \$250 to set up a one-year contract for a secure payment socket.*
- *On-site cash transactions were minimal.*
- *A new Titanium Level Sponsorship (\$2,500) was added. It included (3) complimentary registrations per Sponsor and was the most popular category with 14 Sponsors. \$48,000 was the highest Sponsorship amount ever received. Sponsorships resulted in 48 complimentary registrations. Net Sponsorship amount was \$30,000.*
- *The Conference was once again awarded an FDA grant of \$25,000 to defray travel costs for attendees. 50 recipients received travel subsidy funds.*
- *AV was pre-arranged with special budgetary concessions being offered. AV costs continue to rise. They were \$7,237 as compared to \$6,258 in Chandler and \$4,239 in Nashville.*

### **First Time the Conference...**

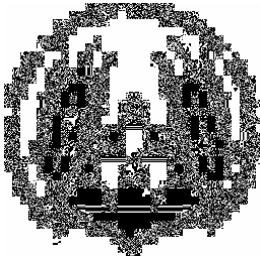
- *Offered on-line registration.*
- *Offered on-line Issue Submission.*
- *Local Arrangements Committee (LAC) provided a mock educational workshop in advance of the biennial meeting to demonstrate how Council sessions were conducted and issues deliberated.*
- *LAC organized its own local Sponsorship Fund.*
- *LAC offered Scholarships to local Ohio Health Department attendees.*
- *Attendees received a special tote filled by the LAC with Ohio products.*
- *LAC offered its own reception and an additional Omelet Brunch.*
- *LAC offered both shuttle and walking tours.*
- *LAC wrote and distributed two newsletters of welcome information.*
- *LAC hosted a dinner meeting for the 2008 LAC.*
- *Attendees were sent reminder postcards compliments of the Columbus CVB.*
- *Received a Sponsorship from a State Health Department.*
- *Presented Certificates of Appreciation on-site to Council members, Alternates, and Parliamentarians.*
- *Had a Runner/Scribe Supervisor (thank you, Dee) as well as back-ups scribes and runners for each Council.*
- *Received application forms for Standing Committee Chairs positions.*
- *Required early registration for Council members, Alternates, Delegates and attendees in positions of additional responsibility.*
- *Provided pre-order Issue printing by FedExKinko's.*

### **Suggestions for the future...\***

- *Try to incorporate as many of the 2006 LAC innovations as possible.*
- *Provide additional guidance as to the responsibilities of Council Alternates.*
- *Have the prospective hotel contract reviewed by a legal representative.*
- *Make better use of the screen saver space projected in front of the attendees at the Opening Session.*
- *Review, revise, and distribute written scripts for both Conference and Council Chairs.*

- *Revise the Local Arrangements Guide to provide target dates for tasks to be completed. Request that ideas needing Board approval be presented with advance notice.*
- *Ensure that there is no overlap of meetings or activities that might conflict with the business of the Conference i.e. Ohio Reception/Caucus Meetings*
- *Request in advance that the hotel post signage on meeting room doors if changes are made in the Program of Events.*
- *Do a rough count of FedExKinko Issue Recommendations before accepting delivery.*
- *Continue to reapportion the workload and expand the knowledge base for the biennial meeting duties. This allows for a greater margin of time and energy for ad hoc needs as well as a more professional on-site presentation. (Thank you, Lisa, for your 2006 Executive Assistance)!*

*\*Additional suggestions welcome.*



## CONFERENCE FOR FOOD PROTECTION, INC

### FINAL 2006 COLUMBUS BUDGET

<b>REVENUES</b>	<b>BUDGETED</b>	<b>RECEIVED</b>
Registration	\$131,250*	\$134,525
Workshop	15,000**	22,275
Issue Sales/Guest Passes	1,000	420
Sponsorships	<u>15,000</u>	<u>48,000</u>
Total	\$162,250	\$205,220

<b>DISBURSEMENTS</b>	<b>BUDGETED</b>	<b>EXPENDED</b>
Supplies	\$ 1,400	2,669
Postage	1,300	1,880
Printing	10,000	10,266
Telephone	100	38
Coffee Breaks	4,000	5,862
Equipment Rental	6,000	7,237
Workshop	2,000	1,925
Clerical Assistance	500	0
Chair's Reception	1,000	757
Welcome Reception/Saturday/light dinner	8,000	6,410
Columbus Mixer Reception/Monday/full meal	16,000	16,638
Assembly Transcript	1,000	843
Executive Board Breakfasts	1,100	860
Council Member Lunch	2,000	2,980
Miscellaneous	<u>4,500</u>	<u>5,375</u>
Credit Card Fees (\$3,298)		
Acknowledgements (\$2,077)		
Total	\$ 58,900	\$63,740

\*Based on projected Conference attendance of 350 X \$375

\*\*Based on projected Workshop attendance of 150 X \$100

Respectfully submitted by:



Trevor Hayes  
Executive Director