

Item 3.1.5 (1)

Template approved: 07/13/20/21

Committee Progress Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Issues Committee

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 10/7/2021

Date amended (if applicable): *Click here to enter a date.*

Date accepted by Executive Board: *Click here to enter a date.*

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

REPORT SUBMITTED BY: Patrick Guzzle, Issues Committee Chair; Ann Johnson, Co-Vice Chair; Linda Zaziski Co-Vice Chair

COMMITTEE CHARGE(S):

Issue # Constitutional Charge from Article XV Duties of the Committees, Section 1:

1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the CFP Biennial meeting
2. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.
3. Review and, if necessary, recommend edits to "Issue Preparation and Review – Process and Checklist" Guidance and associated documents

COMMITTEE WORK PLAN AND TIMELINE: The Issue Committee will begin a review of Issue submission instructions in November, 2021. This review will help identify if any instructions should be updated.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.*
 Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1. The Issues Committee is asking the Board to approve the proposed Issues Committee Roster

ATTACHMENTS:

1. Content Documents:

- a. **Committee Member Roster:** *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.