

Item 3.1.7 (1)

Template approved: 07/13/2021

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

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COMMITTEE NAME: Program Committee

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

Date submitted: October 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: Veronica Bryant and Ben Chapman

COMMITTEE CHARGE(S):

1. The Program Committee shall be responsible for the educational workshop, and the reports and updates session at the biennial meeting.

COMMITTEE WORK PLAN AND TIMELINE:

- Once a roster is approved, the Program Committee will meet ASAP to investigate and make recommendations re the following:
- Virtual workshop interest prior to the April 2023 Biennial meeting or in person as part of the Biennial meeting
- Topics of interest for educational purposes
- Building the agenda
- Inviting speakers
- Moderating sessions
- Conduction evaluations

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**
None to date, the co-chairs have met to discuss initial thoughts and rostering
2. **Overview of committee activities:**
None to date
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a.
 - b.
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. Finalization of plans, timeline
 - b. Conducting the educational program

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. We seek approval of our proposed roster by the Board

2.

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.
 - b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time
2. **Supporting Attachments (OPTIONAL):** Not applicable