

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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**COMMITTEE NAME:** Strategic Planning Committee

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

Date submitted: 3/8/2019

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:** Tom Ford, Elizabeth Nutt

**COMMITTEE CHARGE(S):**

**Issue #** \_\_\_\_\_ *Issue # 2018 II-026 (Established the Constitutional Charges to the Strategic Planning Committee in Article XV, Section 10) The Strategic Planning Committee shall report to the Executive Board. The Strategic Planning Committee shall provide an active leadership role in developing both long term and short term goals that will enhance and sustain the relevance and viability of the Conference for Food Protection. To accomplish these goals the SPC will include such activities as: a) Anticipate changing business and regulatory environment. b) Assess membership satisfaction of the CFP and its processes. c) Identify changing expectations of CFP members. d) Explore ways to build membership. e) Assist in efforts to communicate more effectively with membership. f) Expand outreach to collaborate and partner with organizations of similar public safety goals. g) Search for viable funding sources to ensure long term financial sustainability. \_\_\_\_\_*

1.

2.

**Issue #** \_\_\_\_\_ *Develop a strategic plan which includes better ways to market the Conference as well as short-range and long-range strategic issues using the mission and vision of the Strategic Plan as guidance. \_\_\_\_\_*

1.

2.

**COMMITTEE WORK PLAN AND TIMELINE:**

THE COMMITTEE HAS MET MONTHLY

**COMMITTEE ACTIVITIES:**

**1. Dates of committee meetings or conference calls**

Since the last update the Committee has met Sep 14, Oct 12, Nov 9, Jan 11, Feb 8 and Mar 8

**2. Overview of committee activities:**

The committee has focused on three issues:

- a. Creating a mission statement to provide a direction for the committees activities moving forward
- b. Continue the process and development of a survey tool to provide attendee and member metrics on the CFP
- c. Continue the Navigator Program for the Conference

**3. Charges COMPLETED and the rationale for each specific recommendation:**

- a. Development of the CFP SPC Mission statement and potential deliverables
- b. Agreement with the University of Houston to continue the Attendee/member survey in 2019
- c. Continuation of the navigator program for the 2020 conference
- d. Explore the Name change from "Conference for Food Protection" to "Congress for Protection"

**4. Status of charges still PENDING and activities yet to be completed:**

a.

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**  No requested action at this time

1. The Committee would like the Executive Board to consider accepting the CFP SPC mission statement objectives and suggested actions (attached)
2. The SPC would also like the Executive Board to accept the report on the name change of the association from "Conference for Food Protection" to "Congress for Food Protection"
3. The SPC would like to board to approve the SPC and the University of Houston to proceed with the release of the 2019 member survey in April or May 2019

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### 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/](http://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*

- a) *SPC suggestions for deliverables under the objectives one and two of the Mission Statement*
- b) *Bylaws draft of the name change conference to congress*
- c) *Survey questions work sheet*