

Template approved: 04/20/2016

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COMMITTEE NAME: Program Committee

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

Date submitted: 7/12/2019

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: Richard Linton and Ben Chapman, Co-Chairs

COMMITTEE CHARGE(S):

1. **Constitutional Charge:** 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:

Development of CFP Program (2018-2019) Board Approval of CFP Program Concept (April 2019 Board Meeting), Approval of Final Program and Communications (August 2019 Board Meeting)

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**  
10/31/19, 7/3/19
2. **Overview of committee activities:**  
Development of Final CFP Program (request Board Approval August 2019 Board Meeting)
3. **Charges COMPLETED and the rationale for each specific recommendation:**
  - a. Educational Workshop Program charge has been completed.
4. **Status of charges still PENDING and activities yet to be completed:**
  - a. Reports and Updates session at the 2020 Biennial Meeting to be finalized in March 2020.

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

1. Approval of Final CFP Program
2. Approval of Communications (Letter to Speakers)

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
    1. Final CFP Program
    2. Letter to Program Speakers
2. **Supporting Attachments (OPTIONAL):**  Not applicable