

Standing Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

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COMMITTEE NAME *Program Committee*

DATE OF FINAL REPORT: *3/31/2023*

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

REPORT SUBMITTED BY: Ben Chapman and Veronica Bryant

COMMITTEE CHARGE(S):

Responsible for the educational workshop, and the reports and updates session at the biennial meeting

COMMITTEE WORK PLAN AND TIMELINE:

- Roster reviewed and approved by Executive Board*
- Virtual workshop format chosen for spring 2023*
- Topics chosen after issue submission period ended January 2023*
- Meet with Issue Chair, Council Chairs to determine topics*
- Agenda with topics was sent out February 21, 2023*
- Finalized agenda with speakers provided March 1, 2023*
- Virtual Workshop held March 22-24, 2023*

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. Overview of committee activities:

December 8, 2021 – program committee (charges, discussion of timeline, content, format)

February 25, 2022 – call with strategic planning committee re: in person/virtual/hybrid approaches

August 1, 2022 – dates for 2023 Workshop selected, Workshop to be held virtually March 22 – 24. Workshop will be 12:00 – 1:30 PM Eastern time each day.

October 18, 2022 – Meeting held with Program Committee, Executive Board members, university hosting workshop

October 20, 2022 – Information Booklet Posted with workshop information advertised

January 23, 2023 – Date of Issue Submission closure, topics can be chosen, and speakers identified.

January 31, 2023 – Meeting held with Program Committee and Issue Chair to discuss topics for workshop

February 15, 2023 – Meeting held with Program Committee, Executive Board members, Ohio State University

February 21, 2023 – Draft agenda sent out with workshop information provided.

March 1, 2023 – Agenda finalized with all speakers confirmed.

March 16, 2023 – Speaker audio check held with Ohio State University

March 22-24, 2023 – Virtual workshop held 12:00 PM – 1:30 PM Eastern

Broad topics for workshop were chosen based on issues submitted. Program Committee and Issue Chair worked together to ensure no issues were specifically endorsed or called out.

Ohio State University provided zoom platform used for workshop. Ohio State University provided registration link to participants, and provided tech support during the event.

Wednesday, March 22, 2023 – Dr. Lauren Jackson from FDA and Steve Oswald from Wakefern Food Corp. presented on allergen management and the challenges of proper cleaning related to allergens. This session had two additional FDA SMEs available to answer questions related to allergens. Attendance – 232

Thursday March 23, 2023 – Amani Babekir from Ecolab, David Buckley from Diversey and Chris Rupert from Compass Group presented on Cleaning, Sanitizing, and Disinfecting. This session discussed the differences between cleaning, sanitizing, and disinfecting, how the surface impacts how a chemical can clean and sanitize and intended use of products. This session also discussed the use of returnable containers in retail establishments. Attendance – 202

Friday March 24, 2023 – Dr. Linda Harris presented on soaked nuts, and products made from them. This session discussed dairy alternative products, like cashew cheese, risks associated, and controls. Dr. Kathy Glass presented on cold brew coffee at retail. This session discussed the current research available, the risk associated with cold brew, and the control measures needed. Attendance – 202

Workshop has been submitted to NEHA for maximum 6 CEUs. This is 4.5 hours of virtual workshop and 1.5 hours from bibliography. Workshop was recorded and sent out to all registrants of the Biennial Meeting, so educational material is available to them even if they couldn't attend during the live event. PowerPoint presentations were made available to participants after the workshop for reference.

Agenda for update sessions during Biennial Meeting for Federal Partners and Committees has been set. Session will be held Tuesday, April 25, 2023 from 8:00 – 11:30 AM and will be moderated by the Program Committee.

2. Charges COMPLETED and the rationale for each specific recommendation:

- a. *Virtual Workshop has been successfully delivered and committee update sessions will be delivered during Biennial Meeting in April 2023*

3. Charges INCOMPLETE and to be continued to next biennium:

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- ☒ **No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.**
☐ **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.
 - 2.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

a. Issue #1: Report – Committee Name: List of content documents submitted with this Issue: **Committee Member Roster:**

- ☐ **See attached revised roster PDF** ☒ **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.)

(1) Other content documents:

b. List of supporting attachments: ☐ **Not applicable**

(1)

1. Committee Issue #2:

2. Committee Issue #3: