

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

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COMMITTEE NAME Publications Committee

DATE OF FINAL REPORT: 4/3/2023

COMMITTEE ASSIGNMENT:  Council I  Council II  Council III  Executive Board

REPORT SUBMITTED BY: Tim Tewksbary and Gina Nicholson Kramer

COMMITTEE CHARGE(S):

Issue # 1

1. The Publications Committee shall report to the Board and make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

Issue # 2

1. Make recommendations to the Board to address how Conference for Food Protection publications are disseminated to ensure that all publications are distributed and communicated equally and adequately to reach the applicable constituency groups
2. Oversee dissemination of approved publications following said recommendations

COMMITTEE WORK PLAN AND TIMELINE:

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. **Overview of committee activities:**

- a. An Excel document has been created to list all the applicable constituency groups. This is a working list which contains the name, constituency group and basic contact information.
- b. All documents from the 2020(2021) Biennial Meeting were reviewed and are posted on the CFP website.
- c. Meeting took place on the following dates: 11-29-21, 1-10-22, 2-14-22, 3-21-22, 4-11-22, 5-9-22, 6-13-22, 7-11-22, 9-12-22, 10-11-22 and 11-8-22.

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

- a. Issue #1 has been completed because all publications from the last biennial meeting are posted to the CFP website.
- b. Issue #2 has been completed by the development of the Excel document that contains the most relevant constituency groups to disseminate information to following the Biennial meeting.
- c. Issue #2: since the Excel document is ready to use after Board approval, the Publications Committee we will be able to oversee the dissemination of any document approved following any Biennial meeting.

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. The Publications Committee requests that the Executive Board approve the current version of the Excel document for use to disseminate information to different constituency groups.
  2. The Publications Committee requests that the Executive Board approve the current Excel document as a working document to add constituency groups as they come along in the future.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

a. **Issue #1: Report – Publications Committee:** 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/](http://www.foodprotect.org/work/) (Committee roster to be submitted as a PDF attachment to this report.)

(1) **Other content documents:** Excel document containing constituency groups.

b. List of supporting attachments:  Not applicable