



CONFERENCE FOR FOOD PROTECTION, INC. EXECUTIVE BOARD MEETING MINUTES

*April 8-9, 2005
Columbus, Ohio*

Voting members present: Lancaster, Gifford, Gerzonich, Girard, Williams, Feldstein, Sharar, Luedeman, Gale, Coffill, Buchanon, Nutt, Christy, Linton, Smyly, Daniels, Wright, Ferko, Hedman, Rein

Nonvoting members present: Yiannas, Cornman, Everly, Gurrisi, Kohl, Ludwig, Robbins, T. Hayes.

Voting members absent: Anderson, Reimers,

Nonvoting members absent: Eils

Guests: Paul Panico (C&B Committee Vice Chair), Charles Otto (Web Site Redesign Chair), Steve McAndrew (Strategic Planning Chair), Bill Behrens (Columbus CVB), Bob Kramer (Columbus Health), Gina Nicholson (Columbus Health), Jim Ward (Kroger's), Barbara Hunt (Wendy's) and Linda Hayes (Conference).

The meeting was called to order by Janice Buchanon, Conference Chair, who apprised those present of the Conference anti-trust policy.

Meeting minutes from the previous meeting (August, 2004 in Washington D.C.) were approved electronically.

Executive Director Report – Trevor Hayes

Conference Financial Report - The Conference has \$87,638 in CD's and \$45,880 in checking for a total of \$133,518. The treasury is in good shape as we approach the 2006 meeting. CD's mature in 10/05, and we will review their further disposition.

Hayes reviewed the Conference Brochure revision process, circulated a copy of same, and stated that the Local Arrangements Committee members are anxious to receive copies to be distributed locally. Final printing will be soon pending any suggestions coming from Board members.

Hayes discussed the selection of the 2008 Conference site. The San Antonio Omni Hotel far exceeded anything viewed in Austin. The property is not on the Riverwalk, but we will have 4 buses available for transportation on one selected night. The Omni property is offering:

- room rates of \$93 single/double government rate and \$119 non-government rate
- 60% of rooms will be blocked for the government rate
- 10% off food and beverage and audio-visual
- 1 complimentary 2-bedroom Suite and 1 complimentary room for every 50 rooms
- 31 junior suites blocked for Board with complimentary turn-down and newspaper

- complimentary reception with margaritas, chips and salsa

This is the 50th anniversary of the Crumbine. Four applications for the Award have been submitted - Los Angeles County, San Diego County, Metro Nashville, and Multnomah County, OR. The Crumbine Award Jury meets again this year by conference call versus previous face-to-face meetings in DC. This change will keep costs down. Additionally, there are now nine co-sponsors to share costs. The winner should be announced sometime in early May.

The Executive Assistant Service Agreement will be finalized this meeting. Compensation meets previously approved guidelines. Thanks to Christy for drafting the Agreement. Position descriptions for Executive Director and Executive Assistant have also been drafted.

As we requested of Derfler and Sharar at the last meeting, the MOU developed by USDA has been signed by all and will be submitted through the Issue process at 2006 CFP by the Constitution & Bylaws Committee.

Hayes reviewed the letter from Purdue University regarding the Issue submission website agreement saying that the Department of Food Science agrees to host the site. It also states that if Purdue becomes unable to host the website, they will provide CFP with 90-days notice. Buchanan extended the Board's thanks to Rich Linton for facilitating this arrangement.

Hayes and then Kramer introduced the Local Arrangements Committee:

- Bob Kramer – Columbus Health Department
- Barbara Hunt – Wendy's
- Gina Nicholson – Columbus Health Department
- Bill Behrens – Experience Columbus
- Jim Ward – Kroger's

The Committee expressed that they are excited and honored to have the Conference in Columbus. Kramer said they are going to try to get as many local health departments as possible to participate in this process. They extended thanks to Trevor and Linda Hayes for being wonderful to work with, for being both supportive and helpful, and for providing “the local arrangements book” to help them. The Committee presented all Board members with a CFP logo tote bag filled with Ohio products. Hayes complimented the Local Arrangements Committee for their conscientiousness and their outreach efforts. Christy offered to share powerpoint presentation materials with the Committee. Buchanan thanked the group for their warm welcome and their fabulous work so far.



Ferko moved and Smyly seconded motion that we approve using this tote bag as the 2006 Conference bag. They will be provided at no cost. Motion carried unanimously.

Hayes also shared NEHA letter recognizing and endorsing the CFP/ANSI manager certification accreditation.

The Board reviewed the Draft Travel Policy to provide for travel subsidies for Standing Committee members and their representatives. Hayes made 3 changes to previous travel subsidy policy:

- Executive Secretary title was changed to Executive Director

- Travel reimbursement entitlement shall also extend to representative of standing committees who attend a Board meeting on behalf of the committee Chair
- Changed wording that states, “if requested, pay Issue Chair all travel expenses.”

These proposed changes generated extensive discussion with regard to whether any position should allow for full reimbursement as opposed to the standard maximum of \$500. Edits will be made to draft policy to reflect that individuals may apply in advance for additional funding subject to Board approval for costs in excess of \$500 but that no one position will be called out for special privileges.



Wright agreed to work on language of expense parameters not including meals. **Hayes** will send out second draft for Board approval when revised.

Buchanon and Hayes raised the need for a Canadian representative due to inactive participation of Bradbury. Suggestions: by Christy - Anne MacKenzie, Health Canada; by Gale - James Drew, Manitoba. Anne McKenzie was previously approached by Hayes to see if she is interested in serving, and she expressed interest should an opening occur.



Hayes will establish new contact with McKenzie first, then with Drew if McKenzie declines.



Buchanon moved to vacate the position currently held by Robert Bradbury. (No second was recorded.) Motion carried unanimously.

Nutt and Robbins suggested that Mexico may need to be approached for representation similar to Canada's. No action was taken at this time.

Constitution and Bylaws Committee – Paul Panico representing Larry Eils

Panico reviewed highlights of the previously submitted report.



Board Members need to send comments to Eils by May 1 on the nine Position Descriptions presented to the Board thus far including council member position distributed at this meeting.

The Committee will have the remaining Position Descriptions ready for review by the August Board meeting.

Daniels asked why CDC was not a formal member of CFP equal to FDA and USDA roles as stated in the Constitution & Bylaws.



Daniels moved and Ferko seconded motion that requests Constitution & Bylaws Committee to draft language to include CDC on Executive Board. Motion carried unanimously.



Panico will advise Eils that Board requests that **Constitution & Bylaws Committee** draft language to include CDC on the Board for submission as an Issue to the 2006 Conference.



Hedman moved and Daniels seconded motion that CDC be invited as special advisor until the change noted above is made. Motion carried unanimously.



Buchanon will approach Art Liang, CDC, regarding appointment of a CDC advisor.



Williams moved and Linton and Rein seconded motion to accept Constitution & Bylaws report. Motion carried unanimously.

Website Committee Report – Charles Otto

Otto gave an extensive power point presentation reviewing visual examples of the committee’s work. The redesigned website will have sophisticated use of dropdown boxes, bookmarks, links, etc. Varying levels of information will be accessed by members, chairs, board members, etc. through the use of passwords. We will have email addresses available through the website (ex., executivedirector@foodprotect.org) that will automatically forward messages to our email of choice. Colors will be used to add excitement and interest. Charles commended the Website Committee for their work. Board members expressed approval and positive impressions. Extensive discussion ensued on implementation of the redesign.



Ferko moved and Gale seconded motion that the Committee continue its work, use Sterling, and involve Kevin Hamstra (Purdue) as needed, modify budget to \$10,000 and Board review committee’s further work and recommendations at August meeting. Discussion followed then Gale recommended two step motion. Ferko amended the motion to first approve increasing amount of website budget of \$4500 to “not to exceed \$10,000.” Linton seconded. Motion carried unanimously.

This amount increases the \$4500 previously approved to \$10,000 for the redesign and implementation process. Continued monthly hosting of \$2,000 per year will remain in place.

During further discussion of implementation, Otto described redesign process as involving three stages:

- Simplify navigation, drop down menus, neater pages, colors, search functions, etc.
- Business functions – incorporating application for council members, on-line registration, issue submission, etc.
- Ability for conference to do its work – private member-only areas – committee work, etc.

Otto proposed that we move to 1) continue committee and 2) move to go forward with project and deliver phased output by August meeting or sooner.



Ferko so moved and Gale and Christy seconded the motion. Motion carried unanimously. Committee with Trevor is authorized to begin the actual work of modifying the website up to the limits of this budget.

The Board did not formally vote to accept the Website Committee report.

Issue Committee Report – Frank Ferko

Ferko and Robbins reviewed activities of the committee as outlined in the previously submitted report.



Ferko moved and Linton seconded motion to immediately activate Purdue-hosted link for issue submission. Motion carried unanimously.



Hayes will work with **Linton** to ensure that the Issue submission weblink is activated.



Panico brought up possibility of expanding issue submission timeframe to 120 days before conference instead of 75 days. Feldstein recommended that Constitution & Bylaws committee develop an Issue on behalf of the Board so that this change takes effect in 2008.



Ferko and Robbins moved and Hedman seconded that all CFP dates be reviewed. Motion carried unanimously.

Robbins asked whether Issue Committee or its members can write and process an Issue. Board sees no conflict of interest.



Hedman moved and Williams seconded motion to accept Issue Committee Report. Motion carried unanimously.

Audit report – Debra Williams

Williams reviewed the Audit Committee's process of auditing CFP financial records and complimented Trevor and Linda Hayes on their accounting practices. The Committee offered two issues that need Board consideration:

- whether meals for Executive Director and Executive Assistant should be reimbursed at a per diem rate or by receipts. Receipts will continue to be used.
- whether reimbursements for CFP's ACAC representative will be covered totally or should they be limited to CFP's standard \$500. To date reimbursements for ACAC Representative have exceeded \$500. Recommendation that if anticipated amount is to exceed \$500 it should be pre-submitted for approval and ACAC person should be held to same standard as others.

Hayes asked if we need to formalize the ACAC as a standing committee and get a report as we do from other committees? Discussion ensued regarding the ACAC Committee's relationship to CFP as opposed to that of our representatives to the ACAC Committee (John Marcello, FDA and Jim Lewis, NSF). Lancaster expressed concern that if this is not really a CFP Committee, is there any potential for Board liability? Hayes restated that ACAC should be required to make a report to us. It became clear during the discussion that the Board has limited knowledge of the scope and function of the ACAC. Hayes will apprise Marcello and Lewis of Board's interest in ACAC activities. No motion required for this.



Hedman moved and Linton seconded the motion to accept the Audit Committee report. Motion carried unanimously.

Program Committee Report – Rich Linton for Larry Eils

Linton learned of an opportunity to submit RFP for \$50,000 CREES grant from USDA and thought this would be a way for Purdue University to provide a workshop at 2 different venues, one being CFP. Proposal was distributed by Linton for Board's review. We should hear of USDA decision by end of May/early June. The benefit for CFP is that much of the cost of putting on the workshop would be covered by this grant. The program will be the same whether the grant is awarded to us or not. Several of the speakers have already committed to participating.

Hayes asked if Linton would serve as a Program Committee Co-Chair with Eils and would serve as moderator of the Workshop. Eils had already expressed approval of this arrangement and Linton accepted.



Girard moved and Gale seconded motion to accept Program Committee report. Motion carried unanimously.

Resolutions Committee report – Elizabeth Nutt

Nutt recently accepted the post of Resolutions Chair on Buchanon's request and retrieved the appropriate Position Description to see what the job entailed. She called for committee volunteers, and Hedman, Lancaster, and Girard volunteered to help.



Williams moved and Rein seconded motion to accept Resolutions Committee report. Motion carried unanimously.

The Board broke for a tour of the Hyatt Hotel meeting rooms.

Manager Training, Testing, and Certification (MTTC) Committee Report – Lee Cornman for Roger Hancock

Cornman summarized the previously submitted report, commenting first on the significant reorganization of the committee into subcommittees to better manage the time-consuming and complex work of the committee. She further requested that the Committee's FAQ document be posted on the website to help answer many of the questions that come to CFP about the CFP's Manager Training, Certification and Testing Process. (See Council II Report.)

Cornman mentioned that USDA consultants have not been active and requested that Sharar seek to appoint new USDA representative(s) to the committee.



Sharar will look into filling the vacancy left by the USDA consultant who retired.

Training guidelines were discussed relating to the Education Subcommittee's assessment of whether a job task analysis or something similar needs to be a part of the standards since the old one (Annex B) was removed because it was out of date. The MTTC Committee voted to participate in a process facilitated by Dr. Woodley that would enable us to look at developing a basic outline or knowledge statement for the food protection manager position. Much discussion resulted concerning the intent of this facilitated process and what the outcome may be. The Board was told that the work of the Committee will have to go through the entire CFP process before it becomes a part of any official CFP document.



Rein moved and Hedman and Leudeman seconded motion to accept MTTC Committee report. Motion carried unanimously.

Strategic Planning Committee Report – Steve McAndrew

McAndrew reviewed primary Board charges to the Committee:

- improve marketability of CFP
- implement recommendations from membership survey
- develop strategic plan

McAndrew summarized previously submitted report especially Committee's exploration of the strategic planning process itself. The Committee expects to revisit the strategic plan annually and make changes as required/recommended.

There was general discussion of where Committee goes from here. Linton recommended removing food security from vision and mission and look into whether we want to include food security (now called food defense). Feldstein hopes we will move in that direction for communication and awareness-raising purposes.



Linton made motion to remove food security from Mission and Vision and 1st sentence under Action Plan on page 5, changing goal statement on page 5, and explore the possibility of CFP including food defense-related issues. Daniels seconded. During discussion, Smyly recommended we also remove all food security language except page 5 and replace food security with food defense wherever it occurs. Amendment accepted. Motion carried unanimously.



McAndrew and **Wright** will work together on these suggested language changes for future Board review.

(Strategic Planning Committee Report continued on Saturday morning but is included here.)

McAndrew proposes that the Committee develop action steps for each goal and present them to the Board electronically.



Smyly moved and Hedman seconded the motion to accept the Strategic Planning Committee report. Motion carried unanimously.

Council I Report – Frank Yiannas, Chair, Council I

Yiannas thanked Lee Cornman, Council I Vice Chair, for her ongoing support then briefly summarized his previously submitted report.

- TCS (Temperature Control for Safety) Committee has been very diligent with its task and has met monthly. They like the term TCS food, they have put together a TCS food chart and are working on a more extensive guide to help users decide whether a food needs TCS or not.
- Plan Review Committee is also very active and is working with FDA on an issue related to floor drains, is working on clarification of “accessible” hand sink, and a guidance document for mobile units.
- Food Recovery Committee has had minimal activity – John Krakowski replaces Chet England as Chair. They will have a conference call next month.

Ferko requested the Board give guidance on how to make Committee rosters uniform. How should the members be denoted on the roster? It was agreed that updated full contact information should be included on committee rosters with each committee report.



Williams moved and Christy seconded motion to accept Council I report. Motion carried unanimously.

Council II Report – Vicki Everly, Chair, Council II

Everly commended John Gurrisi, Vice Chair, and Committee Chairs for getting their reports in on time. In the interest of time, Everly chose not to review the activities of the 5 committees that work with Council II but asked if there were any questions from the Board. Hayes asked Feldstein about the status of the Clearing House Q&A (FAQ's) that needed to be cleared by FDA before they could be posted. Feldstein said the review is ongoing but is only to approve their posting on the FDA website. The Conference can put them on its website.



Hayes will look into posting the FAQ's on the CFP website.

- Certification of Food Safety Regulatory Professionals requests the addition of a new member, Gary Coleman – UL. Daniels asked if the powerpoint presentation on the survey this committee conducted could be shared with the committee.



Everly will ask Committee Chair to make that presentation available for us at the August Meeting. **Buchanon/Hayes – August agenda item.**

- Interdisciplinary Foodborne Illness Subcommittee Co-Chair Nutt asked if all new members have to go through the Board affirmation process; the answer provided by Hayes was yes. Hayes also stated that committee members need to be paid members of the Conference.
- Inspection Form Committee requested addition of Geri Jones to Committee.
- Emergency Preparedness and Response Committee – no questions.



Hedman moved and Gale seconded motion to accept Council II report. Motion carried unanimously and includes approval of new members.

Council III Report – Larry Kohl, Chair, Council III

Kohl also extends thanks to Council Vice Chair Ludwig and Committee Chairs for their work. The committees have been very active.

- Listeria monocytogenes Committee found that Food Code adequately addresses risks associated with Lm. The committee may have a couple of suggestions that will be submitted as an Issue. They are also developing Lm guidance document for retail and they are working with AFDO, FMI, FDA, and NRA as AFDO develops a video dealing with Lm.
- Allergen Committee has met a couple of times. Committee requests Board approval of membership changes: Steve Grover remains Chair though he moved from NRA to BK; New committee members needing approval: Sheila Cohn, NRA; Marie Louise Baehr, Sodexo Marriott Services, and Jill Hollingsworth, FMI (replacing Tim Weigner).

- Critical Violations Committee is working actively with FDA. This Committee had a recent conference call not included in this report.



Daniels moved and Hedman seconded motion to accept Council II report. Motion carried unanimously and includes approval of new members.

Kohl also generated some discussion of Council membership process:

- He reinforced the importance of having the council application process on the web when the postcard notification goes out. Hayes clarified timeline.
- Ludwig brought up issue of members applying to more than one Council. Close communication between Council Chairs is essential to manage this and also to identify alternates.
- Everly suggested that there be a check box on the application that indicates the Council member must preregister by a certain date.
- Hayes cautioned that it's important that we select Council members from those who apply to the degree that we can.



Robbins will provide Hayes and Wright with an Outlook list of members with email addresses.



Wright agreed to notify those who indicated Council interest at last meeting on sign up sheets that they must apply formally.

FDA report – Faye Feldstein

Kevin Smith left CFSAN for Office of Regulatory Affairs (ORA); his vacated position is available to anyone who wishes to apply.

Food Code 2005 will be released on line and on CD in June followed by hard copies in late summer. Code will be less colorful to save costs. Made substantive changes to three sections in the Code as the result of the Conference meetings - Employee Health, Reduced Oxygen Packaging, and definition of PHF (TCS). There will be three training sessions for Regional Food Specialists to discuss these changes. (More details are included in Faye's written report that was distributed to the Board following the meeting.)

Two issues from 2002 Conference generated changes – language has been clarified to allow re-service of non-potentially hazardous packaged food in highly-susceptible populations. Also from 2002, CFP approved and FDA accepted a recommendation to have instantaneous cooking temperatures in food code. When researching this, FDA found such a standard to be scientifically non-defensible. FDA apologizes for accepting this issue and now having to withdraw approval. FDA may bring this issue back to the Conference in 2006.

Issues not in 2005 Food Code:

- 2004-I-13 (person in charge present during food production) will go back to CFP in 2006 for further discussion
- 2004-I-30 (drinking water coolers) has not gotten started yet

- 2004-III-33 (changes to sanitizer time/temperature); issue requested FDA look at this for changes and charting in Food Code; FDA would like this resubmitted by someone at next Conference along with some data and request for involvement of EPA

Feldstein also gave an update on inspections and HACCP in schools. This information is included in the written report.

Critical and non-critical violation evaluation has been underway at FDA. FDA has been working diligently with a number of experts and with the CFP Committee and will return to the 2006 Conference with information on their findings.

Feldstein offered an update on the Listeria Action Plan resulting from the Listeria Risk Assessment to see if there are any changes needed to address Lm control. This activity is underway.



Gifford raised a question that led to Feldstein suggesting we may wish to discuss how the 2003 Supplement worked at the August meeting since the same may be done for the 2006 Conference.

Buchanon/Hayes – August Agenda Item

USDA report – Mimi Sharar

Sharar distributed a one-page summary of her report and reviewed each item. (The complete report emailed to the Board by Hayes after the Board Meeting contains more information and all addresses to access these documents on the FSIS website.)

- MOU between CFP and FSIS has been signed and will be submitted to the 2006 Conference by the Constitution and Bylaws Committee.
- In September of 2004 FSIS began a survey to determine controls establishments use to bring Lm under control during the production of RTE products. Using the information collected, the frequency of inspection and verification sampling of these facilities will be evaluated.
- In January of 2005 FSIS started Phase I of its Risk-Based Verification program for the Listeria rule.
- FSIS Notice 16-05 (3/2/2005) announced the availability of new time and temperature guidance for cooking chicken and turkey.
- FSIS issued new jerky guidelines to ensure adequate lethality.
- FSIS held a public meeting in March 2005 to present two FSIS risk assessments, one for Salmonella in RTE meat and poultry products and one for C. perfringens in RTE and partially cooked meat and poultry products.
- FSIS unveiled industry food security self-assessment checklist in January.

New Business

Hayes led discussion of timeframe for notice to members of opening of council application process, 6-week submission time, and then the follow-up period in July when Chairs and Vice Chairs will make selection and make recommendations to the Board for August meeting. Regarding council application process, Gifford reinforced that card notifying of application process should coincide with live web application readiness. Hayes will be coordinating this with Sterling. There will also be an announcement of the new Issue submission process on the card. Buchanon brought up subject of email

blast capability which will be researched. Robbins again offered to share her email address information.

Hayes started discussion about Conference fees by reminding the Board that the Conference is solvent. Do we want to keep registration fees the same as 2004 - \$375 pre-registration and \$150 workshop (\$425/\$200 on-site)? Hayes recommends keeping it the same. Gerzonich raised the issue of Conference grants and how they would impact fee decisions. We may have to set fees before we know anything about such grants, but USDA and FDA will pursue them. We had previously been advised that Kroger may help with local attendees' fees. Hayes stated that we will be making outreach efforts to lapsed members and will be more aggressive with sponsorship efforts. These activities will all contribute to the financial well-being of the Conference.



Smyly suggested that final decision regarding Conference fees be made in August.
Buchanon/Hayes – August Agenda Item

Hayes reviewed Conference time table that establishes action steps for the meeting:

- December 9th, registration packets go out and are posted on the CFP website with invitation from Conference Chair, tentative program for workshop, hotel information, etc. Voting delegates will get information related to their role as will their agency heads (State Commissioners and Secretaries) regarding attendance and selection of delegates.
- January 6th is the suggested date for Committee reports and prospective issues to be received by Council Chairs. *
- January 23rd is the final date for Issue submission.
- February 27th is the date when issue assignments are completed.
- March 9th Issues will be posted on website and distributed to registrants, delegates, Board, and council members

* Kohl said his Committees are working with a December 18th deadline date for committee reports and Issues, and other Council Chairs agreed that this was achievable.



Everly requested master calendar draft for everything. **Hayes** will finish it soon and will distribute it to the Board.

Discussion of problems with zip files generated commitment that memos with zap attachments will be sent first without attachment to alert members, then with attachment and then given special handling for Cornman and Luedeman.

Feldstein brought up issue of voting delegate packets, specifically how does one qualify to be a voting delegate from a State. There was a problem in 2004 when regulator did not have appropriate authority at the time of the Conference. Board is not sure if we can assess the credentials of delegates. No further action taken.

Hayes is working with Sterling to set up online registration using IAFP website as a model. Discussion of payment process ensued. Hayes expects 2/3+ credit card payments through secure socket on the website. Then the charges will be processed through the CFP credit card machine. Sponsors can also contribute this way. Decision made to continue to have hard copy registration package sent out as well.

Regarding Issue and Proceedings CD's, Hayes asked will we send out a CD for Issues and final conference proceedings or do we notify them of placement on website? After much discussion, we'll stick to sending out CD with Issues for this Conference. We will wait on decision regarding the CD for proceedings.

Job assignments for biennial meeting:

- Council Orientation - Tom Chestnut/Alan Gelfius
- Committee Formation Meeting - Steve McAndrew with Lorna Girard
- New Attendee Orientation - Larry Eils
- Scribe Training - Dee Williams (Scribe Supervisor)
- Runner Training – Dee Williams and Dave Ludwig

Sponsorship Committee needs to be formed – Buchanan previously contacted folks and found Hedman, Eils, and possibly Reimers. Smyly also offered to participate. Based on a recommendation from a previous attendee, should we offer a Platinum Level for sponsorship say \$3500 with a 3rd free registration? Currently gold/silver/bronze/copper - \$2000/1500/1000/200-999. In-kind contributions are not accepted at this time.

The Board charges the **Sponsorship Committee** to evaluate contribution levels and suggest revisions as they deem fit.

CFP Fall Board Meeting Date August 26-27, College Park, MD. Decision was made based on the availability of Council Chairs recognizing that some Board members would not be able to attend. Members requested that the Marriott be approached first then the Holiday Inn. Kohl may be able to help with room rates.

Christy asked if committee money supports face to face meetings. Answer is yes. Request must come through Trevor and is subject to approval of the Board.

Buchanon asked Panico if position descriptions will all establish term limits, especially regarding standing committees. Panico said there has been no discussion of this on the Committee and that this is not spelled out in the Constitution & Bylaws with regard to standing committees. Buchanon noted that some of the comments received from previous Conference attendees indicate that there is a perception that participation may be limited by extended tenure of some positions.

Discussion ensued. Everly suggested that we look at forming a committee for nomination of all standing committee chairs. Panico stated that historically standing committee chairs have always been voting Board members and that makes sense because of their awareness of Board activities. He also suggested 6-year terms for continuity with Board membership. Dan sees value in maintaining continuity by rotating 1/3 of the committee membership. Wright recommended 2-year terms with nominating committee selection and Board approval for continued service beyond 2-year term. A number of Board members echoed need for transparency and the widest possible representation and opportunity for all CFP positions including Council membership. Membership application should have obligatory experience block.



Comments from **Board Members** regarding term limits and Standing Committee leadership and tenure should be sent to Eils for committee consideration, and Board will discuss this issue further at August meeting. **Buchanon/Hayes – August Agenda Item**

A conference call will be set up with current and past Council Chairs and Vice Chairs to ensure that Council membership provides both continuity and opportunity for new participants.

The meeting was adjourned at approximately 12:00 P.M. on April 9, 2005.

Respectfully submitted,

Lisa Wright
Executive Assistant