



Executive Assistant
Report to the Executive Board
effective March 31, 2006

1. Management of Database

- Manages general membership database but also has created and produced a linked Registration Database. Both are capable of generating numerous reports.
- Designed and provided reports as requested to Executive Director and Local Arrangements Committee.
- Trained CFP Office Staff on the database and its uses so they are able to navigate it to get information they need.

Current Membership 618
2006 Registration 419 – remaining unpaid members will be deleted on 5/1/2006 after
March 30th notification and mid-April reminder

2006 Registration Details (based on 417 – does not CFP office staff)

Constituency	Number	Per Cent of Total
Academia	10	2.4%
Consumer	6	1.4%
Industry	190	45.6
Food Service	69	16.5%
Retail Food Stores	55	13.2%
Food Vending	2	
Food Bank	2	
Other Related Industry	(62)	14.9%
Sanitation Services	22	
Food Processing	13	
Consulting Services	7	
Testing Services	6	
Food Equipment Manufacturer	5	
Standards and Compliance	5	
Laboratory Services	2	
Food Distribution	1	
Misc Food Services	1	
Regulatory	211	50.6%
Local	69	16.5%
State	99	23.7%
Federal	43	10.3%

2. Website Management

- The website has been somewhat reorganized and has much more information posted on it. It will be a challenge to keep up to date because of changes to member's personal data.
- We await Charles Otto's new design before making significant changes.
- Sterling is meeting our needs well.

3. Blast Email Capabilities

- Email has made it possible for Trevor and Linda and I to work together really well.
- Email has revolutionized the way we communicate to our membership.
- I firmly believe that it has helped make CFP top of mind for people and driven membership renewals and registrations.

4. Other Duties

- Rewrote the CFP Information Manual with the Executive Director and handled numerous other assignments as requested.
- Worked with Scribe Supervisor to streamline Scribe and Runner processes.
- Prepared Issues posters and labels to post outside Council Rooms.
- Created Council Room Committee Sign-Up Books and Standing Committee Chair Applications and associated forms.