



Conference for Food Protection Executive Board Meeting Minutes

4/7/2006 – 4/12/2006
Columbus, Ohio

NOTE: *These meeting minutes are compiled as a record of the several Executive Board Meetings held in association with the 2006 Biennial Conference. Much of the meeting time was spent discussing events and arrangements specific to the Biennial Meeting and are not recorded here. The information may also not be presented sequentially.*

All meetings were called to order by Janice Buchanon, Chair. The first meeting included a reminder regarding the *Anti-trust Policy or actions resulting in restraint of free trade.*

Voting members present: Lancaster, Gifford, Gerzonich, Girard, D. Williams, Feldstein, Sharar, Luedeman, Gale, Coffill, Buchanon, Nutt, Christy, Linton, Smyly, Daniels, Wright, Ferko, Hedman, Reimers, Rein and Drew; when elected/appointed: Glassburner, Hardister, Gurrisi, Kohl, and Liang.

Nonvoting members present: Yiannas, Cornman, Everly, Gurrisi, Kohl, Ludwig, Robbins, Eils, Hayes; when appointed: Rosenwinkel, P. Williams, and Hale.

Voting members absent: Anderson

Non-voting Members absent: None

Guests who attended at various times were: Glenda Lewis, Steve McAndrew, Roger Hancock, Charles Otto, Bob Kramer, Gina Nicholson, Barbara Hunt, Jim Ward, Margaret Boone, Jim Wyman, Chet Morris, Jill Hollingsworth, Paul Panico, John Marcello, Alan Tart, Cas Tryba, Cynthia Woodley, Aggie Hale, Roy Swift, Larry Lynch, Shirley Bohm, Lisa Whitlock, Art Liang; Incoming Council Vice Chairs Ken Rosenwinkel (III), Aggie Hale (II), and Pam Williams(I); Dee Williams, Dr. Don Schaffner, Lawrence Sproul, Dr. David Acheson, Kevin Smith, and Allen Gelfius.

Roll call was formally made at the first meeting by Trevor Hayes. All Board Members were in attendance at all Board meetings with the exception of Anderson. A new member, Jim Drew, Canadian member of the Board from Manitoba Health, was welcomed.

Mr. Hayes reminded the Board that minutes from the previous meeting were approved by e-ballot.

Comments from Conference Chair Buchanon

Chair Buchanon thanked Trevor and Linda Hayes, Lisa Wright, members of the Executive Board, hotel staff and everyone else involved for the "staggering amount of work" going into the planning and organization of the 2006 Biennial Meeting. She stated that it has been an honor to serve as Chair for the last 2 years. The tenure has increased her admiration and respect for the amount of work that goes into

the Conference and its Biennial Meeting. Ms. Buchanon also acknowledged Marsha Robbins and Frank Ferko for their work with the Issues.

Comments from the Local Arrangements Committee (LAC)

Chairs of the Local Arrangements Committees (LAC) were invited to speak for a few minutes. Bob Kramer welcomed all to Columbus on behalf of the Commissioner and Board of Health. Hosting the Conference for Food Protection is a privilege. He extended appreciation to sister agencies and companies involved in Local Arrangements and stated that their roles were essential in making this a success. He introduced Gina Nicholson as leader of the effort to organize and execute the details of the Conference. Nicholson extended thanks to the many volunteers, invited the Board to attend the Statehouse reception, and welcomed the Conference with open arms.

Fred Reimers, as a member of San Antonio LAC, stated that the Columbus group has set a benchmark for all future CFP's, and he invited the Board to extend them a round of applause. Additionally, he promised that the San Antonio LAC would do better!

Executive Director Report – Trevor Hayes

Financial Report – Jan - Dec 2005 was previously approved by e-ballot. Current balance of funds is \$110,109. Many dollars have come in since and more information will be provided in future.

2006 Biennial Meeting – Hayes reviewed numerous details about the Biennial Meeting including:

- Attendance is projected to be 420 (beating the previous 353 maximum attendance in the past). Pre-registrations are 100 over previous Biennial Meetings.
- 217 registered for Workshop, the highest ever (previous high was 130) and CEU's are available.
- LAC has done a great job for 4 years preparing for this meeting.
- All states will be represented but one; 1 Territory (Puerto Rico). Sixty delegates will attend.
- FDA Small Conference Grant assisted in providing monies; funded about 50 applicants (\$25,000).
- Issue surfaced concerning corporate logo on canvas bags for 2008. Executive Board consensus is to have a bag with the CFP logo only.
- Hayes reviewed the Biennial Meeting schedule.
- Hayes extended appreciation to Bill Behrens of the Experience Columbus / Convention Bureau for the support provided.
- Responsibilities of Dee Williams related to Scribe/Runner process were reviewed.

Other Executive Director Business

Hayes reminded the Board that there is a Standing Committee Chair application process that came out of the initiative led by Buchanon and the Nominating Committee to promote transparency and relieve the Board of a criticism that we are a "good old boys" group that appoints the same people to positions over and over again. Hayes noted that Standing Committee Chairs have been asked to provide information on their activities and experiences that can be included in the SOP Manual so new Chairs don't have to start from scratch each time, essentially the ground rules and timelines for holding a Chair position. This is an investment in the organization's future.

Hayes yielded the floor to Otto who discussed the goal of producing an Infomercial for the website and for other promotion of the Conference. The basic message will be, “You Have a Place at the Food Safety Table.” Interviews will be conducted with numerous people and cameras will capture activities during the meetings. Much of the random shooting will be unobtrusive and will be without audio.

Hayes reviewed the Board Rotation Schedule/Caucus Elections plans previously sent to the Board. He also requested that some leadership be provided within the Consensus/Caucus meetings to be responsible for moderating or conducting the sessions, providing Issue updates for each of the Council sessions, and that the leadership come from the Board members including the Council Chairs and Vice Chairs.

An Issue was submitted accepting CDC representation on the Executive Board; we trust it will be accepted and Art Liang will fill that role. USDA MOU will be done so we need to pursue one with CDC also through Liang. We have an existing MOU with AFDO that needs significant revision, and progress is ongoing. Steve McAndrew is leading this effort.

Regarding our outreach to obtain Mexican government representation on the Board, McAndrew reported that he has not yet been successful. Reimers noted that IFT and IAFP have Mexican affiliates and maybe they can offer some advice; Gale stated that CCHLO has a border health group and volunteered to see if there would be a resource there; companies may be able to help who have restaurants in Mexico. Hayes and others will continue to pursue a representative.

Executive Assistant Report

Wright reviewed written report summarizing activities regarding database and website management. Review of Biennial Meeting activities included:

- Orientation meeting for Scribes and Runners that will be led by Dee Williams, Scribe Supervisor.
- Books that will be available in each Council room to sign up for Committees and standing Committee Chairs/Vice Chairs.
- Issues Flipcharts will be posted outside Council Rooms with affixable labels used by Runners as directed by the Council Chair and Vice Chair.
- Filling requests for member data was discussed to get a sense from the Board about how much contact information we provide electronically to other members. Until we hear that it is a problem, we can supply such information to members. It will also be provided on the Proceedings CD.



Rein suggests we set up some guidelines describing the use of such information. Reimers suggests gathering data from other organizations and presenting the results at the August Board meeting. **Hayes** agreed to look into this.

Later, Wright distributed lists of all the Committee names and list of Committee applicants at that time and reported that Council applications will remain open until 5/15 and Standing Committee Chair applications will be open until 6/1. Lewis will work with Wright to identify consultants from Federal Agencies. It was noted, following a question from Sharar, that Federal Agency members can be Chairs or Vice Chairs if they are formal members and not consultants.

Standing Committee Reports

Website Redesign (ad hoc)

Charles Otto demonstrated the overall design he has created based upon the recommendations of the website redesign Committee. He also suggests the Conference purchase software licenses (\$150 each) that will allow us to edit member areas without going through Sterling. We have to deal with the Issue attachments in such a way that they become references (links) on line rather than actual attachments.

Reimers noted that Attachments were unwieldy this year and perhaps we need to establish guidelines by which Issue submitters only provide pages specific to their Issue rather than a 900-page document.

We will move forward with Otto's design changes. Previously approved funding is sufficient to meet our needs since we haven't spent any money yet (thanks to Otto's voluntary efforts).

Managers Training Testing and Certification (report previously submitted electronically)

Roger Hancock reviewed Committee charges and the 3 Issues submitted to the Conference. Hancock thanked the Board for approving the expense related to hiring Dr. Goldsmith to help the Committee move forward. The Committee vigorously supports food safety training but stops short of supporting CFP involvement in accreditation of training. Discussion ensued regarding Annex B and is the same concern that the Committee has been wrestling with for years. The Committee now encourages the Conference to support the use of the elements of knowledge currently in the Food Code. This Issue will go before the Council.

Wright later reported that the Managers Training, Testing and Certification Committee voted to extend itself until the August Board Meeting.



Wright moved and Luedeman seconded motion to accept current structure of the MTTC until August. The motion carried unanimously.

Constitution and ByLaws – (report previously submitted electronically)

Larry Eils reported that 10 issues were submitted to Council II, and all were previously discussed and approved by the Board.

Program

Richard Linton and Larry Eils estimated that they would have 120 participants yet now have 217 that will yield approximately \$18000 profit (previously estimated \$9000). Eleven speakers will participate representing multiple constituencies. Linton passed the Workshop Program Book around for Board viewing.

Issue (report previously submitted electronically)

Marsha Robbins and Frank Ferko passed around an addendum to the previously submitted report. Robbins encouraged future Council Chairs to make sure Committees get Issues in early. Electronic process makes work of the Issue Committee very quick. Robbins requested that Kevin Hamstra be introduced to the full membership and extended the Board's appreciation for his work with the electronic Issue process.



Reimers stated that this year's attachments raised a red flag on abuse of system; Issue attachments need to have specific guidelines. This needs to be taken up by the **Issues Committee** for 2008.

Resolutions (report previously submitted electronically)

Elizabeth Nutt commends Committee for their unanimous support. Nine recommendations have been prepared. Resolutions will be presented at the General Assembly.

Audit (report previously submitted electronically)

Debi Williams reported that everything was in order; they are comfortable with the information provided; it was organized and easy to review. The only recommendation the Committee made was that the staff consider using federal per diem rather than managing multiple receipts. Suggestion was made to use per diem but make provisions for exceptions. Also, try per diem for a year and see how it goes. Board members had varying opinions, and it was left for the staff to decide what is appropriate

Sponsorship Report (ad hoc) (report previously submitted electronically)

Larry Eils thanked Cory Hedman and Dan Smyly for their work obtaining sponsorships for the 2006 Biennial Meeting. In 2004 we had 18 sponsors for a total of \$18,600; this year 26 sponsors submitted a total of \$48,000.

Strategic Planning (ad hoc) (report previously submitted electronically)

Steve McAndrew reported that all goals have been completed or are in progress. A powerpoint presentation has been designed to use for promoting the Conference and is for anyone's use. Reference was made to Mexico outreach and AFDO MOU – both were previously discussed (see page 3).

McAndrew asked FDA when availability of interpretations will be on the FDA website to facilitate uniformity. Feldstein reported that the agency will have internal searchability available to Regional specialists soon but the availability of this to the public is unknown. McAndrew also reported that CARVER + Shock training was researched by the Committee and Dr. Acheson will be presenting some information to us at Tuesday's Board meeting.



Wright will post the CFP powerpoint presentation developed by the Strategic Planning Committee on the website.



Linton suggested that the term food defense be used in all CFP documents and that the watermark be changed. **Hayes and Wright** will look into this.

Nominating Committee

Janice Buchanon, Chair, gave a brief summary of application process timeline – application by June 1, appointment recommendations from nominating Committee by August Board meeting with appointments taking place thereafter. Current Chairs continue until new Chairs are identified and approved. The Nominating Committee is made up of 2 Conference Chairs, 2 Conference Vice Chairs, and the Executive Director.

ACAC Committee

John Marcello reported that the National Restaurant Association, National Registry of Food Safety Professionals and Thomson Prometric are accredited certifiers. Dr. Roy Swift stated that an ANSI/CFP Accreditation mark has been registered, and it was distributed for everyone to see. Dr. Swift asked that the Board help monitor the use of this mark to prevent its abuse.

Based upon previous input from the Board, ACAC solicited from providers the issues they are having with getting the program accepted; regulatory jurisdictions are aware of the program; there are other reasons why they are not recognizing the program. In fact, one state is causing most of the problems.

Marcello reported that ANSI has fulfilled their marketing obligations to the Conference. The current contract with ANSI will be an August agenda item. Hayes requested that Marcello make recommendations as to who would participate in contract review with ANSI.



Larry Eils' name was put forward, he accepted task and will report to the August Board meeting.

Marcello requested that Dr. Swift be allowed to present ACAC activity updates when the Board is meeting in the DC area. Hayes and Buchanon responded that good communication is the essential piece, and Dr. Swift can represent ACAC when we are in DC.

Dr. Swift stated that John Marcello and Dr. Cynthia Woodley have committed themselves to developing an excellent certification program of which the Board can be very proud.

FDA Report

Faye Feldstein reports that there has been a 44% cut to her division budget and FDA is unable to have all regional specialists attend the Biennial Meeting this year – ½ will be present. The Agency is going over overall mission and prioritizing goals; there have been and will be significant FTE reductions; 32 retirement buyouts have been accepted and more are likely.

Wright and Lancaster asked if the Conference could formally acknowledge the importance of FDA Agency and field staff participation with CFP, State and local agencies, and Industry and thereby extend recognition for their service to us. The letter should also discourage defunding of the agency.



Lancaster moved and Gale seconded a motion to send a formal letter from **CFP Executive Board to FDA** (Von Eschenbach, Bracket and Glavin) expressing the importance of involvement of FDA staff and regional food specialists. The motion carried unanimously. (No one was assigned to complete this task.)

Margaret Boone, FDA, presented results of the FDA Food Code Supplement Survey placed on CFP's website. There were 115 respondents and the results were inconclusive. Glenda Lewis also presented clarification on the goals and outcomes of the survey. Discussion centered on pros/cons of various formats of interpretive documents resulting from off-year CFP. FDA bottom line is that the agency is prepared to do what is best for their stakeholders. Do we publish intent or codified language?

(NOTE: Subsequent discussion on this subject at this and later meetings has been placed here for convenience.) Everly identified that Issue 2002-II-22 commits the FDA to provide letters of "opinion or interpretation" between issuances of the Food Code. Feldstein later reported that in discussing this issue with the FDA staffers between Board meetings, they felt it would be expedient to develop regulatory language. The language for each item can then be placed in the Program Information Manual or can be presented as one document. The title can be changed to call it a supplement to the Food Code; Program Information Manual has regulatory language but has not been called a supplement. After much discussion, Buchanon summarized that the Board's will is to keep the process as it was done last time as a Supplement to the 2005 FDA Food Code and that it be made available as it is completed and need not be held until all language is complete.



FDA requests that the Board prioritize issues to be completed by FDA. **Wright** will send out a survey for prioritization after FDA reports its positions on the Issues back to the Board.

Comments by David Acheson, FDA Director of Food Safety, Defense, and Outreach - Feldstein introduced Dr. Acheson to talk about food defense, one of the CFP's goals. CFSAN's role is on prevention rather than response in food defense. Among the goals are to raise awareness; have a better understanding of where the risks are; of mitigation steps; of building capacity and a network of labs; ensuring quick and coordinated response with FDA, States and locals; and ultimately restoring consumer confidence in the food supply.

Dr. Acheson went on to give a general overview of the CARVER + Shock Program. CFSAN is currently involved in offering training (with USDA, FBI, Local agencies and others) to a number of specific industries (such as bottled water and infant formula) and over a number of geographic areas. The Board is seeking to identify ways by which the training offered by Dr. Acheson's office can be extended and maximized, beginning perhaps through a 3-hour training session offered in conjunction with an Executive Board Meeting.

The Board later discussed future involvement with CARVER + Shock Program. Hayes suggested a 3-hour training exposure to make 2 full days of meetings in August so we have a better understanding of how we will proceed. We will then consider our role in facilitating or organizing such training in future.



The Board agreed that 3 hours will be placed on the agenda at the August Board meeting for an orientation to the program extending the Board Meeting to 2 full days.

Other FDA issues :

- 2005 Food Code was sent to all Board members.
- National Retail Food Program Standards update – 200 jurisdictions enrolled; weblisting is updated quarterly; concept has taken root and manufacturers will be involved in future.
- Shirley Bohm updated us on internal FDA Criticality Work Group report (worked with CFP Committee). The workgroup's charge was to look at the Code, remove definition for "critical,

non-critical, and swing items” and replace them with more appropriate terms. The Workgroup decided to redesignate 1900+ provisions in the Food Code. Proposed terminology is “priority, priority foundation, and core items.” FDA focus will be on protection from contamination, poor personal hygiene, improper holding time and temperature.

- McAndrew asked Feldstein (on another occasion) to discuss the status of HR 4167. Group discussion ensued, much of it capturing the disapproval of several members, groups and agencies.

CDC Report

Center for Disease Control and Prevention letter of support for food service manager training was read by Charles Otto and formally presented to Chair Buchanon. EHS-NET studies reveal that food safety is quantitatively enhanced by the presence of food safety-trained managers. Buchanon extended our thanks to CDC for acknowledging the important work of the Conference.



Buchanon later clarified that she, as outgoing Conference Chair, will write an appreciative letter of acknowledgement to the Centers for Disease Control and Prevention regarding the above-referenced letter of support, its MOU and its representation on the Executive Board.

USDA Report

Mimi Sharar reports that USIS is also under budget constraints and apologizes for the small USDA participation at the Biennial Meeting. Items discussed on her report were:

- *Salmonella* Verification Sample Result Reporting: Agency Policy and Use in Public Health Protection.
- Enforcement, Investigations, and Analysis Officer (EIAO) Assessment of Compliance with the *Listeria monocytogenes* (Lm) Regulation and Introduction of Phase 2 of the Lm Risk-Based Verification Testing Program.
- Verification Procedures for Consumer Safety Inspectors for the *Listeria monocytogenes* (Lm) Regulation and Introduction of Phase 2 of the Lm Risk-Based Verification Testing Program .
- Poultry cooking guidance for consumers on website. Developed with NACMF - 160 changed to 165 based on USDA research. Includes pointers on calibrating thermometers.
- Determining Net Weight for Meat and Poultry Products.
- USDA planning to update temperatures in CFR and labeling of meats and poultry in CFR.
- The comment period is open for squab shipping guidelines.

Council Reports and Council Business

Note: Discussion of Council reports, updates and issues occurred at several Board meetings and has been combined here.

Council I

Lee Cornman for Frank Yiannas, Chair. Cornman reported that she and Yiannas have been very pleased with the tremendous amount of work done by Council Committees and their Chairs over the last 2 years.

Yiannas reported that the Food Recovery Committee will extend tenure for a short while and will report back to the Board in August. (No formal motion was made to accept this extension.)

Cornman requested approval for 2 Chairs for 2006-2008 Council I Committees - Karen Reid, Plan Review and John Krakowski, Food Recovery.



Smyly moved and Luedeman seconded motion to accept these Chairs. Motion carried unanimously.

Council II

Vicki Everly thanked Vice Chair John Gurrisi for all his help. II has 44 issues, all but 3 came from Committees; the 3 were discussed by the Committee (Managers Training Testing and Certification) they impact and a response/position was decided upon. This should expedite their discussion at the Council.

Everly reported trouble with attachments (as was already surfaced in web page design) and has captured some suggestions for 2008.



Everly requested that Ferko's written summary of Chair and Vice Chair's neutrality be reviewed by the Board and added to Chair/Vice Chair position descriptions. **Ferko** will provide language to **Hayes** for dissemination prior to the August Board. August agenda item.

Everly reported that the Emergency Preparedness Committee self-appointed a Co-Chair as a result of his predecessor's retirement and asked the Board to retroactively approve Gerald Wojtala, MI Dept. of Agriculture.



Reimers moved and (Smyly?) seconded motion to approve Gerald Wojtala, MI Dept. of Agriculture, as the 2004-2006 Co-Chair of the Emergency Preparedness Committee. Motion carried unanimously.

Council III

Dave Ludwig for Larry Kohl, Chair, reports that the 3 Committees assigned to Council III have worked diligently – reports have been on time, charges have moved forward.

Miscellaneous Council Issues

Allen Gelfius, Parliamentarian, generated discussion concerning withdrawal of an issue as opposed to no action on an issue. CFP Constitution and Bylaws does not allow withdrawal even though we have traditionally allowed it; Robert's rules does not speak to this at all. Gelfius recommends that new wording be added to the Procedures by the next Biennial Meeting. He also suggested that Council Chairs be reminded that the word "withdrawn" should not be used.



Constitution and Bylaws Committee needs to address the term "withdrawn" and possibly submit amending language at the 2008 Biennial Meeting.

On another issue, Gelfius let the Council Chairs know that Council consultants and audience members may be recognized by the Chair; recognition to speak does not have to go through a Council member.

Everly asked if an Issue title can be changed. It was agreed that the submitter can propose the change at Council Meeting and the Council can then approve the change.

A question was raised as to when does a Committee get extended with the same name when proposed to continue? Eils noted that Standing Committee Chairs by virtue of their "standing" status never go away but the Chair, Vice Chair and members are reappointed each cycle.



All Committee members need to re-apply to be on each Council Committee as each Committee is reinstated by the action of a Council. This may be an issue that needs to be clarified in the Procedures manual (**Eils**).

Can the Committees that report to the Board be assigned charges by a Council? Yes, both the Board and the Council(s) may assign charges to a Standing Committee.

Discussion centered around the Board policy that Chairs and Vice Chairs of Councils may not adopt advocacy positions when they are acting in those positions. They should remain neutral and facilitate discussion but do not advocate a position. When they step out of that role (for example, in a caucus meeting or as a delegate,) they can advocate as they wish. They can also relinquish their Council position for a period of time and advocate a position.

Hayes opened the floor to discussion of any suggestions from the Councils to make improvements for the future.

- Everly suggested that an Issue on the Council room screen be presented in legal format (line numbering) so speakers could make quick directions.
- Luedeman raised question of how information displayed on the screen is reviewed and/or approved before it is displayed especially if it represents a viewpoint offered by a member of the audience. Clarity on this might serve us for the future.
- Kohl brought up fact that many issues were brought on CD's; we need the ability to use CD format or require that USB sticks be used or be able to convert CD to USB stick in the Conference office.
- Robbins and Everly suggest Council computers need Word and Adobe software on all computers; needed to edit document so need all attachments in editable format.
- D. Williams requests table or podium near microphone where people were talking from the audience because it is hard to juggle Food Code and papers.
- Kohl asked if we could again consider the number of microphones especially with consultants at the table; a microphone for 2-3 people would work best.

Miscellaneous Executive Board Business

Site selection research will be done this fall for 2010. The Biennial meeting is supposed to return to the Northeast.

Daniels recommended that the Board look at inviting the Environmental Protection Agency to be seated on the Executive Board since some of our issues and/or Committees deal with issues that overlap. Discussion ensued – Feldstein could provide EPA contacts, if needed; FDA may be appropriate vehicle for dealing with EPA; Eils suggested that EPA needs to hear our concerns on this issue but not be a member of this Board.

Barbara Gerzonich says that there has been an effort made towards openness and she asked if Board email votes could be published. She proposes that votes be tallied and posted on the member section of the website. Everly suggests any actions that have been voted on between meetings be collected in subsequent written minutes.

On behalf of the Executive Board, Hayes presented a Certificate of Appreciation to Dee Williams, the Scribe Supervisor for both 2004 and 2006 Meetings.

Dr. Linton reported that Don Schaffner and Brian Nummer (Utah State) received a federal grant (\$50,000 conference grant). The conference, Collaborating across Boundaries in Retail Foodservice Food Safety will be held in Las Vegas in October of 2006. The conference will be by invitation only and will bring together people from such groups as IFT, IAFP, NEHA as well as selected industry members.

Results of the Executive Board Caucus Elections were announced:

Term	Name	Representing
2012	Mary Glassburner	Kansas Health, Southwest State Regulatory
2012	Barbara Gerzonich	New York Health, Northeast State Regulatory
2012	Jeff Luedeman	City of Bloomington, MN, Midwest Local Regulatory
2012	Bill Hardister	Mecklenburg County Health, Southeast Local Regulatory
2012	John Gurrisi	Darden Restaurants, Orlando, FL, Industry Foodservice
2012	Cory Hedman	Hannaford Bros. Scarborough, ME, Industry Food Store
2008	Larry Kohl	Walt Disney World, Lake Buena Vista, FL, Industry At-large

Bill Hardister and Mary Glassburner were introduced and welcomed to the Board. Hayes also acknowledged Art Liang, member of the Board pending Delegate's acceptance of the Issue formalizing CDC's membership on the Board. Hayes announced that the Nominating Committee appointed Elizabeth Nutt and Larry Kohl as Chairs and Vice Chairs for the 2006-2008 Term.

Acknowledgement of members leaving the Board at the end of this Meeting. Chair Buchanon extended appreciation to Sandra Lancaster for her 12 years of service to the Conference. She also extended thanks to Wright for her 6 years of service on the Executive Board and to Frank Ferko for his 2-year service as member of the Board.

Final Meeting



New Chairs with assistance of outgoing Council Chairs need to write document capturing issue decisions and forward these to Hayes and Nutt by 5/15 due.

Hayes will send previous letters to them so they will be able to copy the format (see above).

There was discussion of the establishment of a Conference Member Emeritus status for select members with permanent appointment to the Strategic Planning Committee. This will be an August agenda item.

The next meeting of the Executive Board will be August 29-30, 2006 in the Washington, DC area.