



Conference for Food Protection

Executive Treasurer Report

March 16, 2008

TO: EXECUTIVE BOARD

FROM: TREVOR HAYES, EXECUTIVE TREASURER

SUBJECT: EXECUTIVE TREASURER REPORT
2008 BIENNIAL MEETING

DATE: MARCH 16, 2008

2007 Year-End Financial Report

The subject report received Board approval via E-ballot and has been posted on the Conference website.

There are two Certificates of Deposit, maturing in March and April 2008. A portion of the 2008 Registration and Sponsorship receipts will allow us to augment our CD holdings to maximize interest earnings.

FDA Grant/Travel Subsidy

A grant application was written and submitted on October 1, 2007. The Conference is, once again, fortunate in being awarded a \$25,000 Small Conference Grant from FDA. The grant was funded on February 15, 2008. An online travel subsidy announcement and application form was posted for the period February 19 – March 7.

In response to the advisory to State and local regulatory members, 59 applications were received of which 53 were funded, 3 were transferred to the Executive Board travel subsidy program, 1 was withdrawn and 2 applications were denied. Some applicants were able to request a reduced stipend which allowed the entitlement to increase for the remaining recipients. As of this date, three applicants have had to decline their allocation. The maximum award will approach \$600.

2008 Annual Operating Budget

The proposed 2008 Operating Annual Budget has now been finalized. It was amended as a result of receiving the \$25,000 FDA grant.

Crumbine Award

The decision was made to not seek additional sponsor monetary support for the current cycle as the carry-over is \$9,028.

To date, there are six entries (the most since 2001).

A decision has not yet been made whether to review the applications by conference call or to physically convene the Jury.

Audit of Financial Records

Following the close of the 2007 fiscal year, audit packets were prepared and sent to each of the three members of the Audit Committee. Barbara Gerzonich, Audit Committee Chair, has reported the findings under separate cover.

2008 Biennial Meeting

Registrations

The 2008 preregistration period closed on March 14, with 376 registrations and 212 Workshop registrants. More than one-third of the registrants are new members, continuing the pattern of previous biennial meetings. I believe this is a sign of a strong organization and demonstrates the fact that we continue to grow in both membership and standing. I expect we will easily surpass 400 registrants once again, comparable to Columbus in 2006. Online registration capability streamlines the processing effort. Out of 376 registrants, 178 people used the online system.

Sponsorships

As you will see from Larry Eils' Sponsorship Committee Report, it was a banner year for their sponsorship campaign. \$72,000 was collected from 37 sponsors. 70 complimentary registrations were processed totaling \$27,650. Net receipts of \$44,350 were realized. Credit card processing charges and increased printing and design costs for the Program Book will further impact the bottom line. Clearly, however, we are witness to unparalleled support from the corporate sector of our membership.

Local Arrangements Committee

Joint ED & ET conference calls have been held with the LAC on a regular basis for planning purposes. We are again fortunate to have an extremely hard-working and enthusiastic local team. The four LAC Co-Chairs reflect the constituencies of our membership – Deborah Marlow, Texas Department of State Health Services; Sharon Wood, H-E-B Grocery Company; Yolanda Arellano, San Antonio Restaurant Association; and Lori Calzoncit, San Antonio Metro Health District.

Local Partnership

It was agreed to administer receipts, expenditures and complimentary registration activity for the Local Partnership drive. Fred Reimers, Local Partnership Co-Chair, will provide a report concerning this campaign and how the funds were expended.

Program Book

Responsibility for incorporating 45 sponsor logos into the 2008 Program Book was vested with the ET.

On-Site Registration

Direction has been given to the Local Arrangements Committee in the preparation of Registration Packets. Responsibility for managing the on-site registration desk is vested with the ET. Linda Hayes and Lisa Wright will assist.

Collateral Support

In addition to the ongoing ET responsibilities, collateral support and consultation has been provided to the ED.

Site Selection 2012

Jointly with the ED, the site selection RFP has been revised and sent to the 2012 search committee. There is preliminary interest from Indianapolis, IN.