



MEMORANDUM

**TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION**

FROM: JEFF LINEBERRY

DATE: APRIL 16, 2009

SUBJECT: SPRING BOARD MEETING

1) Executive Treasurer Transition

After a false start the Conference has contracted with Eric Pippert for the position of Executive Treasurer as of April 1, 2009. Communication remains open with the former Executive Treasurer, Trevor Hayes, and the changeover is proceeding smoothly.

2) 2010 Biennial Meeting

Economic conditions suggest that attendance at the 2010 biennial meeting may be down from 2006 and 2008 by 25%. I am seeking the Board's advice regarding renegotiating the contracted room block of 1464 rooming nights for sleeping rooms.

The Local Arrangements Committee has been meeting quarterly and has made significant progress toward planning a successful 2010 biennial meeting.

The Rhode Island Convention Center double booked the designated space for the workshop on the morning of April 10, 2010 with the New England Middle Schools Association. The convention center has admitted responsibility and has assured me they will rectify the situation without inconvenience to CFP.

3) Council Formation for 2010

A postcard announcement of the 2010 biennial meeting and important dates will be mailed the week of May 4, 2009. A blast email to the membership will be sent on May 11, 2009, the opening of the Council application period. Council

applications will close on July 2, 2009. The Council application form is ready to be placed on the website on May 11.

4) 2012 Biennial Meeting

A contract has been signed with the Hyatt Regency Hotel in Indianapolis, Indiana for the 2012 biennial meeting.

5) Crumbine Award

The City of Columbus, Ohio and county of Waco-McLennan, Texas have applied for 2009. The Crumbine award jury will meet via conference call on May 8, 2009 to make a decision on this year's winner.

6) Executive Board Resignations/Appointments

Recent events have brought to light a potential problem with respect to CFP membership and membership on the Executive Board. CFP members are expected to be affiliated with one of the several CFP constituencies, although they need only support the goals of CFP to become a member. However, voting board members represent one several caucuses, including three regulatory groups, four industry groups, academia, and consumers. There are no organizational memberships. All are elected as individuals representing themselves as part of a constituency group. The Constitution and Bylaws do not specify what happens when a member of the Executive Board no longer belongs to one of the constituency groups by virtue of their employment, or when one of the Board members no longer is a member of the constituency caucus that elected them to the Board. In a recent case a Board member was advised that they could continue membership on the CFP Executive Board, even though they were no longer employed in one of the CFP constituencies, but if the Board member has not found employment in the constituency group which elected them prior to the next biennial meeting, they would no longer be a member of the Board. This may be an issue for the Constitution, By-laws, and Procedures committee.

Fall 2009 Executive Board Meeting

Frank Ferko has graciously offered meeting facilities at the US Foodservice Headquarters in Rosemont, Illinois. The meeting will be held on August 25, 26, 2009. Hotel rooms have not been reserved for this meeting. There are number of hotels in the immediate area of the meeting site. CFP Board members and guests are authorized to ask for US Foodservice negotiated rates for the meeting dates. These include \$165/night at the Marriott Suites O'Hare and \$139/night at the Hyatt Rosemont.

Website Progress

The website contract with Kevin Hamstra is proceeding on or ahead of schedule. Eric Pippert is working with Trevor Hayes to get the best deal for processing credit card transactions. In the future, CFP may not use an onsite credit card processing machine, but may enter all transactions online. This will save some money.

Evotes

Asking Executive Board members to vote by email on various topics between face-to-face meetings is an efficient way to conduct business for many issues. However, some members objected to a recent evote request saying they wanted an opportunity to discuss the matter before voting.

It may be appropriate to establish some guidelines for evotes, including who can originate an evote, topics which warrant an evote or are not subject to evote, timelines, quorum, and what happens if there is an objection to an evote.

Executive Director Moving

I expect to move to a new home in early May, 2009. This will necessitate a change in the Conference address. Even though my new home is in the same city where I currently live, I will be able to keep the same phone number for CFP, but may change my email address. I will provide updated information on the changes as soon as I finalize the purchase. New stationery is on order to incorporate changes of the address to remit payments. I will include my new address and as well. Existing Conference brochures printed in 2008 will have a label placed over the current address.