



# *Conference for Food Protection Executive Treasurer Report March 30, 2009*

## **Site Selection 2012**

*Along with Executive Director, Jeff Lineberry, site visits to Indianapolis, Indiana were conducted in October 2008 at the invitation of Scott Gilliam, Indiana State Health Department. We were also welcomed by Doctors Dave McSwane and Rich Linton. Three properties were visited but we were particularly struck by the Hyatt Regency Indianapolis which is a beautiful facility ideally suited to meet the needs of our organization. An agreement has been consummated for April 13 – 18, 2012. Please mark your calendars accordingly. A sales tax exemption certificate from Indiana has been secured.*

## **2008 Year-End Financial Statement**

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

## **2009 Annual Operating Budget**

*The subject report has also been approved and posted.*

## **Proposed 2010 Providence Budget**

*The **Proposed 2010 Providence Budget (following this report)** is new material offered for Board review, discussion and approval. For comparison purposes, the **Finalized 2008 San Antonio Budget** is also included. In particular, please note that 2010 Revenue projections for Registration, Workshop and Sponsorships have been reduced by 25% owing largely to travel restrictions and the current economic climate. Revenue projections were based on the recommendation that 2010 fees remain the same as in 2008.*

*Disbursement projections were based on 2008 expenses with the addition of The Westin food & beverage requirements and RI Convention Center meeting room rental. Rhode Island has determined that the Conference is not eligible for sales tax exemption. This decision also impacts expenses.*

*A pre-payment amount of \$10,968 is in place for 2010 (per contract, \$6,500 to The Westin and \$4,468 to the RI Convention Center).*

*Local Partnership and Grant amounts are yet to be determined.*

*As background, for the past three cycles, the ratio of Revenues to Biennial Meeting expenses has been approximately 3 to 1 (see ET Report August 2008 EB meeting). The projected ratio for this cycle is 2 to 1.*

**Recommendations:**

*1) Request a reduction in The Westin room block. The current block calls for 1464 room nights. Complimentary meeting room rental, 1/50 rooms, Conference Chair suite, 5 staff rooms at 50% off and three Junior Suite upgrades are based on 80% of this block being filled (guest room consumption of 1,171). With the projected attendance being reduced 25% (from 400 to 300), request room block reduction of a minimum of 100 room nights such that the 80% requirement might more likely be realized (1091) and concessions received.*

*2) Recommend Conference and Workshop fees not be increased for the 2010 cycle so as to encourage attendance. Fees were previously raised \$25 during the 2008 cycle.*

*3) Research the prospect of piggy-back meetings such that member travel expenses can be offset and the room block fully utilized.*

*4) Fully explore grant opportunities to facilitate travel for members.*

*5) Further recommend that the 2010 Sponsorship campaign be opened in either August or September of 2009 (before Registration begins) to extend the contribution period.*

*6) Similarly, recommend that the Local Partnership initiative begin as soon as possible.*

**1<sup>st</sup> Quarter Financial Statement**

*The 2009 1<sup>st</sup> Quarter Financial Statement is offered for review, discussion and approval. (Note: Hard copy of this report will be available for distribution at the Board meeting)*

**Overall Financial Picture**

*The Conference currently has two Certificates of Deposit totaling in excess of \$143,000 which, coupled with the checking account, provides for a total approximating \$180,000. Although this represents a sound financial picture, the elevated expenses and decreased revenue for the 2010 biennial meeting will substantially decrease reserves. Sponsorship revenues may also decline. These considerations strongly suggest that we continue our practice of financial prudence.*

**Recommendation:** *Establish an amount that will be consistently held in reserve (suggested minimum of \$75,000).*

## **Audit of Financial Records**

*As provided by the Constitution and Bylaws, an annual audit of the Conference financial records was performed. Audit packets were sent to Wayne Derstine, Chair, and his two Committee members. The report of the Audit Committee is presented under separate cover.*

*The Audit Policy, developed in 1996, is outdated. By way of background, following is an excerpt from the Board meeting minutes of April, 2002: "Audit of Financial Records – Hayes reported findings on the subject of audit of our financial records, disclosing that our tax consultant asserts that our audits should be internal audits; that we should not sustain the cost associated with biennial 3<sup>rd</sup> party audits; Board affirmed that audits should be conducted internally on an annual basis (per Constitution and Bylaws) with "outside" audits perhaps once every ten years or upon change of Executive Secretary assignment." Current practice (since 2003) has been to have an annual internal audit. To comply with the above referenced Board decision, the next 3<sup>rd</sup> party audit would take place either in 2012 OR when a transition occurs.*

***Recommendation:*** *Audit policy be reviewed and updated to render it consistent with provisions of the Constitution and Bylaws. Article XV, Section 5 reads:*

*"The Audit Committee shall report to the Board. Except when a certified public accountant conducts an audit of the Conference's financial records, the Audit Committee shall audit the Conference's financial records annually."*

## **Website**

*The first goal of the website development project (to consolidate the Conference website into one easy-to-maintain site) has been completed (cost: \$3,000).*

*The second goal (dealing with "forms" development) is in progress and is scheduled to be completed by June 15, 2009 (cost: \$2,475).*

*The third goal (Issue submission process) is scheduled for completion October 1, 2009 (cost: \$2,625 plus software and dedicated server fees of approximately \$4,000).*

## **Executive Treasurer Transition**

*The selection of Eric Pippert as your new Executive Treasurer is one that holds great promise for the Conference. Eric's credentials are both considerable and ideally suited to the needs of the organization. The transition is proceeding smoothly and I know you will find Eric to be a worthy member of the administrative team.*

*On this note, I would like to thank you for the privilege of serving the Conference in various capacities over my 20-year tenure. I have thoroughly valued my professional associations. I leave the organization with a sense of quiet pride, knowing that it is well prepared to continue its food safety mission.*



## CONFERENCE FOR FOOD PROTECTION, INC

### PROPOSED 2010 PROVIDENCE BUDGET

<b>REVENUES</b>	<b>BUDGETED</b>	<b>RECEIVED</b>
Registration	\$ 95,000* (Reduced 25%)	
Workshop	17,500** (Reduced 25%)	
Issue Sales/Guest Passes	150	
Sponsorships	55,000 (Reduced 25%)	
Local Partnership	TBD	
Grant	<u>TBD</u>	
Total	\$167,650	
<b>DISBURSEMENTS</b>	<b>BUDGETED</b>	<b>EXPENDED</b>
Supplies	\$2,000	
Postage	1,250	
Printing	12,000	
Telephone	50	
Coffee Breaks	5,000	
Equipment Rental	8,500	
Meeting Room Rental (Convention Center)	17,340	
Workshop	5,000	
Clerical Assistance	500	
Chair's Reception	1,000	
Welcome Reception	14,000	
Providence Reception	15,000	
Assembly Transcript	1,000	
Executive Board Breakfasts	1,000	
Council Member Lunch	3,000	
Miscellaneous – Credit card	5,000	
Acknowledgements	1,000	
Insurance	200	
Local Partnership	TBD	
Grant	<u>TBD</u>	
Total	\$92,840	

\* Based on projected paid Conference registrants of 240 X \$395 (2008 was 316 paid plus 81 comp)

\*\* Based on projected paid Workshop registrants of 175 X \$100 (2008 was 224 paid plus 16 comp)



## CONFERENCE FOR FOOD PROTECTION, INC

### FINALIZED 2008 SAN ANTONIO BUDGET

<b>REVENUES</b>	<b>BUDGETED</b>	<b>RECEIVED</b>
Registration	\$148,125*	\$124,390***
Workshop	18,750**	23,250****
Issue Sales/Guest Passes	500	170
Sponsorships	40,000	72,368
Local Partnership	<u>25,000</u>	<u>7,200</u>
<b>Total</b>	<b>\$232,375</b>	<b>\$227,378</b>

<b>DISBURSEMENTS</b>	<b>BUDGETED</b>	<b>EXPENDED</b>
Supplies	\$ 2,000	\$2,217
Postage	2,000	1,160
Printing	12,000	10,319
Telephone	50	0
Coffee Breaks	6,000	5,736
Equipment Rental	7,500	7,583
Workshop	5,250	3,720
Clerical Assistance	500	0
Chair's Reception	1,000	801
Welcome Reception	11,000	14,300
San Antonio Reception	14,000	14,327
Assembly Transcript	1,000	419
Executive Board Breakfasts	1,000	975
Council Member Lunch	2,650	2,875
Miscellaneous – Credit card	3,500	4,788
Acknowledgements	2,000	1,052
Local Partnership	<u>25,000</u>	<u>7,200</u>
<b>Total</b>	<b>\$ 96,450</b>	<b>\$77,472</b>

\* Based on projected paid Conference registrants of 375 X \$395 (\$20 approved fee increase)

\*\* Based on projected paid Workshop registrants of 150 X \$125 (no fee increase)

\*\*\* Actual Conference attendees 316 (Paid) and 81 (Complimentary)

\*\*\*\* Actual Workshop attendees 224 (Paid) and 16 (Complimentary)

Respectfully submitted by:

/s/ Trevor Hayes

Trevor Hayes

Executive Treasurer

Finalized July 23, 2008