

LAC Committee Update

The LAC was established June 2010.

Sponsorship/Fundraising Donations

The sponsorship co-chairs distributed LAC Sponsorship forms and made individual contacts to potential sponsors. To date, cash and in-kind donations are \$21,675.00. Red Gold, a privately held Indiana company, has donated the attendee bags and tags. The bag is of recycled material in the spirit of "green". Indiana Restaurant Association is donating the name badges, special badge artwork and name badge printing and a copy of Indianapolis American Cuisine Magazine for each attendee. They are also planning on providing several cases of Indiana wine and beer for the enjoyment of the attendees. If this would fall through the LAC will be making a donation toward this purpose. The Indianapolis Convention and Visitors Association will be providing visitor's packets and a welcome announcement/signage at the airport. The fund raising is essentially complete at this point with the exception of donated bag stuffers that continue to come in. The Indiana State Department of Health is providing extensive resources, such as the AV contractor and assistants, graphic artists, computer technicians and general support for this event.

Fiscal Agent

The Indiana Restaurant Association continues as the treasurer for the LAC.

Budget

Since the CFP is only doing one reception, instead of two, the LAC is contributing \$3,000 toward the Sunday morning breakfast. It was felt this was more important than providing a second reception. The scribe word processing for Council 2 will be provided via live streaming onto the council members own notebooks/tablets in addition to the normal overhead projection. This is budgeted to cost approximately \$1,373. Originally the LAC had planned to do this for all 3 councils, but it was decided that the added cost was excessive and the hotel has limited bandwidth after a field test was done. Specific instructions have been provided to the council members on how to use this. The LAC is now responsible for lodging for two of its members and so the saved funds will go toward this purpose. The LAC will make a final day decision as to whether to add additional screenage and projectors after seeing the final room set-up. It has budgeted and additional \$1,000 for this purpose. Any excess funds raised and not used by the LAC would be provided to the Conference for Protection after the conclusion of the 2012 conference and when all LAC bills have been paid. Please see the attached spreadsheet for a more detailed accounting of the LAC activities.

Personnel

The following key local arrangement committee conference job positions have been filled:

Headquarters Officer Manager – Margaret Voyles (ISDH)

Headquarters Office Assistant – Al Houchin (ISDH)

Registration Manager – Eric Pippert (CFP Treasurer)

Registration Assistant Manager – Kelli Whiting (Marion County HD)

A/V Manager – Ed stoner (ISDH)

A/V Assistant Manager – Phil Greenwood (ISDH) and State IT services

Computer Technician - State IT services

Volunteers (Scribes, Runners, Registration/Hospitality Desk) – Sharon Farrell (ISDH) - includes state and local regulatory, industry

Parliamentarians – Allen Gelfius, Lead; Ruth Hendy, Council 1; Janet Williams, Council 2; Alan Tart, Council 3; and Shirley Vargas (IN) alternate

Industry Coordinators - Debbie Scott (IRA), Stephanie Mohn, (Marsh)

Scribes – Lisa Harrison, Dawn McDevitt, and Sarah Popovich (all ISDH) and alternate, Debrina Hilton, Tulsa HD;

Indpls. Convention and Visitors Association - Donna Striby, <http://visitindy.com/>

Photographer - Dan Axler, ISDH

All key personnel will be present at the pre-con meeting with the hotel staff on Thursday, April 12

Equipment and Supplies

The miscellaneous equipment and supplies identified in the LAC planning guide are reserved. The large copy machine is being donated from RICOH. The computers and small printers are being supplied by the State of Indiana. All other needed office supplies are being ordered or in our possession now. Equipment will be available based on the Program and Committee schedules and requests.

Speakers

Mike Taylor, FDA, has accepted our invitation to be the keynote speaker during the opening session. Greg Larkin, MD, Indiana State Health Commissioner, will provide a short Indiana welcome at the beginning.

Continuing issues

The Fire Department Instructor Conference (FDIC) will be occurring at the same time (starting April 16) as the CFP 2012. This is a large convention that creates a lot of activity in downtown Indy.

Super Bowl 2012 occurred in February so the downtown area is in great condition.

The Food Protection offices have not moved at this point and are now scheduled for early May well after the CFP.

New Issues

There will be no guided tours as the LAC felt it was cost prohibitive and many of the members would rather have the added free time to network and review the council issues. Debbie Scott and Donna Striby will be evaluating possible combinations of self guided tours of several downtown sites, i.e., museums, NCAA, etc., and possible discount deals for downtown. We anticipate information being provided to the attendees at registration.

As part of the state and national nutrition initiatives the Sharon Farrell, LAC, worked with Jeff and the hotel to make slight modifications to the menu items to make them healthier. We feel the menu will reflect a healthier alternative yet be enjoyed by all.

Final Comments

An after action lunch will take place immediately after the conclusion of the last board meeting with the LAC and the 2014 LAC to officially pass the torch of responsibility to the next inline. We feel this is an incredibly important luncheon meeting to have to help the next group of avoid any pitfalls.

Submitted 04/1/2012 by:

A. Scott Gilliam, LAC Chair