

**Item 4.4.1****Conference for Food Protection (CFP) Local Arrangements Committee (LAC)****July 15, 2019****Scheduled Time: 1:00pm - 4:00pm****ATTENDANCE**

<b>Name (Last)</b>	<b>Name (First)</b>	<b>Affiliation</b>	<b>In Person</b>	<b>On the phone</b>	<b>Absent</b>
Born	Sally	Colorado Department of Public Health & Environment (CDPHE)	X		
Brandt	Matt	Colorado Department of Public Health & Environment (CDPHE)	X		
Burke	Laurel	Starbucks			X
Duncan (previously Gillespie)	Shaunette	Denver Department of Public Health & Environment (DDPHE)	X		
Garcia	Matthew	Jefferson County Public Health			X
Hails	Steve	Diversey	X		
Huffman	Troy	Colorado Department of Public Health & Environment (CDPHE)	X		
James	LeAnn	Red Robin			X
Lichlyter	Matt	Whole Foods		X	
McInnes	Carol	Boulder County Public Health		X	
Nelson	Grace	Denver Department of Public Health & Environment (DDPHE)	X		
Ramig	Mindi	Jefferson County Public Health	X		
Ries	Jeannine	CSU		X	
Seminara	Mario	Food and Drug Administration (FDA)			X
Shukie	Colin	Tri-County Health Department		X	
Tate	Christl	National Environmental Health Association (NEHA)	X		
Vergara	Gabri	Weld County Health Department	X		
Vincent	Mike	Tri-County Health Department	X		
Vonfeldt	Dave	King Soopers/Kroger	X		
Wynne	Rebecca	Darden	X		
McSwane	David	CFP Executive Director		X	

**Meeting start time: 1:10pm**

Additions to the LAC roster

- Welcome Christl with NEHA (standing in for Rance Baker from now on)!
- Welcome Jeannine with CSU!
- Dr. McSwane, Executive Director of the Conference for Food Protection, is on the call as well.

### Sponsorship discussion

- Per, Dr. McSwane, Sponsorship committee's responsibilities are to solicit sponsorships nationwide.
  - LAC focuses on sponsorship within the state in which the meeting is being held or the state(s) in the local region where the meeting is being held.
- The higher the dollar amount, the more perks there are with levels of sponsorship.
  - Note: companies that make multiple donations may be recognized for each donation, i.e. two (2) silver sponsors instead of one (1) titanium sponsor.
- Review of the sustaining sponsorship levels. Find levels of sponsorship here: <http://www.foodprotect.org/forms/sponsorship-information/>

### Questions around items in the gift bag/swag bags

- If they donated monetary amount instead of product itself for gift bag, can they be recognized as a sustaining sponsorship level?
  - Per Dr. McSwane, this is something that the larger sponsorship committee probably has to come up with some sort of proposal.
- Digital program only this year - no paper program will be distributed.
  - Note: each meeting they have a symbol of something unique to the host city. Virginia had a heart - "Virginia is for lovers." What would Colorado have?
- Committee would like Colorado lanyards instead of a company name lanyard.
  - What about if a school sponsored a lanyard?
    - **Jeannine** to look into a CSU lanyard/CSU sponsorship? We would probably want to shoot for ~650 attendees.
  - **Jeannine and LAC**, please have a mock draft of the lanyard sent to the CFP Board for approval
- Is there a letter to give potential donors? Even if they're only donating items for the swag bags?
  - Per Dr. McSwane, CFP Sponsorship Committee is working on this. Also working to establish links on the website where companies and people may apply for sponsorship. Expected deadline: August 1.
    - We do have a W-9 for use. The W-9 could be used for donated items re: swag bags.
  - Bottom line: CFP is happy to do whatever the sponsor requires re: letter.

### More discussion around donation items, specific to the Wednesday night LAC reception

- Question: people in the past have said we have breweries, wineries, etc. - can they donate to a reception?
  - Answer: typically, that all falls on what the hotel is willing or able to agree with. We would have to work all that out with the hotel to determine if it's cost effective.
  - Let's confirm with the hotel as there may be opportunities with wine, beer, or foods with the reception.
  - **Troy** to talk to Gina at the Grand Hyatt. Maybe Dave, Troy, and other CFP officials to connect and conference with hotel to determine what hotel could accept in terms of food or drink donations.
- Question: Is the Pinnacle room is locked down for the Wednesday night reception?
  - Answer: yes.

- Update from Dave: New Belgium Brewing may be able to donate beverages for this event.
- **Dr. McSwane and Troy** should have conference call with Gina and other appropriate LAC members to determine what capacity, if any, we have to have beverages or food donated for consumption at the Grand Hyatt.

Action item for **all LAC members**: Dr. McSwane recommended that we familiarize ourselves with planning guide for 2020

- Next Board meeting in August 2019

## PROJECT UPDATES

### Project #1 - Hotel Arrangements

**Mindi Ramig, Mike Vincent, Carol McInnes**

- We set up a meeting between the three of us to touch base.
- Need to connect with Gina (Grand Hyatt) to determine parking options for volunteers
  - Discussion and brainstorming re: parking and transportation for volunteers
  - Shaunette connected with VISIT DENVER to gather information re: transportation, local foods, etc. **All**, see attached notes from meeting.
  - **Rebecca** may look into Lyft or Uber codes for help with transportation
- Also wondered about visiting the venue again to determine best options for signage.
  - Signage meaning “Silence. Conference in progress.” or directional signs to appropriate rooms
- Volunteer needs: 15-20 volunteers/day
  - LAC folks on site for 10-12 hours/day: who is that?
  - Expectation to be on-site all day: the hq office manager and office assistant
  - Registration assistant(s) are also needed all and each day
  - Most volunteers needed on day 1 and 2
- **Troy** to connect with Gina to help project #1 folks progress further.
- Emergency contact during the hotel?
  - **Troy** to find out who our contact person will be for the day of the conference

### Project #2 - Food & Beverage Functions

**Mindi Ramig, Mike Vincent, Colin Shukie**

- Troy to connect with Gina to help determine possible options for local foods or beverages to be donated
- Connect with VISIT DENVER to determine list of local lunch options. Shaunette connected with VISIT DENVER, and they are happy to provide a list of food options - just need to rely VISIT DENVER the zone in which we are requesting a list of retail food facilities
- Discussion around coffee in the morning
  - Are there other ways to accommodate attendees who may want coffee?
  - RMFS had different milks available so could we consider those who are lactose intolerant or vegan?
  - **Laurel** Burke with Starbucks is happy to chat within her company and see what options there may be to help with this
    - **Mike Vincent** and **Laurel** to connect on this
- Re: Wednesday night reception ideas for local food
  - Smoked trout, bison, street tacos, rocky mountain oysters, etc.
  - This idea cannot move forward without talking to the hotel first

- **Troy** to set up phone call with Gina, our contact at Grand Hyatt

### **Project #3 - Audio Visual Needs**

**Matt Garcia**, Matt Lichlyter, Brian Young (CDPHE)

- **Troy** to send an email out to AV needs project members to review next steps and discuss action items moving forward
- **Troy** to also check with Gina re: screens in the rooms
- VISIT DENVER gave a list of printing services in the area.
- Rebecca will need help transporting her monitors and screens
- Note from Christl: we should double check with the hotel contract to determine what we may bring in or not bring into the hotel as past experiences have taught her that fees could be associated with this
  - **Troy** to check on what AV equipment we can bring in and if there are any fees associated with that

### **Project #4 - Council Needs**

**Mario Seminara**, Mindi Ramig, Gabri Vergara, Mike Vincent, Colin Shukie

- Mario has all of the Parliamentarians needed for CFP (each Council needs 1 Parliamentarian)
- Jeannine to be added to this project
  - **Sally** to add Jeannine to projects #4 and #5 master sheet

### **Project #5 - Registration & Office Area**

**Gabri Vergara**, Shaunette Duncan, Grace Nelson, Brian Young (CDPHE)

- Jeannine to be added to this project
- Gabri to create master list of volunteers
  - What is the best method for acquiring scribes, runners, and volunteers?
  - Ideal for same scribe for each council (which means volunteering for multiple days) for consistency
    - Scribes also have a meeting beforehand (probably plan Monday through Thursday if you are soliciting scribes)
    - Troy will be looking to his staff for scribing
    - Looking at how well you can type, understanding Word, Word “Track Changes” function, etc.
    - Runners’ time commitments can be split up to smaller time frames
- Also, this committee will need to try to track down a printer and other “office” items for the headquarters office
- Question re: roles and duties related to office manager, assistant office manager, etc.
  - Gabri would like to distribute to EH directors, CALPHO, and other professional networks to solicit participation.

### **Project #6 - Local Arrangements**

**Steve Hails**, **Rebecca Wynne**, Carol McInnes, Gabri Vergara, Shaunette Duncan, Grace Nelson, Colin Shukie, Matt Lichlyter, Dave Vonfeldt, Laurel Burke, Sally Born

- Swag bags (Dave/Steve)
  - May need only 600-650 swag bags
  - Thermoworks wants that sponsorship letter
  - Dave knows of a company that would be willing to brand and give away a smaller item, like stress ball or hand sanitizer
  - Question: when we get these items acquired, where can we store this?

- CDPHE does not have the space here
    - Denver may have some space in their office(s)
    - King Soopers may have the space too
    - Could the hotel be used as a staging space?
  - Need: primary storage location and mailing address
  - Beer options? Dave mentioned that it may work best to have multiple brewing companies to serve the needs of all people
    - Need to first identify what we can and cannot bring into the hotel via our contact at the Grand Hyatt
- Wednesday night - LAC welcome reception
  - Pinnacle Club is locked down
- Opening session
  - Colin reached out to Dr. Douglas, MD (TCHD Director) for ideas
    - 1<sup>st</sup> thought: Governor Polis; 2<sup>nd</sup> thought: Jill Ryan; 3<sup>rd</sup> thought: Denver City Mayor
    - 7/12/2019 - Colin put in an official request for the Governor
      - Unable to confirm or regret a request for the Governor until 2 weeks out
  - Governor of Colorado (invited) - a way that most other folks have put this on the agenda
- Cultural/local area information
  - See Visit Denver notes attached
  - There will be a Visit Denver link embedded onto the CFP website
  - Hospitality table
    - What type of table we may need - add to conversation with Gina
- Other duties
  - Will need licensed or certified court reporters
    - This is a recommendation that we provide to CFP
    - Suggested to search for “court reporting services Denver, CO” online to see what may result from that
  - Promotion of the conference via marketing or networking
    - **All LAC members**, share via Facebook or LinkedIN (links on their website)
  - Local sponsorship
    - Make sure to not overlap what their sponsorship committee is doing
    - Is there a goal \$\$ of sponsorship? Unknown at this time.
  - Media coverage
  - Alternative hotel arrangements
    - Suggested to ask if there are other conferences going on at the same time as CFP

#### Misc. discussion

- What time would the keynote speaker go on?
  - Monday, March 30, ~4:00pm
- How many volunteers?
  - We will create volunteer opportunities for as many that want to volunteer
  - Scribes, office manager, and office assistant would be full week commitments

**Next meeting: October 7, 2019 (MONDAY), 1-4pm at CDPHE, agenda to follow**