CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA
MAY 14-15, 2013
Buena Vista Palace Hotel and Spa - Islander I/II/III
Orlando, FL
Continental Breakfast at 8:00 a.m. both days
Meeting will start at 8:30 a.m. both days

Opening – Conference Chair Lori LeMaster, Presiding
- Call to Order
- Anti-trust Policy Reminder/Openings remarks
- Roll Call/Acknowledgement of Board Members
- Acknowledgement of Guests
- Board Meeting Minutes, August 7-8, 2012 – (previously approved via E-ballot)

Executive Staff Reports
- Executive Director – David McSwane
- Executive Treasurer – Eric Pippert
- Executive Assistant – Lisa Wright

Old Business
- Matters pending from August, 2012 meeting
  - 2012-II-38 Consumer Scholarships - Klein
  - 2012-I-021 Notification of Consumers of Recall – Girard
  - Ad Hoc Committee on standards for documents published for CFP website - Schaffner

Biennial Meeting Planning Update
- LaDonna Pettit, Conference Direct
  - Replacement for the Owyhee Plaza hotel in 2016

2014 Biennial Meeting
- Local Arrangements Committee – Michael Roberson and Lee Cornman
  - Orlando LAC Budget
  - Timeline
  - Job Assignments
  - Tour of Hotel and Convention Center Facilities (Time TBD)
  - Council Formation

Council Reports – (Committee status reports and updated rosters)
- Council I Report – Brenda Bacon and Christopher Gordon
  - Plan Review
  - Wild Mushrooms
  - Meat and Poultry Processing at Retail
  - Beef Grinding Log
• Council II Report – Patrick Guzzle and Susan Quam
  o Interdisciplinary Foodborne Illness Training
  o Program Standards
  o Certification of Food Safety Regulation Professionals
  o Standardized Data Collection and Electronic Reporting of Inspections

• Council III Report – David Gifford/Todd Rossow
  o Emergency Action Plan
  o Hand Hygiene
  o Listeria Guidelines
  o Time as a Public Health Control

Standing Committee Reports
• Constitution and Bylaws – Lee Cornman
• Food Protection Managers Certification, Testing and Certification – Jeff Hawley and Christine Hollenbeck
• Strategic Planning – James Mack
• Program – Julie Albrecht
• Compensation Committee – Larry Eils
• Sponsorship Committee – Greg Orman
• Issue – Vicki Everly/Aggie Hale
• Audit – Terry Levee

Special Committee Reports
• Food Allergy Research & Education (FARE) – Mike Spigler

Federal Agency Reports
• FDA – Kevin Smith
• USDA – John Hicks
• CDC – Carol Selman

New Business
• Plans for conducting a search for staff vacancy – Transition Committee
• 2016 Biennial Meeting – Boise, ID, April 16-20, 2016
• Fall Meeting – August 13-14, 2013 - Yum Global and KFC Headquarters, Louisville, KY. Board members will stay at the Seelbach Hilton hotel in downtown Louisville. You should call 800-333-3399 to make your reservation, and you will need to identify yourself as a member of CFP to receive the $97 per night rate. The cut-off date for making a reservation is July 15, 2013.

Adjournment

Individuals wanting to participate in the Executive Board meeting via conference call should dial 1-877-394-5901 and use access code 4908186.