

August 4, 2006

Report to: CFP Executive Board

From: Lisa Wright, Executive Assistant

Subject: Duties/Projects

- Membership - 521 Total

Constituency	Number	Sub-constituency	Number
Academics	22		
Consumers	8		
Industry	243		
		Food Service	93
		Food Processing	15
		Food Retailers	59
		Food Vending	4
		Food Distributor	1
		Food Bank	3
		Other (Consultants, Testers, Services, Labs)	68
Regulatory	248		
		Federal	50
		State	118
		Local	80

- 2006 Conference documents on website include all that would be put on CD

Still to be posted – letters from agencies

- Facilitated committee selection process by creating reports of applicants for Council Chairs to share with Committee Chairs
- Blast emails to membership at appropriate times.
- Policies – wrote/rewrote 7 policies for review and approval of Board.
 - Travel Policy (2005)
 - Antitrust Statement Policy
 - Audit Policy
 - Commercialism Policy
 - Crumbine Award Policy
 - Late Issue Submission Policy
 - Open Meeting Policy
 - RECORD RETENTION POLICY (New)

- Website development – working with Charles Otto

Decision to be made: Where do we go from here?

- 1) Do we want a simple, functional, inexpensive site (like Altrue) that will satisfy the basic needs of the Conference going forward for the next few years that will be managed with minimum use of resources and time?
- 2) Do we want a content-rich site that will deliver sophisticated capability that will be managed by a third party and possibly a different CFP person who is better than me at knowing what options we have (such as the scrolling news feature) and that will be directed to a wider audience?
- 3) Do we want to stay with Sterling (possibly with a different point person) and live with what we have for a couple more years?