



MEMORANDUM

**TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION**

FROM: JEFF LINEBERRY

DATE: AUGUST 9, 2007

**SUBJECT: AUGUST BOARD MEETING
INCOMING EXECUTIVE DIRECTOR**

The transition of duties from outgoing executive director to incoming executive director has progressed smoothly, and is now complete. Following the August 28-29 board meeting, Trevor Hayes will serve exclusively as Executive Treasurer. All requests for travel funds and inquiries about CFP finances should be directed to Trevor Hayes. Other requests or inquiries should be directed to me. I am most grateful to Trevor and Linda Hayes for their invaluable assistance during the transition. Trevor and Linda have graciously agreed to allow me to continue to consult with them should I need their help.

Action items from the April 2007 board meeting have been covered in the outgoing executive director's report with the exception of the following:

- 1) Richard Barnes, Director of Federal-State Relations for the US Food and Drug Administration (FDA) was invited to address the executive board meeting on August 28-29, 2007 regarding the ongoing reorganization of the FDA. Mr. Barnes was unable to attend because of a prior commitment. Dr. Nega Beru has graciously agreed to address the board.
- 2) Conference Chair, Elizabeth Nutt, sent a letter to Dr. Brackett, Director of FDA's Center for Food Safety and Applied Nutrition on June 4, 2007. The letter reiterated the CFP position regarding minimum educational requirements for regulators of retail food facilities, and requested that FDA reconsider its response to 2006-II-38 and 2006-II-39 as recommended by CFP. AN FDA response is expected during the August 28-29, 2007 board meeting.

Activities since the April board meeting:

1) Council Formation

The membership was notified via postcard in mid-May that councils for the 2008 biennial meeting were forming. The original cut-off date for applications was June 29, 2007. That date was extended until July 13, 2007 in order to encourage more applications. A total of 103 applications from members was received and forwarded to council chairs and vice-chairs. Applicant demographics appeared to be diverse geographically and a good mix of constituencies. However, there were very few consumer and federal applicants. The CFP website application process worked well.

2) CFP Website

The planned transition from the current webhost, Sterling Digital, to Altrue, did not occur. Communication with webdesign staff at Altrue became increasingly difficult. Numerous attempts at contact were unsuccessful or excessively delayed. The head of Altrue was completely non-responsive. At the same time, new personnel at Sterling were very cooperative and timely with the development of the council application form and website updates. Therefore, the relationship between CFP and Altrue was terminated via certified letter. CFP is no longer paying Altrue for any services.

3) Registration Packet

The registration packet for the 2008 biennial meeting is well underway. A sample will be available for board review at the August 28-29 meeting.