



**MEMORANDUM**

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

**FROM: TREVOR HAYES**

**DATE: JULY 26, 2007**

**SUBJECT: AUGUST BOARD MEETING  
OUTGOING EXECUTIVE DIRECTOR/TREASURER REPORT**

As your Outgoing Executive Director, there were some items identified in the April Board meeting minutes that required attention, as follows:

1) Issue 2006-I-027

Following is the pertinent text of the Conference recommendation:

*“The Conference recommends.....*

- 2. Assign a representative from CFP to interface with the ISSC Committee on Traceability. That committee is developing a strategy to address tracing shellfish from the water to the table that will likely impact the existing tagging system.”*

Fred Reimers, who provides consulting services to FMI, has agreed to serve as the Conference representative to the ISSC Committee on Traceability. This Committee will be meeting in August and Fred should be in a position to report to the Board regarding this subject.

2) AFDO MOU

Jane Griffith, Chair of the Constitution, Bylaws/Procedures Committee, has been apprised of the fact that the MOU's for AFDO and CDC must be presented to Council II as Issues and then be ratified by the Assembly.

### 3) Crumbine Award

The results of the Crumbine Award discussion at the April Board meeting have been shared with Lynn Dyer of the Foodservice and Packaging Institute, administrators of the Award.

### 4) Resignation of Alison Rein

With the resignation of Alison Rein, Consumer Representative to the Executive Board, discussion ensued with both the National Consumers League and with the Center for Science in the Public Interest. Ultimately, it was determined that Ben Cohen of CSPI was the only consumer representative eligible for appointment to fill the subject vacancy. Given Ben's part time status with CSPI, we reached an accommodation that Elizabeth would officially appoint Ben but Sarah Klein, also with CSPI, would represent Ben at the August Board meeting as a non-voting representative. This appointment is effective until the caucus elections in April 2008.

### 5) Parliamentarians

Allen Gelfius of FDA/ORA will again serve in 2008, this time as Principal Parliamentarian for the Conference. The search continues for other qualified persons, one of whom may be Kevin Reimers (Fred Reimers may be in a position to report on Kevin's availability to serve in this capacity). If anyone has information concerning other prospective Parliamentarians, please advise either Jeff or Trevor. We are attempting to find three more – one for each Council – with Allen floating between the sessions to provide counsel and consistency.

### 6) Program Committee Chair

As referenced in the April Board meeting minutes, there is a need to address the position of Program Committee Chair in the Constitution and Bylaws so as to more accurately characterize the responsibilities of the position. Hayes will work with Chair Griffith to ensure an Issue is prepared to address this matter.

### 7) 2008 Biennial Meeting

All function space has been appropriately blocked at the Omni Hotel. AV has also been ordered for all meetings except Friday Committees. Negotiations took place with Presentation AV Services and a substantial discount was granted. AV to this point is \$7,700.

A Conference Call was held in July with the 2008 LAC (10 members in attendance). Progress reports indicate planning is proceeding well. Detail to follow in LAC Report to the Board.

The Executive Treasurer report is as follows:

1) Taxes and Filings

2006 Income Tax, Secretary of State/Attorney General Filings, and Corporation Renewal are all complete.

2) 2<sup>nd</sup> Quarter Financial Report

This has been distributed and is currently being reviewed for approval. 2<sup>nd</sup> Quarter Summary is as follows: Receipts = \$1,897; Disbursements = \$22,133; and Balance on hand = \$142,021.

3) Grant Research

Initial inquiries have been made with FDA and preliminary application is begun. Richard Barnes of FDA has indicated that a small conference grant may be available once again.

4) 2008 Biennial Meeting Expenses/Fees

There was a request at the April Board meeting that justification be presented to support a registration fee increase. Records indicate fees and expenses for (3) Biennial Meetings as follows:

Year	Registration/Workshop Fee		Expenses
2004	\$375/425	\$150/200	\$56,390 (Taxed)
2006	\$375/425*	\$125/175*	\$63,740 (No Tax)*
2008	\$395/445	\$125/175	\$71,450 (No Tax)

Expenses are projected to increase \$7,710 from 2006 to 2008. Based on 375 attendees a \$20 fee increase per registrant would result in \$7,500 increased revenue to offset expenses.

\*Note that there was no registration fee increase (along with a Workshop decrease due to a grant) in 2006 despite expenses being \$7,350 higher than in 2004. Increased attendance and a \$48,000 Sponsorship effort more than covered the increased expenses.

5) Current Financial Focus

**Website Redesign**– In April, 2005 the Board approved an additional \$10,000 amount specifically for Website Redesign. This project is nearing completion with a balance of \$5,767 remaining.

**Executive Board Travel Expenses** – Our operating budget has increased for this line item over the past several years as follows:

2004- \$8,000      2005- \$10,000      2006- \$10,000      2007- \$13,000

**Administrative Reorganization/Stabilization** – A third position, Executive Treasurer, has been hired to balance the increased workload. This has resulted in an increased operating budget to cover salaries, travel and office expenses. A chart is available to show the Administrative Expense Progression 2002-2007. Administrative salaries will now be more uniform over a two-year contract cycle. Office expenses will stabilize now that the new ED office is established. Travel expenses are also projected to decrease and other ways to cut costs are being explored.

**2010 Biennial Meeting** – Every 12 years the biennial meeting is held in the NE region which is noticeably higher in lodging and food/beverage costs. Our attendance is also reaching the point that sufficiently large Council rooms are becoming problematic to find. For 2010, two contracts were negotiated; one was for hotel sleeping and smaller meeting space and a second contract was with the Providence Convention Center to accommodate all large sessions including Opening, Closing and (3) Councils. Every effort is being made to plan for these increased expenses on a gradual basis while holding registration fees in check.

**Infomercial** – New marketing project which has, to this point, been an unbudgeted item.

6) Reserve

Our current reserve in the form of (2) CD's is \$93,844. This is the highest it has ever been but also provides a source of revenue via interest in a non-biennial meeting year. The general pattern of the reserve account is to set aside an amount equal to the operating budget for a non-biennial meeting year. History shows the relationship between the reserve account and expenses for (4) non-biennial meeting years as follows:

Non-Biennial Year	Reserve Amount	Expenses
2001	\$47,883	\$48,062
2003	\$60,249	\$41,277
2005	\$65,640	\$58,130
2007	\$93,844	\$100,118 (Projected)