

Conference for Food Protection 2008-2010
Compensation Committee
Executive Board Meeting Committee Report
August 26-27, 2008
Orlando, FL

Date: August 1, 2008

Committee Members:

Elizabeth A. Nutt, Chair
Cory Hedman
Deb Williams

Committee Charge:

Draft Compensation Agreements for the Executive Director, Executive Treasurer, and Executive Assistant and make recommendations to the Executive Board.

Committee Actions:

The committee had numerous e-mail "discussions" and a conference call on June 27th to discuss and draft compensation agreements for the three positions of the Executive Team. The committee requested information from each Executive Team member to aid in the evaluation of the agreements.

Eight and ten percent increases were proposed for the off year and on year conference cycle respectively for the ED and ET positions. The duties of the ED are constant and there are many occasions of unforeseen activities which need to be compensated for i.e. website hacking, resignations, food safety notifications. It was discussed that support from the Executive Treasurer (former ED) during the transition with the Executive Director was more involved than anticipated and would be needed for another Conference cycle.

A timeline of duties was requested and received for the Executive Assistant. With the increased involvement by the EA with the new website the committee felt the hours/week be increased from 8 hours per week of the off year to a continued 10 hours per week for the complete two year cycle. An increase of eight percent per hour wage was also recommended.

Bonuses are being recommended for both the ED and ET positions and to continue with the additional compensation of the EA during the Conference week.

The Committee recommends continued efforts be made in the transition with the Executive Team moving towards the Executive Director having more oversight of the ET and EA positions and providing reviews and recommendations to the Executive Board and Compensation Committee.

Committee Recommendation:

The Committee requests approval of the three compensation agreement proposals and the transition of oversight by the ED of the ET and EA. The Committee seeks approval of the \$1,000 bonus for Jeff Lineberry as per item 4 of the existing agreement. Additionally the Committee recommends a \$1,000 bonus for Trevor Hayes for the considerable time spent assisting the Director through the Conference during the transition period.