



MEMORANDUM

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

FROM: Jeff Lineberry

DATE: August 11, 2009

**SUBJECT: AUGUST BOARD MEETING
EXECUTIVE DIRECTOR**

1) Issue 2008-I-014

The Conference for Food Protection (CFP) approved CFP Issue 2008-I-014, Interstate Shipment of Shellfish at their 2008 conference. The issue recommended that the Conference send a letter to the FDA requesting that:

1. The FDA work with the NSSP to remove reshippers from the ICSSL listing requirement. Shellfish will still need to come from an approved source for harvesting/packing, but once the product is packaged and shipped, the requirement for reshippers (i.e., distribution facilities performing no handling or processing) to be listed on the ICSSL is dropped. (Note: annual verification of a seafood HACCP program still remains); or
2. The FDA provides direct inspection coverage and listing for reshippers in the [then]17 states not currently participating; and/or
3. The FDA accepts an inspection from an accredited 3rd-party auditing firm for distributors/reshippers within the 17 non-participating states, and provides listing on the ICSSL.

The CFP Executive Board, in discussions with the FDA, realized that the issue involves procedures approved under the NSSP and the administration of the ICSSL and therefore this issue has been submitted to the 2009 ISSC as a proposal. I will be representing CFP as the presenter of this proposal to the ISSC on October 20-21 in Manchester, NH.

2) Council Formation

One hundred and twenty-five applications for council seats at the 2010 biennial meeting were received. All applications were submitted to the Council Chairs and Vice-Chairs for their review. The nominees for council membership and alternates are listed in a separate report.

2) Crumbine Award

The winner of the 2009 Crumbine Award was the City of Columbus, Ohio.

The Foodservice Packaging Institute relocated their offices. Contact information for Lynn Dyer is available upon request. On August 11 CFP was billed \$1882.28 for expenses associated with the Crumbine award in 2009. These were primarily related to obtaining new medallions, printing brochures for the awards ceremonies, and postage.

3) Westin Providence

The Westin reduced the 2010 CFP biennial meeting room block by 100 room nights, including 60 government rate and 40 convention rate rooms. All other provisions of the 2010 contract remain in-place. The contract provides for a rate escalator clause of up to 5% per year starting at \$149 per night (up to 2 persons) for convention rate rooms. However, the hotel has agreed to set the room rate at \$153/night for convention rate rooms, a 3% increase over the 2006 contracted rate. (Note: I reserved a room and was given the \$149 rate.) Government room rates will be established by the GAO and published on their website. Starwood hotels has set up a website for online reservations. The URL for this website will be made available in the 2010 registration information package.

4) Parliamentarians

Allen Gelfius of FDA/ORA will be the Principal Parliamentarian in 2010. Ruth Hendy has agreed to once again serve as a parliamentarian. The search continues for other qualified persons. If you know of any parliamentarians willing to serve please advise Jeff. We are attempting to find two more – one for each Council – with Allen floating between the sessions to provide counsel and consistency.

5) Scribes and Runners

Ms. Dee Williams has agreed to be the head scribe for the biennial meeting. The LAC is working with Ms. Williams and the local US FDA office to recruit scribes and runners for the biennial meeting.

6) 2010 Biennial Meeting

All function space has been appropriately blocked at the Westin Hotel and Rhode Island Convention Center. A contract has been signed for A/V services for the

2010 biennial meeting. The contracted amount was reduced by over \$1500 from the original bid.

I am in discussions with the Rhode Island Convention Center convention services manager regarding the food and beverage budget. Initial discussions indicate that the \$5,000 budgeted amount for council session breaks may be considerably low.

A Conference Call was held August 4 with the 2010 LAC. Progress reports indicate planning is proceeding well. Details can be found the LAC Report to the Board.

The registration packet for the 2010 biennial meeting is submitted under separate cover for your approval. The packet will be mailed to the membership in early October, 2009. This will coincide with the opening of online registration. One addition to the registration package this year is a sign-up for the Johnson & Wales University Museum and Culinary School tour. This event, although free to registrants at the biennial meeting, is limited to 120 participants. Therefore, all those wishing to attend must so indicate on their registration application. The event will be held on Tuesday, April 13 from 1:30PM – 4PM. The meeting of the combined incoming/outgoing CFP Executive Board will be held in the meeting room at Johnson & Wales University from 2-4PM. The LAC is providing buses to and from the Westin for this event.

Submitted August 11, 2009

Jeffrey C. Lineberry
Executive Director