

CONFERENCE FOR FOOD PROTECTION Executive Board Meeting Minutes



NSF International
978 Dixboro Road
Ann Arbor, Michigan

AUGUST 30-31, 2011

September 12, 2011 (Conference Call) activity indicated by *.

Voting members present: Finkenbinder, Gifford, Morris, Girard, LeMaster, Hardister, Nutt, Gaither, Fletcher, Mitchell, Smith, Liang, Webb (for Hicks), McSwane, Hedman, Gurrissi, Roberson, Garren, Levee.

Voting members absent: Luker, Kowalczyk (only on Conference Call), Hicks, Klein (only on Conference Call), Monroe

Non-voting members present: Marlow, Bacon, Bhatt, Guzzle, Albrecht, Cornman, Everly, Hale, Jensen, Lineberry, Pippert, Wright

Non-voting members absent: Linton

Guests: Ferko, Hazan, Swift, Chestnut, Grimes; Gilliam (by teleconference); Selman (on Conference Call)

Note: All Board-related reports are posted to the CFP website here:
<http://foodprotect.org/administration/executive-board-meetings/?id=30>

All Committee-related reports are posted here:
<http://foodprotect.org/work/?id=30>

Opening – Conference Chair Sheri Morris, Presiding

The meeting was called to order by Sheri Morris, Conference Chair who welcomed everyone to Indianapolis. Lineberry reminded the Board members of the CFP Anti-trust Policy. Self-introductions were made by all attendees and Wright recorded attendance. Morris stated that the meeting minutes submitted after the April 2011 Board Meeting had been approved by E-ballot. She invited any questions regarding the April meeting.

Executive Director Report – Jeff Lineberry

Lineberry thanked NSF for its hospitality. He outlined some of the challenges regarding the 2012 Biennial Meeting such as the Council application process and successful attempts to increase the number of regulatory applicants; hotel room reservations problems that need to be worked out with the hotel (currently showing no government rooms and wrong cutoff date); and the need to identify remaining Council parliamentarians (Hendy and Gelfius are on board) and scribes/runners (Dee Williams has agreed to serve as Scribe Supervisor). Registration will open in around October 1. Hotel function space has been blocked but Lineberry needs to know of Committee meetings and AV requirements by January so that space can be allocated.

Discussion moved to two Local Arrangements Committee (LAC) issues – the use of live streaming of Council screen activity to laptops and the LAC's request for LAC sleeping rooms.



Garren moved and Hedman seconded the motion to advise the LAC that the Board recommends that money be redirected from wi-fi to fund the 25 room nights for LAC staff. Gifford recommended tabling the motion till after Gilliam's report. Motion to table passed unanimously. Motion was later withdrawn (see LAC Report below).

Lineberry announced that are very pleased and honored that Michael Taylor will address the CFP opening session in Indianapolis. Other Federal speakers have been lined up for the opening session. The development of the registration booklet is underway. Lineberry reminded the Board that we previously agreed to have the Registration Booklet available online only. A postcard will go out and a blast email will announce that registration through the website is open. The sponsorship process will also be facilitated through Eventbrite Online Registration though checks will be received manually for sponsorship so that we are not required to pay 3% processing for any that may have been done online. Lineberry

summarized a comparison between the previously used Elavon vs. the Eventbrite credit card processing which will be used going forward. Separate CFP membership payments will be available during the time the registration software is in use; new or renewed membership will be available only by check when the registration software is inactive between Biennial Meetings. Hamstra will be working on the Online 2012 Issue Submission process with Everly and Hale.

Lineberry announced that the Executive staff is retiring their positions at the end of contracts in September 2012. Morris recommends discussing it extensively on day 2 of the meeting.



Nutt moved and Mitchell seconded recommendation that discussion of CFP staff requirements and future be tabled till day 2 of the meeting. Motion passed unanimously.



Levee moved and Garren seconded the motion to accept the Executive Director's report. The motion carried unanimously.

Executive Treasurer Financial Report – Eric Pippert

Pippert reported that the draft Biennial Meeting Budget takes survey recommendations into account (to be discussed under old business). Mitchell stated that she appreciated the survey and feedback.

As requested at the April Executive Board Meeting, Pippert spoke to 3 accounting firms using the 11 questions provided by the Audit Committee. The firms had been recommended by CFP's tax accountant. Pippert summarized his findings and pricing for a review vs. an audit. Pricing came down to approximately \$6500. Board discussion ensued.



Gifford moved and Hedman seconded motion to proceed with 2011 audit with company recommended by Pippert for approximately \$6500. The motion was tabled till Eric contacts company regarding the audit period that would be audited for that price. * Pippert later clarified that 6500 audit cost would be for 1 year. Discussion ensued on the necessity of paying for an annual audit rather than a multi-year audit. Policy states every 4 years by CPA. Constitution does not specify anything beyond Audit Committee audit. Motion carried unanimously.

Pippert reported that the FDA closed its small grant application process on July 15th. Smith stated that the FDA is not likely to reopen it until after Oct 1, so the availability of this grant is unknown at this time. Pippert reported that a CDC grant option is possible though it would be a stretch to meet the requirements of the grant's goal of improving worker safety. Eight Crumline Award sponsors gave \$500 each to allow winners to travel to award venues. Pippert summarized the Florida tax exempt process and status (pending).



Girard moved and Nutt seconded motion to accept the Executive Treasurer's report. The motion passed unanimously.

Executive Assistant Report – Lisa Wright

Wright reported that the website is operating well and has been updated to include all reports submitted for this meeting. She stated that we currently have 542 members. Wright asked for support from Council Chairs in getting updated Excel rosters from Committee Chairs so that the Biennial Meeting Program book will accurately reflect Committee membership. An email will go out in October asking for updated names, company name, city and state of each Committee member.

Wright and Lineberry demonstrated Eventbrite's CFP Biennial Meeting Registration Form and explained how the discount code will work.



McSwane moved and Fletcher seconded the motion to accept the Executive Assistant's report. The motion passed unanimously.

Old Business

2012 Biennial Meeting Pricing

Pippert stated that the 2012 biennial meeting budget was prepared with changes arising out of the member survey. He

stated that the Conference Chair's reception was cancelled (per Conference Chair's and Board's previous recommendation) and the Opening (Saturday) reception has been eliminated (per survey results).

Discussion ensued regarding Food and Beverage and A/V budgets. The survey indicated that changes could be made in the disposition of beverages and breaks. Hedman recommended that McSwane (LAC member) look into distribution of water via the gift bags and registration desk thus eliminating the need to provide water at \$4 per bottle through the hotel. Pippert stated that our goal is to spend the Hotel-required food and beverage budget and no more.

The Board discussed meeting fees for a period of time based upon 2 options presented by Pippert. The votes below capture the end result. *(I did not do a good job capturing these votes and recorded segment was unintelligible. If anyone has better recollection or notes of these votes, please let me know – EW).*



Hedman moved and Finkenbinder seconded motion to raise the membership fee from \$50 to \$100 for 2 years membership and to raise the Workshop from \$125 to \$150. After extensive discussion the question was called, vote ended discussion, and the motion failed.



Nutt moved and Fletcher seconded motion to raise Registration fee from \$395 to \$445. Vote was 5 approved and 9 opposed. Motion failed.



A third motion (not recorded) approved raising workshop fees by \$25. This motion passed.

Council Reports

Council I Report –Deborah Marlow/Brenda Bacon

Marlow ummarized previously submitted report. Key elements that were discussed by Executive Board: Recall Sub-Committee asked again for \$5500 for a systematic analysis of recalls. McSwane recommends that CFP ask regulatory agencies to fund studies within their agencies to evaluate benefits of recalls. Bacon suggested eliciting reports from agencies that analyze recall effectiveness checks. Webb suggests info may be requested of firm impacted by recall. These suggestions will be shared with the Committee.



Garren moved and Nutt seconded motion that we will not fund the \$5500 study. The motion passed unanimously.

Marlow shared a Food Safety Magazine report in which CFP was mentioned; there was some discussion about what types of CFP information can be shared publicly and to what extent a Committee member can “represent” his views as CFP views. Hedman recommends that the author of the article (Committee Co-Chair) should be cautioned that article should have been approved at least by the Committee before publication and probably by the Council and Conference Chair. The Chair was cautioned to not reference CFP but ignored the caution. Everly recommends that Council Chair position descriptions be modified to include a statement about referencing or using CFP or in speaking for CFP. Only the Board should have that authority. McSwane recommends we move cautiously with this since there are many opportunities to publicize CFP that may be of benefit to us. Girard spoke in support of caution. Lineberry will draft a statement to add to Council and Committee Chair position descriptions regarding this issue if the Board votes to do so. Cornman said that she will take a look at other nonprofit organizations and bring information back to the Board.



Garren moved and Gaither seconded motion to direct the Executive Director and Consitution & Bylaws Committee to create proposed language for a policy statement related to communications using the CFP name; policy should apply to use of CFP and intellectual property of CFP; and require communication through any designee to be preapproved. New language would be approved by the Executive Board by evote. The motion passed unanimously.



Hedman moved and Gifford seconded the motion to accept the Council I Report except for Council selections. The motion passed unanimously.

Marlow and Bacon reported that Council I is balanced. They are seeking one alternate. There is a good balance of old and new members and all new members have Committee experience. Bacon reiterated her goal that all Council I members were selected as a reward for their work and commitment to the organization.

Council II Report – Chirag Bhatt/Patrick Guzzle

Bhatt asked for questions regarding his previously submitted Council II Summary Report. Bhatt reported that Council II is also balanced, and members were selected based upon Committee activity. He stated that filling regulatory spots was a challenge. One specific change was made to the submitted roster pending Board's Council roster acceptance vote.



Gifford moved and McSwane seconded motion to accept the Council II report except for Council selections. The motion passed unanimously.

Council III Report – Rich Linton (via teleconference)/Dave Gifford

Linton summarized his previously submitted report. The ROP and Hand Hygiene Committees have done well and are submitting numerous issues. The Allergen Committee is trying to complete charges with Gifford's and Linton's guidance. All charges should be met.

Linton presented proposed Council II roster changes.



McSwane moved and Nutt seconded motion to accept Council III report except for Council selections. The motion passed unanimously.



Girard moved and LeMaster seconded motion to accept changes to Council III roster. The motion passed unanimously.



Nutt moved and Garren seconded the motion to accept all Council rosters with the one change to Council II not yet formally approved. The motion passed unanimously.

Standing Committee Reports

Program – Julie Albrecht

The Biennial Meeting Workshop will be on Norovirus. Albrecht reviewed the submitted agenda and noted that many speakers are confirmed. Lineberry requested a final written agenda from Albrecht for the Registration opening by Oct 1.

Food Protection Managers Certification Committee– Joyce Jensen

Jensen reviewed previously submitted report. Numerous changes will be proposed for the Standards based on a hard look at compromises of standards that were revealed by Committee members. New controls have been proposed for all phases of the certification process especially test administrator-proctor/trainer issues. Changes will be evaluated for cost and success. Swift (ANSI) stated that ANSI supports the changes developed by the Committee especially because of the metrics developed to evaluate whether changes are working and appropriate testing protocols are being utilized. Jensen offered her appreciation to John Marcello for the leadership he has provided to achieve the modifications to standards.



Gifford moved and Mitchell seconded motion to accept the 3 parts of the recommended requests from FPMCC (1. accept Committee Report, 2. approve the Recommended Solution and Proposed Standard Revisions per the Charge for Issue 2010-II-020, and 3. approve Joyce Jensen to serve as an ANSI/Conference for Food Protection Accreditation Committee (ACAC) member with a term to begin following the 2012 CFP Biennial Meeting). The motion passed unanimously.

Audit – Terry Levee

Levee summarized the previously submitted report. No issues were found on the Quarter 1 audit. The Committee provided criteria to Pippert to use when choosing an auditing firm. The Committee is still working on SOP for the Audit Committee.



LeMaster moved and Garren seconded a motion to accept the Audit Committee Report. The motion passed unanimously.

Strategic Planning – Ken Rosenwinkel

Rosenwinkel briefly summarized his previously submitted report. He reiterated some of the high value goals out of the survey that was completed last cycle. The Committee requests Board approval to engage in outreach to the Consumer Goods Forum to enhance CFP's work.



Levee moved and Hedman seconded a motion to authorize the Committee to research potential opportunities to dialogue with GFSI and to draft a letter of outreach to GFSI to be approved by the Board. The motion passed unanimously.



Hedman moved and LeMaster seconded a motion to accept the Strategic Planning Committee Report. The motion passed unanimously.

Local Arrangements Committee – Scott Gilliam (by teleconference)

Gilliam summarized his previously submitted report. LAC is still looking for all scribes and one parliamentarian. He addressed the issues of sleeping rooms for LAC and the room networking costs. The Board expressed concern that the cost of networking was so high for a feature that may not add sufficient value to the member's experience. It was recommended that the money may best be spent on providing LAC sleeping rooms or other benefits. Gilliam stated that he will take that information back to the Committee.

Gilliam stated that after discussion with Lineberry about catering costs, the LAC is willing to have a cost-shared breakfast on Sunday morning with CFP.



Girard moved and Levee seconded motion to approve catering budget to include the pooling of monies with LAC to provide a breakfast. The motion passed unanimously.



Girard moved and Levee seconded motion to support provision of 12 room nights for LAC first using available free rooms earned then cover remainder. Lineberry stated that we do not know if earned free rooms will be sufficient to cover speakers. After much discussion, 5 voted yes and 8 voted no. The motion was not carried. No additional motion was made. Lineberry will advise the LAC that they will need to cover the costs out of local monies.

Special Motion

The Board was running out of time to complete the agenda and some members left.



Gaither moved and LeMaster seconded a motion to stop the meeting and schedule a call to occur by September 13th to complete the agenda. The motion was withdrawn and not voted on.

The Board decided to do a few more short reports and then complete the meeting with a conference call. Roberson suggested using his account with www.doodle.com to facilitate scheduling and Garren offered to host the call with sufficient lines. Wright will make arrangements. Meeting notes will reflect conclusion of meeting via conference call. Conference call activities are indicated throughout this report with *.

Constitution, Bylaws/Procedures – Lee Cornman

Cornman summarized the previously submitted Committee report.

* The Committee seeks guidance from the Board on Council Committee size, constituency designations, and future direction. The Committee researched committee membership size among a number of similar organizations. These other organizations prescribe a minimum size not a maximum size. The CFP position descriptions/procedures generally state min of 11 and describe a recommended minimum constituency structure. The Committee suggests that Council structure be used as a template and 22 be the maximum number. Cornman reviewed 4 suggestions from the Committee and there was general discussion on each (see report). No further Board action was taken beyond taking comments back to the Committee. Cornman reviewed the Committee's work on creating a definition for a retirement category (emeritus) and the plans to

further refine constituencies currently in place. Board comments were positive on the proposed definition for emeritus status.



McSwane moved and Levee seconded a motion that an emeritus category be created, that dues be the same as for all categories, and that the Board directs the Committee to develop an Issue to submit to Council II for consideration. The motion carried unanimously.

Cornman stated that they are developing an Issue that will authorize the Committee to fully overhaul all Conference documents into one large master manual.



Gaither moved and Garren seconded a motion to ask the Constitution & Bylaws to create an Issue for 2012 charging the Committee to develop a comprehensive Conference for Food Protection in a single master document. The motion passed unanimously.



Levee moved and McSwane seconded a motion to accept the Constitution & Bylaws Committee report. The motion passed unanimously.

Issue – Vicki Everly/Aggie Hale

* Everly reviewed her previously submitted report. She reminded the Board of the Committee's primary role: to review Issues, maintain all of the Issues-related procedures, and develop new narratives to describe the process. She stated that we would like to memorialize what we did in 2010 and asks the Board for approval before this is submitted to the Conference as an Issue. Everly reviewed the 4 items to be included in the Issue for Board approval (see the previously submitted Committee Report for details).



Gifford moved and Levee seconded the motion to approve that an Issue be developed on behalf of the Board to accept all new language regarding Issues as recommended by the Issue Committee. The motion passed unanimously.



Levee moved and Gaither seconded the motion to accept the Issue Committee Report. The motion passed unanimously.

Federal Agency Reports

FDA – Kevin Smith

Kevin summarized his previously submitted report. He expects the 2011 Food Code Supplement to be out in the next few weeks - 13 out of 16 Issues will be addressed in the supplement. A letter will also be sent to the Conference Chair in mid-September that will describe in more detail how some items were addressed differently from what was recommended by CFP but achieves the same end.

Smith informed the Council III Chair and the Executive Board that FDA is concerned about the direction the CFP Hand Hygiene Committee is taking. Specifically, Smith expressed concern that the Committee is developing educational materials that go beyond the scope of the Committee charges and on which FDA is not in a position to provide comment on such documents. Smith added that the Committee's charge did not include a request to develop a document that characterizes regulations that apply to the manufacture and marketing of hand antiseptics and the use of such products in a food establishment. Hedman expressed concern that the Committee is developing educational materials and that the Committee should focus on the charges provided. Smith also reiterated the concerns he expressed previously to the Board that the Hand Hygiene Committee is too large and that having several subgroups makes it difficult to ensure adequate balance among input from public health/regulatory representatives and vendors to the retail/foodservice industry. Linton and Smith agreed to schedule joint discussions with the Committee Chairs to increase the chances that the Committee's report will result in progress at the 2012 biennial meeting,

USDA –Jennifer Webb for John Hicks

* Webb summarized her previously submitted report. USDA is seeing problems with allergens and FSIS has issued guidance to field personnel to review process control and labeling as well as highlighting the issue with establishments when possible.

FSIS is proposing new regulations on labeling of raw meat and poultry products with added solutions (see Webb's report for links to FSIS website); the comment period ends 9/26/11. There will be a proposed rule for mechanically-tenderized products requiring the inclusion of cooking instructions; if product is fully-cooked it would not need to have cooking instructions.

CDC – Art Liang

* Liang deferred to Selman for a summary of her division's activities. EHSNet now includes 5 states and several local agencies. A major long-term activity of the program concerns evaluation of food and water programs. They are also developing further e-learning programs on dealing with outbreaks that will be available in the fall of 2012. The EHSNet program will also be doing an allergy study and looking at policies and practices at retail settings related to allergies.

Liang summarized his previously submitted report. CDC's goal to develop and set up food allergy education in schools is in progress.

New Business

Future direction of CFP - Staff Departures

The Board was given overnight to think about this topic. Considerable discussion took place over the future of CFP with many discussion topics – attach organization to another for administrative functions, have Biennial meeting every 4 years, carry on with same structure, etc. Board members stated that a facilitated strategic planning process will be essential as all options are explored.



Gerard moved and Gaither seconded motion to appoint an *ad hoc* Committee to look at the future evolution of the organization, have a facilitated strategic planning process, develop options for replacing the executive team in anticipation of their resignation and report back to the Board no later than November 30, 2011. The motion passed unanimously.



Nutt moved and LeMaster seconded nomination of Garren and Levee to co-Chair the ad hoc Committee; they agreed to serve. The motion passed unanimously. Cornman, Nutt, McSwane, Smith, Gifford, and Roberson (available as needed) will be on the Committee. Lineberry, Pippert and Wright will participate as requested by the Committee.

* *Date and location of August 2012 board meeting*

Smith will look into DC or Denver as suggested by Lineberry. Dates will be in mid-August.

* *Adjournment*

Hedman moved and Levee seconded the motion to adjourn the conference call. Everyone hung up so I'm counting that as "motion approved."