



MEMORANDUM

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

FROM: Jeff Lineberry

DATE: August 30, 2011

**SUBJECT: AUGUST BOARD MEETING
EXECUTIVE DIRECTOR**

1) Council Formation

One hundred and nineteen applications for council seats at the 2010 biennial meeting were received. One application withdrew her application after learning she would be a council consultant. All applications were submitted to the Council Chairs and Vice-Chairs for their review. Only two federal regulators submitted applications for 2012. The application period for regulators was extended, resulting in additional regulatory applicants. The nominees for council membership and alternates are listed in a separate report.

2) Hyatt Regency Indianapolis

Two reservations websites, one for government and another for commercial guests, have been established by the Hyatt for the 2012 meeting. The hotel has been notified that the Saturday evening reception has been cancelled. They do not have a problem as long as we meet our contractual obligations for minimum food and beverage purchase (\$32,000 plus gratuity and tax). The LAC intends to host a Sunday morning continental breakfast further enhancing our food and beverage purchases.

3) Parliamentarians

Allen Gelfius of FDA/ORR will be the Principal Parliamentarian in 2012. Allen has indicated that parliamentarians will be available for 2012. Ruth Hendy, who served as parliamentarian in 2008 and 2010 has been nominated for a position on Council I for 2012.

4) 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.

5) 2012 Biennial Meeting

All function space has been appropriately blocked at the Westin Hotel and Rhode Island Convention Center.

I have received two bids for A/V services for the 2012 meeting. The higher bid includes setting up a wi-fi connection for council members to monitor the scribe's keystrokes on their laptops without having to refer to the image projected on the screen in the council chamber. The LAC feels this is necessary and is willing to fund the higher cost through its sponsorship monies. Net cost to the conference will be \$12,290. Wireless services will cost \$3663.00. The net cost represents an increase of over \$3000 when compared with 2010 costs. Part of this cost increase is the 22% service charge added by the Hyatt, which we did not have to pay in Providence. The above figure includes a savings of about \$700 as we are exempt from sales tax on A/V services.

Regular conference calls have been held with the 2012 LAC. Progress reports indicate planning is proceeding well. Details can be found in the LAC Report to the Board. Mr. Michael Taylor, FDA Assistant Commissioner, has been invited to be the opening session keynote speaker, but we have not yet received his acceptance.

The registration packet for the 2012 biennial meeting is pending until the workshop topic, agenda, and speakers are known.

6) Sponsorship

Sponsors will be able to sign up on an Eventbrite website dedicated to sponsors only. All sponsor payments may still be made by check without incurring any charges other than the standard \$7.95 Eventbrite fee. When sponsors sign up and send their payment the contact person will be given a discount code good for up to three free registrations depending on sponsorship level. Sponsor members who register using the discount code will get free registration and workshop registration at the discounted price. When all sponsor exemptions are used the discount code will no longer be active.

6) Credit Card Processing for 2012 and beyond

As I continued to work with Eventbrite to implement a new, streamlined registration system for our members, I realized that the Conference really has little need to be able to process credit card payments beyond registrations. Research found that our current payment gateway and merchant account through Elavon is not compatible with Eventbrite software. While Eventbrite does

allow us to process our own credit card payments they have specific requirements for the payment gateway, which we would have to purchase. We would also have to set up a new merchant account. The cost savings for us to process credit card payments ourselves rather than go through Eventbrite is, therefore, insignificant. The Eventbrite interchange fee for credit card payments is 3% of the total cost. This is competitive in the industry. CFP will also save the monthly fees for the 18 months of every 2 year cycle in which we do not process credit card payments. Eventbrite does not charge for payments by check. This decision was discussed and approved by the Chair and Vice-Chair.

6) Future of CFP

Executive staff have announced that we will not seek new contracts when the current service contracts expire on September 30, 2012. This may be an opportunity for the Board to analyze staff duties and reorganize. I recommend that an ad hoc committee be formed for the purpose of 1) determining how the Conference will be run in the future, and 2) recruiting new staff to take over.

Submitted August 15, 2011

Jeffrey C. Lineberry
Executive Director