



## **CONFERENCE FOR FOOD PROTECTION, INC.**

### **EXECUTIVE BOARD MEETING AGENDA**

**AUGUST 13-14, 2013**

**Yum Global and KFC Headquarters**

**Louisville, KY**

**Continental Breakfast at 8:00 a.m. both days**

**Meeting will start at 8:30 a.m. both days**

#### **Opening – Conference Chair Lori LeMaster, Presiding**

- Call to Order
- Anti-trust Policy Reminder/Opening remarks
- Roll Call/Acknowledgement of Board Members
- Acknowledgement of Guests
- Board Meeting Minutes, May 14-15, 2013 – (previously approved via E-ballot)

#### **Executive Staff Reports**

- Executive Director – David McSwane
- Executive Treasurer – Eric Pippert
- Executive Assistant – Lisa Wright

#### **Old Business**

- Matters pending from May, 2013 meeting
  - Regarding Issue 2012-I-021 Notification of Consumers of Recall
    - Kevin Smith says that the FDA is in data-collection mode on this process and will probably soon make an announcement in the Federal Register and call for comment. Kevin will notify CFP Executive Director McSwane so we can e-blast membership as recommended to solicit comments.
  - 2012-II-38 Consumer Scholarships – Sarah Klein
  - Ad Hoc Committee on standards for documents published for CFP website – Don Schaffner

#### **2014 Biennial Meeting Update**

- Local Arrangements Committee – Michael Roberson and Lee Cornman
- Online registration – Eventbrite – Lisa Wright
- Council Formation Report - Council Chairs

#### **Council Reports** – (Council membership nominees, Committee status reports)

- Council I Report –Brenda Bacon and Christopher Gordon
- Council II Report –Patrick Guzzle and Susan Quam
- Council III Report –David Gifford/Todd Rossow

#### **Standing Committee Reports**

- Constitution and Bylaws – Lee Cornman
- Strategic Planning – James Mack
- Compensation Committee – Larry Eils

- Sponsorship Committee – Greg Orman
- Issue – Vicki Everly/Aggie Hale
- Food Protection Managers Certification, Testing and Certification – Jeff Hawley and Christine Hollenbeck
- Audit – Terry Levee
- Program – Julie Albrecht

### **Federal Agency Reports**

- FDA – Kevin Smith
- USDA – John Hicks
- CDC – Carol Selman

### **New Business**

- CFP Policy Regarding the Sharing of Member Information
  - Current policy states, “Information, including name, mailing address, organization name, position title, telephone and fax number, and email address, may be submitted to CFP through membership applications and conference or workshop registrations. This information is not sold or distributed in any other manner except that it may be provided free of charge to members. By registering with CFP, you hereby consent to the disclosure of said information to other registrants.”
- Alternatives for Sharing CFP Documents on a Secure Area. - George Roughan
  - Communications Subcommittee Chair of the FPMC Committee has worked with the IT staff at his company to develop a web-based application for sharing working documents in a secured area using a IIS web server. Entrance to the secure area is accessed through Google Drive, a free file management feature offered by Google. Google user names and passwords were established for each FPMCC workgroup. George demonstrated this application to the FPMC Committee at its May meeting and has offered the services of the TAP Series programming staff to help the www.foodprotect.org web master to develop a similar means for sharing documents by all CFP committees. He will demonstrate this program at the Board meeting.
- Creation of an Ad hoc Committee to study ways the CFP can use to control costs associated with future Executive Board meetings.

### **Adjournment**

**Individuals wanting to participate in the Executive Board meeting via conference call should dial 1-877-394-5901 and use access code 4908186.**

***Bus transportation will be provided from the hotel to the Yum Global and KFC Headquarters building on Tuesday and Wednesday. The company will also provide one trip from the headquarters building to the airport at the end of the meeting on Wednesday. If you haven't already done so, please let me know as soon as possible if you want to take the bus to the airport. Taxis are available for anyone who has a later flight.***