

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in Spring and Fall of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

COMMITTEE NAME: Strategic Planning Committee

COUNCIL (I, II, or III): Executive Board

DATE OF REPORT: July 11, 2013

SUBMITTED BY: James Mack

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #:

Charge: Set Strategic Goals for the CFP

COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable):

The Strategic Planning Committee hereafter referred to as SPC request that the board place on the August agenda the following discussion and action item(s).

- Currently the SPC membership does not represent the diverse constituency of the CFP. The SPC request that the board solicit SPC membership from the following constituent groups
 - Foodservice (Restaurant)
 - Local Health Department
 - Academia

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

Activities

The Strategic Planning Committee held one meeting since the last executive board meeting, July 2013. The next scheduled meeting is August 2, 2013. Information from the 8/2/13 SPC meeting will be shared with the board at the August board meeting.

The committee discussed feedback received at the May board meeting. The committee will conduct a statistical analysis of the survey if possible.

The committee discussed SPC membership needs such as a foodservice representative (restaurants), local health department representative, and academia representative.

The committee requested that the Chair, SPC contact the CFP Executive Director David McSwane to see if this can be placed as an agenda item for the board to discuss.

The committee decided to use the survey as a means of developing themes that can be presented at the August board meeting. During the August 2, 2013 SPC meeting, the committee shall review the survey and survey narratives for themes. There will be 3 themes chosen based on the consensus of the committee. These themes will be presented to the board at the August board meeting for their input and based upon input received from the board the committee we shall develop a plan based upon the 10 step strategic planning process.