



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

August 26-27, 2014

FDA Center for Food Safety and Applied Nutrition
5100 Paint Branch Parkway
College Park, MD 20740-3835
Wiley Building, Room 1A-001

Opening – Conference Chair John Luker, Presiding

- Call to Order 8:30AM, August 26, 2014.
- Anti-trust Policy Reminder
- Roll Call/Acknowledgement of Board Members
- Acknowledgement of Guests
- Board Meeting Minutes, May 2-7, 2014– (previously approved via E-ballot)

Executive Staff Report

- Executive Director – David McSwane
- Executive Treasurer – Eric Pippert
- Executive Assistant Report – Aggie Hale

Old Business

- Review of Standing Committee Chairs and their role on the Executive Board – Lorna Girard
- Executive Board Issues pending from the 2014 biennial meeting
 - Revised CFP Spokesperson Policy – McSwane
 - Report from the ad hoc Committee on Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications – Donna Garren

Council Reports

- Council I Report – Chris Gordon, Rick Barney
 - Approval of committee membership for Council I Committees
 - Food Recovery
 - Ice Maker Equipment Cleaning and Sanitizing
 - Plan Review
 - Unattended Food Establishments
- Council II Report – Susan Quam, David Lawrence
 - Approval of committee membership for Council II Committees
 - Certification of Food Safety Regulatory Professionals
 - Demonstration of Knowledge
 - Employee Food Safety Training
 - Interdisciplinary Foodborne Illness Training
- Council III Report – Todd Rossow, Davene Sarrocco-Smith
 - Approval of committee membership for Council III Committee
 - Hand Hygiene
 - Listeria Retail Guidelines

Approval of Standing Committee Chairs Not Previously Approved

- Resolutions

Approval of Standing Committee Membership

- Audit
- Constitution, Bylaws/Procedures
- Food Protection Manager Certification
- Issue
- Nominating
- Program
- Program Standards Committee
- Resolutions
- Strategic Planning

Standing Committee Reports

- Audit – Angela Nardone
- Constitution, Bylaws/Procedures – Lee Cornman
- Food Protection Manager Certification – Jeff Hawley/ Christine Hollenbeck
- Issue – Vicki Everly/Cassandra Mitchell
- Nominating – Lori LeMaster
- Program – Dr. Julie Albrecht
- Program Standards Committee – David Lawrence
- Resolutions -
- Strategic Planning – James Mack

Special Committees and Reports

- Compensation Committee – Larry Eils
 - Service contract for Executive Director
- Bonuses for Executive Staff
- Federal agency responses to 2014 CFP Recommendations
- FDA Guest Speakers
- Representatives of GFSI

Federal Agency Reports

- FDA – Kevin Smith
- USDA – William Shaw, Jr.
- CDC – Kristin Delea

New Business

- Potential Sites for 2018 Biennial Meeting
 - Representatives from Louisville, KY and Richmond, VA
- Developing a list of specific reasons that Councils should choose from when recommending "No Action" on an issue. – Smith
- Issues accepted by the Assembly of Delegates at the 2014 biennial meeting had a recommended solution of "Let FDA figure out what to do." There is concern that such a vague recommendation could result in the issue not being addressed. – Dr. Brian Nummer
- Instruction Sheet for State Delegates – Gaither
- Sustaining Memberships for Sponsors – McSwane
- Orientation Manual for new Executive Board members - McSwane
- Spring 2015 Executive Board Meeting – April 21-22, 2015 in Boise, Idaho

Adjournment