



MEMORANDUM

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

FROM: DAVID McSWANE

DATE: JULY 25, 2014

**SUBJECT: AUGUST BOARD MEETING
EXECUTIVE DIRECTOR REPORT**

1) Overview of the 2014 Biennial Meeting Orlando, Florida

By all reports, the 2014 biennial meeting was a very successful event. There were 439 registered attendees compared to 370 in Indianapolis and 410 in Providence. One hundred and thirty-three registrants attended the biennial meeting for the first time which suggests that interest in food safety continues at a high level. The Saturday workshop was attended by 170 people. The biennial meeting was a financial success due in large part to the efforts of the Sponsorship Committee, the Florida Local Arrangements Committee, and a grant from the US Food and Drug Administration.

The meeting was also successful in bringing together people from disparate geographic regions, backgrounds, and employers to deliberate more than 90 issues with one goal, increased food safety. The number of attendees from Consumer organizations was higher than at any meeting in the past. Ideas were shared both inside and outside the council rooms that changed perspectives, informed decisions, and broke down barriers among attendees who may have come to the meeting with opposing points of view but left as colleagues.

I wish to commend the Florida Local Arrangements Committee for doing an outstanding job. I also wish to recognize both Eric Pippert, Lisa Wright, and Aggie Hale for their professional and dedicated work leading up to and throughout the biennial meeting, making my job much more manageable.

The staff at the Buena Vista Palace Hotel and Spa Hyatt was a pleasure to work with and were responsive to all of the needs throughout the meeting. All contractual obligations for room occupancy and catering were met. We used 1657 room nights (1377 guaranteed). Contract concessions for complimentary rooms resulted in 33 free room nights, which were applied to the Florida LAC staff accommodations. In addition, a complimentary Presidential Suite was provided for the Conference Chair and a two-bedroom Penthouse Suite was provided at the guaranteed non-government rate. Board members also received a room upgrade.

The total food and beverage costs were \$92,329, which included morning and afternoon break service throughout the meeting as well as receptions on Saturday and Monday. Though this figure is high, it is consistent with standard prices in Orlando. Comments from attendees on the quality and quantity of food and beverage were universally positive.

Audio/Visual costs were within the budgeted amount of \$19,000. Special acknowledgement goes to Spurgeon Green with the Florida Department of Agriculture and Consumer Services for his outstanding effort in making sure that AV and IT needs were met throughout the meeting.

The use of Eventbrite to process registrations was generally successful. Lisa Wright has suggested that we explore other registration service providers that can provide greater flexibility for our meeting, prior to the 2016 biennial meeting in Boise. These options will be explored in the months ahead.

Printed Issue recommendations were provided at no charge to all delegates and made available to those who pre-ordered. Thanks to the efforts of the Issue Co-Chairs and Geoff Luebke the information was copied and returned ahead of the 6:00 PM deadline.

2) 2014-16 Calendar

The calendar for the 2014-16 biennium is provided as an informational item for the Board.

3) Request for Letters of Support from Federal Agency Partners for the CFP Standards for Accreditation of Food Protection Manager Certification Programs

Requests have been sent to the representatives of CDC and FDA who serve on the CFP Executive Board asking for updated letters of support for the *CFP Standards for Accreditation of Food Protection Manager Certification Programs* and the programs that are based upon the Standard. A letter of support had not been provided by USDA-FSIS previously. Therefore, a request was sent to the representative from that agency asking for an initial letter of support.

4) 2015 Executive Board Meetings

The Spring meeting of the Executive Board will be held at the Grove Hotel in Boise, Idaho. The dates of the meeting are April 21-22, 2015. The cut-off date for hotel reservations is March 27, 2015. The rate for all board members is the GSA per diem rate that is current at the time of the meeting per night plus 13% tax. Board members and standing committee chairs will be responsible for making their own reservations by calling the following telephone number: 1-888-961-5000.

The fall 2015 Executive Board meeting location and dates have not been determined. If anyone would like to volunteer to provide space for this meeting, please let me know as soon as possible.

Respectfully submitted,

David Z. McSwane
Executive Director