



CONFERENCE FOR FOOD PROTECTION
EXECUTIVE BOARD MEETING
Boise, Idaho
APRIL 15-20, 2016
The Grove Hotel –Evergreen Room
Boise, Idaho

April 15, Friday 1:00PM

Voting members present: Glenda Lewis, John M. Luker, Bill Hardister, Patrick Guzzle, Rebecca Steiner, Vince Radke, Jessica Fletcher, Kelli Whiting, Cassandra Mitchell, Brian Nummer, Ken Rosenwinkel, Donna Garren, Larry Eils, Brenda Bacon, Terry Levee, David Plunkett, Dean Finkenbinder, Marlene Gaither, Lisa Staley, Lorna Jensen-Girard, Lori LeMaster, William Shaw, Becky Stevens-Grobbelaar

Voting members absent: NA

Non-Voting members present: Lee Cornman, Jay Neal, Vicki Everly, Cassandra Mitchell, David Lawrence, Chris Gordon, Susan Quam, Todd Rossow, James Mack, Davene Sorrocco-Smith, Jeff Hawley

Non-Voting members absent: Rick Barney

Non-Voting Members participating by Telephone: NA

Voting Members participating by Telephone: NA

Guests: Joyce Jensen, Troy Darmody, Jodi Callister, Pam Eaton, Lisa Edens, Kevin Smith, Roger Hancock, Steve Moris.

Note: Board members with dual roles on the Executive Board were only captured once, especially if the board member is a voting member.

Opening – Conference Chair John Luker, Presiding. Mr. Luker introduced and thanked the guests present. He asked Mr. Guzzle to Report on the LAC.

Local Arrangements Committee – Jodi Callister and Patrick Guzzle

Mr. Guzzle of the LAC introduced the other members of the LAC and thanked them for all the hard work they have done to make this meeting a success.

Mr. Luker brought the meeting to order. Roll call was taken. He stated Ms. Bacon would be filling in for Council I Vice Chair Mr. Rick Barney.

Dr. McSwane read the anti trust statement.

Mr. Luker brought up that last meeting's minutes have already been approved.

Mr. Guzzle - LAC Report. Mr. Guzzle stated he has already given the informal Report and provided information about local attractions and tours. He shared that local buildings are heated geothermally from underground springs. Mr. Guzzle mentioned that along with the busses there would be hosted walking groups to the Monday night reception.



ACTION ITEM:

Mr. Rosenwinkel moved and Mr. Eils seconded, to acknowledge the LAC Report. A vote was taken and the motion carried.

Executive Staff Reports

Executive Director – David McSwane

Dr. McSwane stated his Report would be short and sweet. He further stated other members of the Board would give detailed information. Dr. McSwane mentioned this was the largest attendance to date at a CFP Biennial Meeting. The workshop also reported a large turnout. He stated Mr. Neal, Co-chair of the Program Committee and its members have put together a good workshop for this meeting.

Dr. McSwane stated, a total 47 states, DC and territories are represented. Sponsorship was good this biennial cycle and Ms. Kramer will give her Report later.

Dr. McSwane requested suggestions on formatting program books. He also mentioned the Boise LAC has been a really good group to work with during this biennial cycle. Dr. McSwane requested feedback on an LAC for the SW region for the 2020 Biennial Meeting. Dr. McSwane suggested that one hotel is the better option than using multiple hotels. However, things have gone smoothly here in Boise with the use of multiple hotels. He informed the board that we saved half price with the Boise Centre, as much as \$15,000. Food has been less expensive for meal functions. Adding to food and beverage here at the hotel saved on rooms for conferences, board meetings etc. AV costs were also less expensive as well.

Master calendar – Dr. McSwane also reviewed the issue process and mentioned that calendar deadlines need to be met. He mentioned that council chairs need to get on top of meeting deadlines for issue submission and to move dates up in providing reports etc.

He discussed the Crumbine award and reported that later this month the committee will meet. There are six applications this year. Lastly, the fall Executive Board meeting will be on August 9-10 at the Plano Yum Brands office. A block of rooms has been reserved at the Dallas/Plano Marriott at Legacy Town Center.

When making a reservation, you can call 800- 228-9290 – Book your group rate for Conference for Food Protection. The deadline for reserving a room is July 21, 2016.



ACTION ITEM:

Mr. Finkenbinder moved and Ms. Garren seconded, to acknowledge the Executive Director Report. A vote was taken on and the motion carried.

Executive Treasurer – Eric Pippert

Mr. Pippert reported we were fortunate to get monies from FDA Grant. There were 54 applications awarded. At the last board meeting, a motion was made to use funds that were left over from previous meetings and for this meeting, to help defray expenses; however there were no such funds. An additional \$400 was permitted from grant monies for reimbursements for state/local/consumers. Mr. Pippert went over the numbers as stated in his report. Mr. Pippert stated a complete audit is needed. He stated the company; Kern and Thompson performed the last audit. He recommended the Board consider using them again. Mr. Levee asked what the time frame would be with respect to the new incoming Executive Treasurer. Mr. Pippert stated the audit was due in 2015. He suggested that discussion be held with respect to when the audit should occur. He presented his report and mentioned expenses keep rising in comparison to incoming funds.



ACTION ITEM:

Dr. Garren moved and Mr. Rosenwinkel seconded to hold off on audit until after transition of new Executive Treasurer. A vote was taken and the motion carried.



ACTION ITEM:

Ms. Mitchell moved and Ms. LeMaster seconded, to acknowledge the Executive Treasurer Report. A vote was taken and the motion carried.



ACTION ITEM:

Ms. LeMaster moved and Mr. Finkenbinder seconded to take Dr. Garren's Report out of order. A vote was taken and the motion carried.

Special Committee Report

Search Committee -Dr. Garren and Mr. Terry Levee

Dr. Garren reported on the Search Committee to find a new Executive Treasurer. A handout of the application for Mr. Cliff Nutt, the recommended new Executive Treasurer was distributed. He would be shadowing Mr. Pippert throughout the August Board meeting.



ACTION ITEM:

Ms. LeMaster moved and Ms. Fletcher seconded to acknowledge Dr. Garren's Search Committee Report. A vote was taken on the motion and the motion carried.

Executive Assistant – Aggie Hale

Ms. Hale Reported, as of 4/15/2016 there were a total of 443 registrants for the 2016 Biennial Meeting. Of this total, 227 were registered as Conference Only. Two hundred sixteen attendees registered for the Conference and Workshop Package, 35 attendees from sponsoring organizations had registered for the workshop, and 13 individuals registered for the Workshop. The total number of workshop attendees was 264 workshop.



ACTION ITEM:

Ms. Bacon moved and Ms. Fletcher seconded to acknowledge the Executive Assistant's Report. A vote was taken and the motion carried.

Unfinished Business

Finance Committee - Dr. Garren reported on a late breaking issue to be submitted to Council II. A handout was distributed of the proposed issue on establishing a Standing Finance Committee that will Report to the Board. Discussion was had concerning the make up of committee, when to report etc. Ms. Everly stated the Board needs to approve the actual Issue language before it goes Council. Dr. Garren stated she would provide the language. Mr. Levee suggested the committee members should be kept at Board membership. It was stated that the Board, including language, must approve late breaking issues. Council II can then change recommended solution language if it deemed it necessary. Ms. Everly stated there is no timeline to introduce the issue but suggested it be ready for Sunday before deliberations begin.

Mr. Luker inquired if this could be done via an e-vote. Ms. Cornman suggested Monday would be enough time for the Board's consideration and vote.



ACTION ITEM:

Mr. Eils moved and Ms. LeMaster seconded to table the motion on the late breaking issue submitted by the Finance committee until Dr. Garren can complete the language for the issue under consideration until Monday morning's meeting. A vote was taken and the motion carried.



ACTION ITEM:

Ms. Bacon moved and Ms. Fletcher seconded to acknowledge the ad hoc Finance Committee Report. A vote was taken and the motion carried.

Committee on Standards for Documents Published on CFP Website and Peer Reviewed and

Non-Peer Reviewed Publications – Donna Garren

Dr. Garren reported the Committee did not have anything to report at this time. She suggested the committee should continue to work on the issue at hand, however she stated she would not be able to continue as chair. If it were the will of the Board to continue the committee, a new chair would need to be selected.



ACTION ITEM:

Ms. Stevens-Grobbelaar moved and Mr. Finkenbinder seconded to acknowledge the Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications Report. A vote was taken and the motion carried.

Cost Reduction Ad hoc Committee Report - Brenda Bacon

Ms. Bacon reported on the different options the committee discussed on possible methods to reduce costs of conducting Executive Board meetings. Ms. Bacon read the report with recommendations the Committee asked the Board to consider as follows:

- Replace the face-to-face spring meeting with three webinars, 2 hours each to be scheduled within one week. Have a clear agenda and a facilitator to keep on track with the daily agenda. Estimated savings: \$ 10,000 per meeting
- Lower the maximum reimbursement for travel expenses to \$600.00 per meeting basis. Estimated savings: \$950.00 per meeting
- Consider the location of the meetings and seek to find locations that have easy access and less expensive lodging. Conference Direct indicated places in the South and areas that struggle to fill hotels may be considered. Estimated savings: Unknown
- Request that industry/trade association and government volunteer to host a meeting. Estimated savings: \$10,000 per meeting
- Reduce or eliminate breakfast and provide only beverages. Estimated savings: Unknown

Discussion ensued as follows: Ms. Everly expressed concern about meeting a quorum. Ms. Lewis and Mr. Radke stated their respective agencies do not use Adobe Connect anymore. Mr. Rosenwinkel suggested the August meeting instead for the traditional walk through, should the spring meeting be a webinar. Ms. Cornman was concerned about the number of webinar sessions (3 in one week) would be too difficult. Ms. Bacon mentioned the fall meeting would not be good for a webinar because of reports etc. She stated the Ad hoc Committee talked about it and it was challenging, however it may save money. There were several concerns discussed including who would be the facilitator of a webinar, possibly the CFP Vice Chair?

Mr. Guzzle clarified that a motion at this point was not to accept the recommendations at this time, but to acknowledge the Report.



ACTION ITEM:

Dr. Garren moved and Ms. LeMaster seconded to acknowledge the Ad Hoc Committee, Reduce Costs for Executive Board Report. A vote was taken and the motion carried.

Dr. Nummer made a motion to discuss the webinar idea further and Ms. Girard seconded. A vote was taken and the motion carried.

Mr. Guzzle suggested a friendly amendment to enact the first, third, fourth and fifth bullet points now and to continue the discussion on the remaining bullet point concerning a Spring webinar for the next Board meeting.



ACTION ITEM:

Mr. Guzzle made a motion and Dr. Garren seconded, to accept the friendly amendment. Mr. Luker asked if there was any further discussion, hearing none Mr. Luker called for a vote on the motion. A vote was taken and the motion carried. Fifteen votes for the amended motion and 2 abstained.

Break 2:45

Program Committee – Dr. Jay Neal

Dr. Neal, Co-Chair of this Committee gave his report. He stated 52 % of attendees are signed up for the workshop. He went over the speaker line-up for the workshop and stated the workshop was well organized and a great deal of work went into putting all together.

Sponsorship Report-Sustaining Memberships – Gina Nicholson-Kramer

Ms. Kramer passed around a copy of the Sponsorship Committee Report. She reviewed the pledges and donations. She discussed sustaining memberships could be \$3,500 yearly and would be a new category of platinum – it would include 4 registrations, certificate or plaque, logo of their company, or put the logo by their name on CFP website? She discussed the possibility of recognizing them at the biennial meeting. Ms. Kramer stated it would be up to the committee members to assume the responsibility of convincing current Titanium level sponsors to become Platinum sponsors etc. The other levels would still remain. There was also a suggestion of having additional lower levels. Discussion: Ms. Stevens-Grobbelaar asked what percent of industry members have sponsored? She suggested that we could get more to participate if we could have a \$2500 a year amount.



ACTION ITEM:

Ms. LeMaster made a motion to move forward with the Sponsorship Committee recommendations on sustaining levels except for the logos recommendation on the CFP Website and Ms. Fletcher seconded. A vote was taken and the motion carried.



ACTION ITEM:

Ms. LeMaster moved and Ms. Mitchell seconded to acknowledge the Sponsorship Committee and the Program Committee Reports. A vote was taken and the motion carried.

In the interest of time, the Issue Chairs requested to be heard concerning the documents listed below which, need approval before Council deliberations begin. The Issue Chairs request the two Issue documents in (binder 3) be approved:

- *Guidance on Editing "RECOMMENDED SOLUTIONS" in Council*
- *Issue Tasks "Post Deliberation" at the CFP Biennial Meeting*

The remainder of the Issue Committee Report will be discussed later.



ACTION ITEM:

Mr. Luker asked if there was a motion to accept the guidance document titled, *Issue Tasks "Post Deliberation" at the CFP Biennial Meeting*. Dr. Garren moved and Ms. LeMaster seconded to accept the documents with the removal of "and saves any draft language or recommendations from the original Council (to provide guidance to the new Council regarding original Council debate)" from the third bullet under Council Scribe on first page of the *Issue Tasks "Post Deliberation" at the CFP Biennial Meeting* document and also remove the same sentence from the second page under Council Chairs and Vice Chairs (Council Leaders) of the same document. A vote was taken and the motion carried. Ms. Bacon and Mr. Eils opposed.



ACTION ITEM:

Mr. Luker asked if there was a motion to accept the guidance document titled, *Guidance on Editing "RECOMMENDED SOLUTIONS" in Council*. Dr. Garren moved and Ms. LeMaster seconded, to accept the document as written. A vote was taken and the motion carried. One opposed.

Ms. Everly mentioned there were errors on Issue Food Code references and this would be addressed in an errata sheet to be distributed to attendees.

Council Reports - Council Reports – (See status Reports in Binder 2)

Council I Report – Christopher Gordon and Rick Barney, Council II Report –Susan Quam and David Lawrence, Council III Report –Todd Rossow and Davene Sarrocco-Smith

Council I

Mr. Gordon Reported Issues to be submitted to Council.

Food Recovery Committee – submitting 2
Ice Maker Committee – submitting 6
Oyster Committee – submitting 1
Plan Review Committee – submitting 2
Unattended Food Establishments Committee submitting – submitting 3

Mr. Gordon stated no changes to rosters with exception of Mr. Barney, who is unable to attend due to injury, but will continue as Chair going forward, and Ms. Bacon will fill in for him during the 2016 Council deliberations. Council I has 48 Issues, 14 are committee issues. The Unattended Food Establishment Committee wishes to be recreated for the 2018 biennium.



ACTION ITEM:

Ms. Mitchell moved and Ms. LeMaster seconded to acknowledge Council I's Report. A vote was taken and the motion carried.

Council II

Ms. Quam Reported Issues that would be submitted to Council from committees:

Employee Food Safety Training Committee – submitting 1
Demonstration of Knowledge Committee - submitting 2
Certification of Food Safety Regulation Professionals (CFSRP) Committee – 2
Interdisciplinary Food Borne Illness (IFBI) Committee – submitting 3
Program Standards Committee – submitting 5
Food Protection Manager Certification Committee – submitting 2
Constitution, Bylaws and Procedures Committee – submitting 2

Ms. Quam Reported there were 2 council roster changes, Ms. Becky Stevens-Grobbelaar and Mr. Thomas Arbizu will be sitting on Council. The CFSRP is requesting not to be recreated and continuing work should be part of the Program Standards Committee. IFBI Committee requested not to be recreated and to post their crosswalk document on the CFP website. She stated one independent issue submitted was requesting the formation of a committee to explore technology solutions for implementing CFP guidance.



ACTION ITEM:

Ms. Fletcher moved and Dr. Garren seconded to acknowledge Council II's Report. A vote was taken and the motion carried.

Mr. Luker and Dr. McSwane brought forward concern of National Restaurant Association and the National Registry of Food Safety Professionals both sitting on the Council, since they were now both under the umbrella of NRA. Justification was made to assure there is no conflict at this time. They are competing interests in that duties are the same as has been in the past. Separation of duties still remains at this time, with separate ANSI accreditation and both entities will continue to pursue their own objectives.

Council III

Mr. Rossow gave council III's Report. He stated Council III had a total of 41 Issues, 6 from committees and the remaining are from independent submitters. He reported there were 2 Council roster changes. Two seats were vacated and replaced by Mr. Kevin Smith and Ben Chapman. Mr. Rossow reported Issues to be submitted to Council from committees:

Hand Hygiene Committee – submitting 4
Retail Listeria Guidelines Committee- submitting 2



ACTION ITEM:

Dr. Garren moved and Dr. Nummer seconded to acknowledge Council III's Report. A vote was taken and the motion carried.



ACTION ITEM:

A motion was made by Mr. Eils and seconded by Mr Rosenwinkel, to bring the Finance Committee Report off the table. A vote was taken and the motion carried.

Finance Committee – Donna Garren

Dr. Garren reported back concerning the need to spell out language in the Finance Committee late breaking Issue. An updated handout was distributed and sent electronically.



ACTION ITEM:

Mr. Rosenwinkel moved and Ms. Girard seconded to accept the revised late breaking Issue II-029 being submitted to Council II. A vote was taken and the motion carried.



ACTION ITEM:

Mr. Luker asked if there was a motion to accept the Nominating Committee's recommendation. Ms. LeMaster moved and Ms. Staley seconded, to hire Mr. Cliff Nutt as the new Executive Treasurer. A voted was taken and the motion carried.

Approval of Council Vice-Chairs

Mr. Gordon discussed his recommendation for Mr. Donald Todd Mers' based on his qualifications and requested that he be accepted as the 2016-2018 Council Vice Chair.



ACTION ITEM:

Dr. Garren moved and Dr. Nummer seconded, to confirm Mr. Mers as Council I Vice Chair. A voted was taken and the motion carried.

Mr. Lawrence discussed his recommendation for Ms. Sharon Wood's based on her qualifications to be Council II Vice Chair.



ACTION ITEM:

Dr. Garen moved and Mr. Rosenwinkel seconded, to confirm Ms. Woods as Council II Vice Chair. A voted was taken and the motion carried.

Ms. Sarrocco-Smith discussed her recommendation based on his the qualifications for Dr. J. Keith Jackson to be Vice Chair for Council III and ask that he be confirmed.



ACTION ITEM:

Ms. LeMaster moved and Ms. Staley seconded that Dr. Jackson be confirmed as Vice Chair of Council III. A vote was taken and the motion carried.

Standing Committee Reports -

Constitution, Bylaws and Procedures (CBP) – Lee Cornman

Ms. Cornman discussed the CBP Report. She stated there were no constitutional charges for this biennium. However, she discussed moving forward on the charges as specified in 2014 - II-018, the reviewing and merging of documents and policies as discussed previously. She did state that the Commercialism Policy has been reviewed and changes were recommended as written in Issue 2016-II-027. Ms. Cornman stated there are 2 issues being submitted for Council II.



ACTION ITEM:

Mr. Finkenbinder moved and Mr. Eils seconded, to acknowledge Constitution, Bylaws/Procedures Report. A vote was taken and the motion carried.

Program Standards Committee – David Lawrence

Mr. Lawrence stated the Report is 11 pages long. The work focused on the Issues from the 2014 Biennial Meeting. There were enhancements made to Standard 5. Issue #3 on the competency of inspectors, was charged to engage industry. Two subcommittees were formed to deal with the charges. The charge to return the CFSRP and also the IFBI back to the Program Standards Committee will reduce redundancy, with respect to Standard 2 and Standard 5, (see Report in Binder 3.)



ACTION ITEM:

Dr. Garren moved and Ms. Mitchell seconded, to acknowledge the Program Standards Committee Report. A vote was taken and the motion carried.



ACTION ITEM:

Ms. Mitchell entertained a motion to end the meeting for the day and Ms. Staley Lisa seconded. A vote was taken and the motion carried.

April 18, Monday 7:30AM

Mr. Luker brought the meeting to order.

Standing Committee Reports Continued

Resolutions Committee – Terry Levee for Michael Roberson

Mr. Levee thanked the committee on behalf of Mr. Roberson and himself and went over the resolutions. There was discussion about Resolution Number 7 for the San Bernardino Health Department with respect to assuring the correct number and individuals were recognized.



ACTION ITEM:

Mr. Rosenwinkel moved and Dr. Garren seconded, to acknowledge the Resolutions Committee Report. A vote was taken and the motion carried.



ACTION ITEM:

Ms. LeMaster moved and Dr. Garren seconded, to accept the Resolutions as submitted. A vote was taken and the motion carried.

Strategic Planning Committee - Mr. James Mack

Dr. Jay Neal Reported on the subject of meeting membership preferences. (See the PowerPoint presentation provided with the meeting minutes on the CFP website.) During this period, the Committee worked very hard toward developing a strategic plan. The Committee has completed the Conference for Food Protection Biennial Meeting Study conducted by Dr. Draper and Dr. Neal, University of Houston, Conrad H. Hilton College of Hotel and Restaurant Management. The study report is attached as Appendix I. There was discussion on the Survey 40 questions. There were 585 emails sent out and 283 responded or 49.8% response rate. Mr. Mack suggested that the SWOT analysis would drive the creation of a Strategic Plan and that this would be the first step in the planning process. The Committee Report will be continued at a later time.

Special Committee: ACAC Report – Joyce Jensen

Ms. Jensen reported that the ACAC Committee meets annually and schedules conference calls when needed. She stated that Dr. Vijay Krishna was to be here, but was unable to attend. She introduced Mr. Roger Hancock as Ms. Cornman's replacement on the ACAC Committee. She stated that the Committee reviewed the annual surveillance program of the accredited test providers. She stated that 3 of the 5 providers were approved and the remaining 2 providers were given a due date to comply with any non-conformities and scheduling problems. One of the training providers requested remote proctoring, but the request was denied. Complaints were received and reviewed.



ACTION ITEM:

Ms. Dr. Garren seconded moved and Mr. Finkenbinder seconded, to acknowledge the ACAC Committee Report. A vote was taken and the motion carried.

Nominating Committee – Lori LeMaster

Ms. LeMaster of the Nominating Committee brought forward the recommendations for Conference Chair and Conference Vice Chair.



ACTION ITEM:

Mr. Luker asked if there was a motion to accept the nomination of Mr. Patrick Guzzle as the 2016-2018 Conference Chair. Ms. Girard moved and Ms. Cornman seconded, to accept the nomination of Mr. Patrick Guzzle. A vote was taken and the motion carried.



ACTION ITEM:

Mr. Luker asked if there was a motion to accept the nomination of Mr. Ken Rosenwinkel as the 2016-2018 Conference Vice Chair. Ms. Girard moved and Ms. Staley seconded, to accept the nomination of Mr. Ken Rosenwinkel. A vote was taken and the motion carried.

Food Protection Manager Certification Report– Jeff Hawley

There were two major items for discussion, first to evaluate security data (security did improve because of 2012 updated standards) and second is ISO 17024 Standard. The Committee will evaluate the ISO Standards. The only recommended changes to the CFP Standards were non-substantive changes. Mr. Hawley is leaving the Committee. Therefore the Committee will have to elect a new chair in the fall. Sharon Wood is currently the Vice Chair. Mr. Hawley brought up that he and Ms. Wood are from same constituency until such time in the fall meeting when new chairs can be elected to the Committee. The Board expressed their confidence and had no issue with the two being from the same constituency at this time.



ACTION ITEM:

Mr. Luker asked if there was a motion to acknowledge the Food Protection Manager Certification Committee Report. Ms. LeMaster moved and Ms. Fletcher seconded. A vote was taken and the motion carried.

New Business

Dr. McSwane stated that Mr. Cliff Nutt has started working with Mr. Pippert and would continue to work with Mr. Pippert for a period of time. Dr. McSwane also stated that we need a Compensation Committee to update the service agreement of 3 positions. Mr. Eils volunteered to do it again.

Dr. McSwane brought up the topic of the Southwest region being the host for the Biennial Meeting in 2020. Ms. Karen Pena of Conference Direct will be looking for venues. The new Conference Vice Chair will be involved in choosing the venue. Dr. McSwane also asked if someone could find information for next board meeting. The possibilities for looking at Texas and Denver were brought up. Discussion on venue ensued.

April 19th, Tuesday 2:00PM

Mr. Luker brought the meeting back to order and a quorum was confirmed. Mr. Steve Moris with AFDO was introduced. Dr. McSwane distributed an AFDO handout on behalf of Mr. Moris. Mr. Moris reported in the past three years there were 1000 applicants and 684 grant awards were handed out to retail regulators for the Retail Program Standards. Total amounts are up to almost \$3,000,000. Mr. Moris stated the money comes from the FDA and is administered through AFDO and goes to state, territorial, locals and tribal regulators. He stated that AFDO recognized the CFP mission and goals and appreciates the partnership between both organizations. Mr. Moris stated the Retail Program Standards is one of the goals of AFDO that is shared with the CFP. He thanked the Board.

Strategic Planning – James Mack

Mr. Mack stated the Committee met around 8 times over last 2 years. He further stated that Dr. Neal has helped the Committee know where the Committee needs to go from here. Mr. Mack said that the Committee has put together a plan for the CFP to some degree. The committee has improved the navigation program based upon feedback received from the membership. The program is working well with some areas that still need improvement. Discussion included where new members can meet with navigators. Ms. Fletcher shared that about 109 names were distributed to navigators. However, not all registrants responded. Ms. Hale sent lists of first time attendees to Jessica. She mentioned there were some people that were not captured and she speculated on the possible reasons, such as late registrants. Mr. Hawley said there were some problems with finding navigators. Ms. Fletcher requested any feedback would be appreciated. Ms. Bacon shared that chairs and vice chairs really can't participate as navigators due to other duties. Some of the new attendees didn't know to whom they were assigned. A suggestion was made to post a list somewhere obvious to navigators and their assigned new people and perhaps have a meeting room assigned. Ms. Fletcher stated a new survey would be sent to new members.



ACTION ITEM:

Mr. Luker asked if there was a motion to acknowledge the Strategic Planning Committee Report. Dr. Garren moved and Mr. Rosenwinkel seconded, to acknowledge the report. A vote was taken and the motion carried.

Issue Report – Vicki Everly and Cassandra Mitchell

Ms. Everly thanked all partners who helped with the Issue review process including the web master. Ms. Everly and Ms. Mitchell extended a thank you to those individuals that helped with the process including Ms. Hale, and Mr. Levee. She also wanted to extend a special thank you to Dr. McSwane who helped in moving things forward, especially with the redactions that had to be made. Ms. Everly reported that some of the requests have already been done. (see page 4 of Issue Committee Report). Point 2b challenges were discussed because there were problems with understanding the current approved process. Some individuals found it difficult understanding the process and their role in it. The biggest hurdle this year was meeting deadlines due to lack of response from Issue submitters. A request of the Board was made to address what happens when someone doesn't respond to requests with respect to meeting deadlines and following written procedures. She stated there is a need for accountability. She mentioned this point is on the table for the Board to consider especially because accountability is something the Issue Chairs cannot force. Another challenge were complaints from council committee members regarding the procedures in place. It seemed that individuals did not want to follow set procedures. Some comments were directed at the Issue Chairs, complaining they were exceeding the tasks assigned to Issue Chairs. Ms. Mitchell stated this was her first time as an Issue Co-chair and she reiterated that it was difficult to get feedback and it created too much unnecessary work making the job too labor intensive in the short timespan available, because people didn't comply with deadlines and requirements. Some council chairs had to create issues and reports for committees. It was reiterated that the lack of response and delays were the number one challenge and the second was the pushback from committee members. Ms. Everly did mention that not all committees presented problems; there were some stellar committees and committee chairs. Ms. Everly mentioned this was the most trying biennial cycle in her experience as Issue Chair for 5 biennial cycles. She mentioned we are all volunteers and extraordinary efforts should not be needed on the part of the Issue Chairs to ensure that deadlines are met. It appeared there was some misinformation out there that perhaps added to the overall level of frustration by all parties. The Issue Chairs should not have to defend their roles. She stated everyone involved needs to be educated on the process throughout the biennium. Mr. Rossow mentioned there was a lot of discussion about the guidance documents. He stated that maybe there needs to be some up front clarification about the Issues concerning the work done by committees and their place within the CFP process, especially regarding documents that will be posted on the website. Mr. Levee stated vice chairs of councils are the whips of that council and responsible to get committees going. Committee members need to read governing documents and know positions descriptions as well. Dr. McSwane stated council chairs need to share the information on the rules and timelines of the Conference to the committee chairs. Dr. McSwane suggests committees break up tasks similar to what the FPMC Committee has in place. Council and committee chairs need a work plan and timelines set. He stated he has not seen this being done. Mr. Guzzle asked what recourse a conference chair and vice chair has to deal with committees that can't meet their responsibilities. He stated too much work was left undone until the very end of the two-year cycle. Ms. Cornman stated there can be tightening up of position descriptions. The conference vice chair does in fact have in their job description a duty to be the whip for the CFP. Perhaps

there is a need for a new committee chair document specifying what they need to know. Ms. Cornman mentioned that in her 20 years involved in the process, she recognized that in the past things were handled differently and that was partly due to the CFP being a smaller organization. Since that time, more individuals having more input into the process drove changes. Necessity is the mother of invention and more guidance became necessary in order to achieve the goals we have set for ourselves as an organization. Ms. Cornman said people are not reading the existing governing documents. Ms. Cornman stated that newer members do not have the depth of knowledge of this type of organization and it does differ from many other type organizations. Ms. Cornman stated some people are moving up too fast and don't have the requisite knowledge base needed. They don't realize what is actually needed in the required timeframes and the level of expectation that is required. She reiterated that once a document is submitted to and through the Conference it belongs to the Conference, not to the committee.

Mr. Gordon stated the Board is responsible for accepting committee members and chairs. He went through the process of reviewing the Word documents before the online process. He then explained that once the offline process was completed, the electronic process opened and that review process was repeated. He stated this is a process issue rather than a person issue. He heard there were technical issues with the electronic process. He suggested we look at the process and possibly streamlining it. Ms. Everly clarified Mr. Gordon's statement and reviewed the process of reports and issues needing to be submitted as a packet first to council chairs. Then it goes to the Issue Co-chairs, NOT the Issue Committee members. Only the Issue Co-chairs review Issues and reports. Once on the online program, only the Issue Co-chairs and designated Reviewers work with the Issue packets and the committee chairs. Ideally, once submitted online, there is nothing left to edit because committee reports and Issues were already reviewed first by the council chairs. What happened was some committee chairs failed to make any corrections (as specified in the current approved guidance documents) or uploaded earlier versions of their reports or Issues and not their final versions, and this led to further edit requests. The online system was never intended to be an editing function based system, but simply to upload what the Council Chairs and Issue Co-Chairs had already reviewed and approved the documents. It is very difficult to edit on the online system because we have not paid for a more complex system. Mr. Rosenwinkel asked if it was possible to refresh the position descriptions and timeline by the time new committees are formed for this biennium. Dr. Neal asked if there was a template for timelines. Ms. Everly stated it is not actually part of the Issue Chair responsibility to create committee templates. However, because they were needed, the Issue Chairs have created several templates for issues and reports, all reviewed and approved by the Board. And there are complaints now about all the guidance and templates provided by the Issue Chairs. Dr. Neal suggested weekly updates to committees. Ms. Everly stated this was a good idea and that someone other than the Issue Chairs could create such guidance. December deadlines were questioned. Ms. Staley shared that the process was too complicated.

Ms. Lewis asked if it was possible to overlay timelines with Issue timelines and with checklists for committees. Ms. Quam and Mr. Lawrence did in fact send committees all guidance documents, templates and the timeline document early in the process. She mentioned the volunteer base is changing and this could be part of the impact on the current process. This issue needs to be addressed as well as the current problems.



ACTION ITEM:

Mr. Guzzle moved to table this discussion so that he may be able to work on the position descriptions and bring the edits back to include responsibilities and timelines back to the Board for consideration. Ms. LeMaster seconded. A vote was taken and the motion carried.

Ms. Everly brought up the draft Committee Periodic Report and mentioned that some of the edited language addresses part of the current problems. This template is asking the Board to accept these committee reports instead of simply acknowledging them. This draft includes language about acceptance of the reports. She reviewed some of the draft language. She stated the draft report is submitted for approval by the Board.



ACTION ITEM:

Mr. Plunkett moved to approve the Committee Periodic Report template and Ms. Bacon seconded. A vote was taken and the motion carried.

Ms. Everly stated the remainder of the requests in the Issue Report might be postponed until later. Dr. McSwane asked if the Issue Chairs were also asking for approval of the Committee Final Report template. She stated it would not be necessary until the next Board meeting. Dr. McSwane suggested we vote on this now so that we can give the newly formed committees the revised forms as soon as possible.



ACTION ITEM:

Mr. Plunkett moved to approve the Committee Final Report template and Ms. Fletcher seconded. A vote was taken and the motion carried.

Ms. Everly stated this concluded this part of the Issue Report and thanked the Board.

Ms. Bacon moved to table acknowledgement of the Issue Report and Mr. Plunkett seconded. A vote was taken on the motion and the motion carried.

New Business - Caucus Elections

Mr. Luker brought forward the caucus group discussions.

The new Regional representatives on the Board are as follows:

Ms. Lori LeMaster, from the Southeast Region will be replaced by Ms. Ann Johnson.

Ms. Jessica Fletcher, from the Northeast Region will return.

Ms. Lorna Girard, from the Midwest Region will be replaced by Ms. Rebecca Krzyzanowski.

Mr. Dean Finkenbinder, of the Southwest Region (due to retirement) will be replaced by Mr.

Steve Moris.

Ms. Cassandra Mitchell, from the Mid-Atlantic Region will be replaced by Mr. David Lawrence.

Mr. Larry Eils, from the Vending and Distribution constituency will return.

Mr. Terry Levee, from Industry At-large, will be replaced by Ms. Angela Sanchez.

Mr. David Plunkett, from the Consumer constituency will serve again.

Mr. Luker recognized Ms. Lorna Girard and Ms. Cassandra Mitchell for their service. They have served two consecutive terms on the Executive Board and are not eligible for re-election.

Mr. Luker recognized Dr. McSwane regarding the Adobe Connect contract. Dr. McSwane surveyed the committee chairs and the responses were mixed. The contract to renew would be \$550. He stated he did not feel it would be in our best interest at this time, but is seeking guidance from the Board. He did contact the federal partners on whether they could work with Adobe. However, the federal agencies mostly use Web Ex. Ms. Bacon asked if we know exactly how much use there was of Adobe Connect. Dr. McSwane suggested letting the contract lapse because he did feel not many used it enough to justify continuing the contract.



ACTION ITEM:

Dr. Garren moved to explore other options and Ms. Stevens Grobbelaar seconded. A vote was taken and the motion carried.

Creation of a policy that prohibits the identification of individual companies, regulatory agencies, and other entities by name, address, brand etc. in Issues and supporting documents in a way that could be considered unfavorable or damaging – Mr. Terry Levee

Mr. Levee provided a handout on the verbiage used to provide the CFP membership information about the CFP adopting a practice of not identifying individual companies, regulatory agencies, and other entities by name, address, brand, etc., in Issues and supporting documents. He stated that in the course of reviewing Issues and Committee Reports, the Issue Chairs discovered the mention of certain negative information that may or may not be appropriate to post on the CFP website as is customary when these reports are posted before, during and after the Biennial Meeting. Mr. Levee stated it was brought to his attention and he volunteered to review the submitted documents. Ms. Stevens-Grobbelaar asked if this redaction process would include positive mention without approval from the company mentioned? Mr. Plunkett stated that if we wanted to be consistent it would be best to redact good and bad language. Ms. Everly stated this was discussed and found it would be difficult to get permission for good references as well, and would be too onerous during the review process. Mr. Plunkett agreed in that it would be too difficult for Issue Chairs to have to wade through the documents and determine what was bad and what was good. There was also a concern about how much time it would take to get permission. Dr. Shaw was concerned about redacting public documents from federal agencies. Ms.

Everly stated the additional time needed for review was only concerning supporting attachments and not content documents, as content documents are already fully reviewed and any needed redaction would be addressed during this process. Mr. Levee stated this was very hard work to look through supporting attachments for possible redactions. Mr. Levee and Ms. Everly stated the language developed for this biennial meeting did work, however she felt additional clarifying language may be needed for the next biennium. Dr. Garren suggested we could end the first sentence in the provided handout after the word “documents” and remove “in a way that could be considered unfavorable or damaging.”



ACTION ITEM:

Ms. Bacon moved to accept creating a policy on such language to be redacted including whether the language was good or bad and to continue to study the issue and come up with a formal policy for the next Executive Board meeting. And the following language to be included in the policy: The CFP has adopted the practice of not identifying individual companies, regulatory agencies, and other entities by name, address, brand, etc., in Issues and supporting documents. Ms. Stevens-Grobbelaar seconded the motion. The vote was taken and the motion carried.

Mr. Luker welcomed the new Council Vice Chairs, Donald Todd Mers, Keith Jackson, and Sharon Wood. Ms. Nutt welcomed the new Executive Treasurer Mr. Cliff Nutt.

Mr. Luker entertained a motion to adjourn. Dr. Garren moved and Ms. Bacon seconded. A vote was taken and the motion carried.

April 20, Wednesday 6:30AM

Mr. Luker brought the meeting to order.



ACTION ITEM:

Mr. Luker entertained a motion to bring back the tabled discussion during the Issue report, to add language to the position descriptions for the Conference Vice Chair and Council Vice Chair. Mr. Guzzle moved and Ms. Staley seconded to bring back the tabled discussion. A vote was taken and the motion carried.



ACTION ITEM:

Ms. LeMaster Moved and Dr. Garren seconded, to accept the proposed language for clarity of duties of the Conference and Council Vice Chair position descriptions and to insert the new language and use for the 2018 biennium. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Dr. Garren moved and Mr. Rosenwinkel seconded to bring back the Issue Report. A vote was taken and the motion carried.

Ms. Everly stated the balance of the remaining items could be postponed until the August Board Meeting. She would like to make one comment. She stated yesterday two committee report templates were approved with no questions or discussion. However, throughout this Issue process and during this board meeting, comments were made by Board members that perhaps some of the existing documents/templates and submitted reports are too long, too complicated etc. The current reports are what is and has been used every biennium and all existing documents/templates were approved by the Executive Board. Council members and not the Executive Board members review most of the submitted final reports. However, if the Board feels that reports submitted for their approval contain too much information to read, then should we be asking the Councils to read that much information? The point being, are we asking the Councils to deal with more information than the Board feels is necessary or is willing to review. She is asking the Board to think about this and come back with an answer at the next meeting.



ACTION ITEM:

Ms. Fletcher moved and Dr. Garren seconded to acknowledge the Issue Report. A vote was taken and the motion carried.

Federal Agency Reports

The Federal Agency Reports were presented during the opening session. The reports can be found on the CFP website under the 2016 Biennial Meeting – Program/Workshop Materials and also under the April 2016 Executive Board Report.

FDA – Glenda Lewis

Ms. Lewis shared that the 2015 FDA version of the Voluntary National Retail Food Program Standards are available and were handed out at the program standards session during this year's CFP meeting, and can be found on the website. She also mentioned you can sign up to receive on going information notices. She reported there are four new regional specialists that have been added to the team. She anticipates the risk factor study to be available in the fall.

USDA – Dr. William Shaw

Report was given at opening session.

CDC – Vincent Radke

Mr. Radke also stated the report was given at the opening session. However, he shared that 11 CDC folks were in attendance and that was the most ever. Three centers participated and that is new too.

Mr. Luker presented Mr. Kevin Smith with a plaque, which he read, thanking Mr. Smith for all the hard work and assistance he has given to the CFP over the years and on behalf of the Executive Board we wanted to give him a sincere and heartfelt thank you.

Mr. Levee recognized Mr. John Luker as the outgoing Conference Chair. He further stated the last 2 years has been challenging and to thanked him on behalf of the Executive Board for his support and assistance throughout this biennium.

Mr. Guzzle was concerned that he could not bring a motion back to the table because he was not the author of the motion and the author of the motion is not present. Dr. McSwane said he could bring it up for discussion.



ACTION ITEM:

Ms. LeMaster moved and Dr. Garren seconded to bring the topic of reducing Board costs back to the table. A vote was taken and the motion carried.

Mr. Guzzle wants to clarify that 4 of the points can be implemented but the remaining bullet point (#1) does not have a clear platform to be implemented. Mr. Eils suggested we needed to have further conversations with our federal partners to see who can use what program. Therefore we will need to wait before we can implement bullet point 1. (See Reducing the Costs of Executive Board Cost Ad Hoc Committee Report in Binder 1)

NEW Business

Audit Report – Angela Nardone (she had baby and was unable to attend or provide a report. Dr. McSwane stated we needed help from someone who can make an accurate account of our books. Dr. McSwane brought up that there would be a formal audit during the transition between Mr. Pippert and Mr. Nutt.

Dr. Garren recommends the Audit Committee should pick firms or to at least have input into choosing the audit firm

Dr. McSwane shared he had a discussion with Sealed Air and they offered to host a meeting in Atlanta for the fall Board meeting in 2017. Ms. Bacon said that location is affordable and convenient.

Dr. McSwane stated the dates of the 2018 Biennial Meeting are April 16-20. Sunday will be what we normally do on Fridays and the Assembly of State Delegates will meet on Friday this time.

Mr. Pippert will be traveling in the next 2 ½ weeks. Therefore there is no urgency on submitting reimbursements. Also, if you don't get a response please try again.



ACTION ITEM:

Mr. Eils moved and Ms. Staley seconded to give the assignment of picking a firm for the audit is given to the Finance Committee. A vote was taken and the motion carried.

Mr. Levee reminded the Board that we don't have a Finance Committee Chair or formed the committee yet. He related that we couldn't wait until the fall meeting to set up the committee. Dr. McSwane said it would be Mr. Guzzle, as the new Conference Chair, who will need to approve the new committee. Dr. McSwane stated he would like to see volunteers

within the next 2 weeks, (5 to seven people). Mr. Rosenwinkel made a comment on committee assignments. He mentioned some people didn't get anything back confirming they had volunteered. Ms. Hale stated she would be sending out blast emails and would list all the committees including standing and ad hoc committees and everyone will be given choices and asked to rank them. After the deadline date, the information will be posted on the website and another blast email would be sent out again.

Dr. Garren brought the subject up about a comment that may have been construed as offensive made to an industry member not sponsoring the CFP. A letter of apology is being sent out to the party in question.

Mr. Luker wanted to thank everyone for their help and support.



ACTION ITEM:

A motion to adjourn until after the Assembly of Delegates session was made by Dr. Garren and seconded by Ms. LeMaster. A vote was taken and the motion carried.

2018 Biennial Meeting Information:

Marriott Hotel Downtown, Richmond, VA. April 16-20, 2018

2020 Biennial Meeting Search (Southwest Region) – We need volunteers to create a LAC and propose sites for this meeting at the Fall 2016 Board meeting in Dallas.

The Fall 2016 Board meeting will be held at YUM! Brands Offices in Plano, TX on August 9-10, 2016. A block of rooms has been reserved at the Dallas/Plano Marriott at Legacy Town Center, 7121 Bishop Road, Plano, TX. The group rate is \$169/night and the last day to make a reservation is July 18, 2016. Reservations can be made by calling Marriott Reservations at 800-228-9290 or by using the following link - Book your group rate for Conference for Food Protection

April 20 2016 10:15 AM

Conversations ensued about the logistics of the August Board meeting. Ms. Stevens-Grobbelaar will need to know who needs transportation etc.



ACTION ITEM:

A motion to adjourn was made by Ms. Staley and seconded by Dr. Garren. A vote was taken and the motion carried.