



CONFERENCE FOR FOOD PROTECTION
EXECUTIVE BOARD MEETING

August 9-10, 2016
Yum! Brands, Inc.
7100 Corporate Drive
Plano, TX 75024

August 09, Tuesday 8:30AM

Voting members present: Steve Moris, Kelli Whiting, John M Luker, Bill Hardister, Patrick Guzzle, Rebecca Steiner, Elizabeth (Lisa) Staley, Jessica Fletcher, Ann Johnson, David Lawrence, Ken Rosenwinkel, Becky Stevens-Grobbelaar, Brenda Bacon, Glenda Lewis, William Shaw, Vincent Radke, Brian Nummer, David Plunkett, Larry Eils, Angela Sanchez

Voting members absent: Donna Garren,

Non-Voting members present: Lee Cornman, Jay Neal, Vicki Everly, Debbie Watts, Rick Barney, Todd Mers, Davene Sarrocco-Smith

Non-Voting members absent: Michael Roberson, Dr. J. Keith Jackson, Sharon Wood

Non-Voting Members participating by Telephone:

Audit - Danny Follett, Finance - Terry Levee, Food Protection Manager Certification - Jeff Hawley, Program Standards - Angie Cyr, Strategic Planning - Tom Ford, Sponsorship - Janice Buchanon

Voting Members participating by Telephone: Becky Steiner

Guests: Clive Newton from Yum, Karen Peña of Conference Direct

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 Mr. Patrick Guzzle called the meeting to order. Mr. Ken Rosenwinkel read the Anti-trust Policy. A roll call was taken of Board Members. Everyone introduced himself or herself. A roster was passed around to review and make any changes if needed. Dr. McSwane reviewed the master calendar.

Mr. Guzzle asked if there were any corrections or comments on the Board Meeting Minutes from April 2016, which were previously approved via E-ballot.

Corrections were proposed on page 19 of the April Board Meeting Minutes, however only one word “then to than”, was changed and this has been corrected.

Mr. Guzzle asked about the minutes on page 19 of 21 stating “are we asking the Councils to deal with more information than the Board feels is necessary or is willing to review”, if anyone had any

comments on this concern.

Ms. Everly asked about an action concerning updating position descriptions on page 18 of the April minutes. She asked where she could find the new language. Mr. Guzzle stated he and Ms. Cornman were going to work on editing the position descriptions; however they were unable to work on them to date.

He did not recall a finalized motion. He proposed editing the position descriptions of Council Vice, /Committee Vice chairs and Conference Vice chair with respect to clear and effective timelines. Ms. Everly stated the minutes might need to be amended.

Excerpt from April Board Meeting:

(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.)

Mr. Guzzle asked for a motion as to what is the will of the Board on the action item on page 18 of the April minutes. Do we strike the language from the April minutes? Dr. Shaw asked if Ms. LeMaster and Dr. Garren could be contacted regarding this motion. Ms. Everly suggested postponing this discussion until later in the meeting.

Mr. Guzzle reported what he and Mr. Rosenwinkel had been discussing committee chairs. He reported recruiting Ms. Janice Buchanon to chair the Sponsorship Committee. They also recruited Mr. Terry Levee as the chair of the Finance Committee and Mr. Dan Follett as the Audit Committee Chair. He also brought forward the resolution recently passed by the Association of Food and Drug Officials (AFDO) calling for representatives of CFP and AFDO to sit down together to look for ways to harmonize the voluntary standards for Retail and Manufactured Food programs.

Executive Staff Reports

Executive Director – David McSwane Dr. McSwane summarized the 2016 Biennial Meeting and what has been done since that meeting. He went over the numbers from the most recent meeting in Boise: there were 449 attendees compared to 439 in Orlando and 370 in Indianapolis. Due to weather some were registered but unable to attend at the last minute. One hundred and fifty-nine registrants indicated they were first time attendees at the meeting and 272 people attended the Saturday workshop. There were 117 Issues deliberated. The data collection from the convention bureau indicated there might be a need to go back and raise the number of room nights for Richmond because of the number of rooms used in Boise. He stated there are 2,000 room nights reserved for Richmond and Ms. Karen Peña may be able to slightly raise that number if needed. He reviewed the overall costs incurred during the 2016 Biennial Meeting and stated the cost for meeting space rental was 50% less because of the number of room nights.

Dr. McSwane raised concerns regarding the fees set for regular registrations at the 2016 Biennial Meeting. When the membership dues are deducted from the registration fee, the Conference actually lost money for each person who paid the regular registration fee for the meeting. He stated we couldn't continue with what we are doing and will have to address the amount charged for registration fees for the 2018 Biennial Meeting.

Dr. McSwane indicated a summary of the 2016 Biennial Meeting was presented at the AFDO annual meeting. Mr. Radke was kind enough to provide the CFP report at the meeting.

Dr. McSwane asked about how the Board wished to address the e-vote process. There were several suggestions from Board members in the past. He stated he would follow through with the wish of the Board. The Board related that it preferred to handle the e-vote process in the same way that it had been handled in the past.



ACTION ITEM:

Ms. Bacon moved and Mr. Lawrence seconded to charge the Finance Committee to study the registration fee for the 2018 Biennial Meeting to determine if the membership fee should be included or not, and come back to the spring meeting with viable suggestions. No further discussion. A vote was taken and the motion carried.



ACTION ITEM:

Dr. Brian Nummer moved and Mr. Eils seconded, to acknowledge the Executive Director Report. No further discussion. A vote was taken and the motion carried.

Executive Treasurer – Eric Pippert

Financial statements were provided to the Board Members. Mr. Pippert stated the Orlando biennial meeting generated slightly less revenue than the recent biennial meeting in Boise. However, the profits from the two meetings were about the same. He reiterated that his charge when he took over, as treasurer was to change the revenue to expense ratio for the biennial meetings to 3 to 1 as Mr. Hayes the Executive Director at the time had suggested back in Providence. The ratio for the 2016 Biennial Meeting was 2.27 while it was 2.73 in 2014.

He stated currently, overall Conference expenses are higher than revenue. He included the 2016 budget in his report so the new Board Members can become familiar with budgeting. He discussed travel policy and reimbursements for the new members. He stated alcohol and tips are not reimbursable.



ACTION ITEM:

Mr. Lawrence moved and Mr. Luker seconded, to acknowledge the Executive Treasurer Report. No further discussion. A vote was taken and the motion carried.

Discussion: Mr. Nummer asked about budget ratio and asked if this should be part of Finance Committee discussion. Mr. Guzzle asked members to review funding to offset costs for attendance and asked not to depend on the \$800 stipend. Mr. Pippert reminded members of the discussion in Park City regarding the \$800 being a maximum allowance and not an automatic reimbursement amount because it may impact another's reimbursement.

Executive Assistant – Aggie Hale

Ms. Hale reported there are currently 571 members, and new members were being added throughout the biennium. She reported what had been uploaded on the website was listed on the Executive Assistant's report that was distributed prior to the meeting.



ACTION ITEM:

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

Ms. Everly requested the number of members by constituency. Those numbers are as follows:

Retail Food – 108, Food Service - 89, Food Processing – 12, Food Industry Support – 88, Vending and Distribution – 5, District/Territory – 2, Federal – 50, State 116, Local – 65, Emeritus – 7, Academia – 20, Consumer - 10

Unfinished Business

Executive Board Issues pending from the April 2016 Board Meeting

Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications. – Brian Nummer

Dr. Nummer (Chair) of the ad hoc committee is requesting to have the ad hoc committee continued with current membership consisting of Dr. Nummer, Dr. Schnaffer, David Read, and David Crownover. Dr. Nummer asked the Board to approve the committee's charges as listed in the submitted report. The committee will report back at the spring meeting. Ms. Everly asked how this review falls within the Issue process with respect to when documents are reviewed for determination. Ms. Everly suggested this be placed in a policy. This needs to be included in the charges of the committee. Dr. Nummer responded in the affirmative. Ms. Bacon also asked when this process takes place and Dr. Nummer said it would most likely need to go through the council process. He stated this is still to be determined. The question was asked as to what is CFP's role as to credit for the work. Ms. Cornman reminded the Board that whatever is created by a committee belongs to the CFP. Ms. Everly brought up ownership of drafts that were not approved through CFP, and to whom the draft belong. Dr. McSwane doesn't think the CFP can claim ownership to a draft that isn't submitted as an Issue and doesn't go through the whole process. Ms. Everly stated clarification is needed to understand the process. Dr. Nummer is open to any and all recommendations from Board Members.



ACTION ITEM:

Ms. Bacon moved and Ms. Krzyzanowski seconded, to approve the creation of the Documents Published on CFP Website and Peer Reviewed/Non-Peer Reviewed Publications (ad hoc) Committee as outlined in the report provided by Dr. Nummer and to bring back findings and recommendations at the next spring meeting. A vote was taken and the motion carried.

Ad hoc committee formed to develop a Disparagement Policy – David Plunkett

Mr. Plunkett stated it was the will of the Board from the last spring meeting to have a policy on disparagement comments. Mr. Plunkett is currently ACTING chair. Mr. Plunkett will think about becoming the Chair of the Committee. It was discussed that the Commercialism Policy currently in effect did not adequately cover the disparagement issue. Therefore, the CFP adopted a motion that redaction practice be set in a policy. Mr. Plunkett read the current language. It was decided to create an ad hoc committee with Ms. Everly, Ms. Cornman, Dr. Garren, Ms. Stevens-Grobbelaar, Mr. Rosenwinkel, and Dr. Shaw as members. There is still a need to continue to work on this policy. Ms. Everly clarified this policy applies only to reviewing the supporting document/attachments and not the actual Issues. She stated it was difficult determining where to draw the line, and informed the Board this task was more difficult than initially thought. Mr. Plunkett provided the initial draft to consider in the next

several months. Final decisions must be completed by next August.

Creating an “app” for the 2018 Biennial Meeting – Brian Nummer

Dr. Nummer agreed to look into creating an app to track CFP Issues. The cost ranges from about \$900 to \$2000 for such an app. Dr. Nummer stated the thought right now is to determine what it would cost and what it would take to use the app. at this point and not an in-depth study of what can be created and how complex it could be. Right now the focus is just exploring the feasibility of an app for the 2018 meeting. Dr. Nummer asked for a co-chair. Discussion ensued as to how best to move forward. Dr. Jay Neal stated a better way to go is to solicit the service of an IT person who has experience at creating and using apps. Ms. Cornman suggested looking at other organizations such as IAFP etc. Dr. Neal agreed to co-chair the ad hoc committee. Dr. Nummer indicated he would recruit members of CFP who have IT skills to serve on the committee.



ACTION ITEM:

Ms. Krzyzanowski moved and Ms. Whiting seconded, to create the ad hoc committee to explore the concept of an app and comeback to the upcoming spring Board Meeting with recommendations and to approve Dr. Nummer and Dr. Neal as co-chairs. No further discussion. A vote was taken on the motion and the motion carried.

Maintaining both the Finance and Audit Committees – Dave McSwane

Dr. McSwane brought up the discussion initiated at the last Board Meeting pertaining to the need for both a Finance and Audit committee. Discussion: Mr. Moris and Mr. Radke recommended keeping both. It was brought up the Audit Committee was not adhering to proper protocol and the Board had not been applying proper rigor with respect to completing its charge. There should be criteria and expectations for the Audit committee and proper oversight by the Board. Ms. Bacon suggested, since the members are board members that the committee get together during routine board meetings. Consensus among the Board Members is to continue to have two separate committees.

Alternative platforms for conducting Committee and Board Meetings – Dave McSwane

Dr. McSwane reviewed the Adobe Connect process that was discontinued as of the April Executive Board Meeting. Dr. McSwane stated he just compiled information and is not in a position to put forward a recommendation at this time. It was stated that Web-ex has high user fees. Federal agencies use different platforms. Got-To meetings is less expensive but may not be allowed by some entities. Skype is cheap but has limitations with respect to time etc. Zoom was suggested. The Board recommended substituting a face-to-face meeting with one of these possible platforms, however the Board does not have a clear option at this time. Dr. McSwane asked if anyone has a way to pilot an online meeting rather than face-to-face.

Mr. Guzzle asked what the will of the board was with respect to substituting a face-to-face meeting with an electronic call at this time. He suggested perhaps moving forward with a substitute method is premature because the method is more complex than initially considered. Dr. Neal suggested trying a conference call in September and possibly a web-ex to see if it can work rather than applying an all or nothing approach.



ACTION ITEM:

The question was called on the motion to forgo the electronic meeting for the next spring meeting. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Mr. Eils moved and Mr. Plunkett seconded, to forgo the electronic meeting for the next spring meeting. No further discussion. A vote was taken on the motion and the motion carried.

Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership

Council I Report – Rick Barney, Todd Mers

Mr. Barney reported and reviewed the charges for the Unattended Food Establishments and the Clean-in-Place (CIP) Committees. Mr. Barney is requesting acknowledgement of the Council Report and the committee reports along with approval of the committee rosters for 2016-18. The CIP Committee needs clarification of item 3 of the charges, as to what is intended:

(3. A survey to determine the current prevalence and processes used to evaluate CIP Equipment during inspections). The charge needs to be amended to clarify the intent.



ACTION ITEM:

Ms. Bacon moved and Ms. Fletcher seconded, to insert the word “Conduct” in front of the word “A” in item 3 of the CIP Committee charges. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Ms. Staley moved and Ms. Krzyzanowski seconded, to acknowledge the amended Report for Council I. Discussion: Ms. Bacon asked if there was a typo on the roster for CIP Committee for Mr. McNish. The older roster shows his name and the newer roster does not show his name. At this time it was pointed out that the committee rosters are not balanced and must be corrected. A committee indicated a deadline for final report of December when in fact the timeline is in November and must be corrected. There was no vote.



ACTION ITEM:

Ms. Bacon moved to table discussion and Mr. Moris seconded, to make corrections and update rosters to the Unattended Food Establishment and Clean-In-Place Committees under Council I. This report is tabled until corrections are made. A vote was taken on the motion and the motion carried.

Council II Report – David Lawrence, Sharon Wood

Mr. Lawrence stated the Demonstration of Knowledge Committee (DoK) and the Employee Food Safety Training (EFST) Committee have been re-created and he is asking the Board to acknowledge the Council

II report including the two Council committees' periodic status reports and approve the committees' rosters and work plans, and including a request for clarification for DoK with respect to FDA.

(Item 4 - Consider what impact, if any, the recommendations in Issue 2016 II-025 (and the FDA's response to the recommendations) may have on the charges to the Demonstration of Knowledge Committee.)



ACTION ITEM:

Mr. Moris moved and Ms. Lewis seconded to approve Council II committee rosters. A vote was taken and the motion carried.

Discussion: Mr. Plunkett stated Mr. Rance Baker would serve as the consumer constituency member for DoK Committee until such time as another consumer representative can be found to replace him.



ACTION ITEM:

Mr. Luker moved and Ms. Stevens-Grobbelaar seconded to acknowledge the Council II Report. A vote was taken on the motion and the motion carried.

Ms. Everly requested clarification on the meaning of "acknowledging" the report. Does it mean that the committee reports are being approved? The Board answered in the affirmative.

Consideration of Council I Reports Continued:



ACTION ITEM:

Ms. Staley moved and Mr. Moris seconded to remove the Council I Report off the table. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Mr. Moris moved and Ms. Staley seconded to approve the amended Council I Committee Rosters. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Mr. Moris moved and Ms. Fletcher seconded to acknowledge the Council I Report. A vote was taken on the motion and the motion carried.

Council III Report – Davene Sarrocco-Smith, Dr. Keith Jackson

Ms. Sarrocco-Smith reviewed the Council III Report and the accompanying rosters for Produce Wash Committee (Chemical treatment of water used to wash, rinse, crisp, process fruits and vegetables), Special Process Control Committee and the Mail Order Food Safety Committee.



ACTION ITEM:

Mr. Moris moved and Ms. Bacon seconded to table approval of Council III committee rosters until the interested non-voting at large members are added. No further discussion. A vote was taken on the motion and the motion carried.

Discussion ensued as to listing all at-large volunteers on rosters. Ms. Sarrocco-Smith stated it was only for Produce Wash since the other two committees had at-large members already included. Bylaws are silent as to whether volunteers must be included on a committee if they are not chosen for their preferred choice(s).



ACTION ITEM:

Mr. Luker moved and Ms. Fletcher seconded, to take the motion for Council III committee rosters off the table. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Mr. Luker moved and Ms. Fletcher seconded, to approve the rosters for of the Council III committees' voting members. A vote was taken on the motion and the motion carried.

An e-vote will be done for the remainder of the Council III Report.

Standing Committee Reports

Constitution, Bylaws/Procedures – Lee Cornman, Chair

Ms. Cornman discussed her report as submitted concerning the combining of documents and restructuring the governing documents. Ms. Everly has been assisting. Ms. Cornman discussed that using track changes with these historical documents is too labor intensive and she is using straight add and delete as needed without changing intent. She stated there were no issues with the roster.



ACTION ITEM:

Ms. Bacon moved and Ms. Johnson seconded, to acknowledge the Constitution, Bylaws/Procedures Report and approve the roster. A vote was taken on the motion and the motion carried.

Issue – Vicki Everly and Debbie Watts, Co-Chairs

Ms. Everly is requesting the Board to affirm that all volunteers not selected as voting members be given a non-voting at-large status on committees. There was no motion specific to this determination. Mr. Guzzle stated it was a de facto descriptor of previous discussions concerning at-large non-voting members. Mr. Plunkett stated that Standing Committees do not have to conform to the same balance issues on committees as Council Committees do. Ms. Cornman read the Constitution and Bylaws and stating the standing committee makeup should reflect the definitions in the Constitution as much as possible.

Ms. Everly introduced Ms. Watts and thanked her for volunteering. There is one constitutional charge to review issues. There is one issue pending from 2012 and that is consolidating the governing documents with the Constitution, Bylaws/Procedures Committee. Responsibilities are included in the work plan submitted. There are a large number of items that need Board approval.



ACTION ITEM:

Item 1

Mr. Eils moved and Ms. Whiting seconded, to approve the Committee roster as amended. Individuals to be added are Ms. Janet Buffer, Ms. Angela Sanchez, and Ms. Veronica Bryant, and Ms. Chelsea Jackson as voting members. A vote was taken on the motion and the motion carried.

Item 2

When can the board clarify committee charges? The current governing documents do allow the Board to affirm, modify or clarify the charges.



ACTION ITEM:

Mr. Eils moved and Mr. Moris seconded, reaffirming the language in the Conference Procedures with respect to clarifying committee charges. A vote was taken on the motion and the motion carried.

Item 3-A

Failure to meet deadlines - Issue chairs are asking the Board what the appropriate steps are to take when deadlines are not met.



ACTION ITEM:

Mr. Radke proposed language for a motion as follows: when an assigned volunteer task is not completed within the previous stated timeline the Executive Board will take an action to bring the task up to date. There was no second.



ACTION ITEM:

Dr. Nummer called the question and Ms. Bacon seconded. A vote was taken and the motion carried.



ACTION ITEM:

Ms. Bacon moved and Ms. Stevens-Grobbelaar seconded, that Executive Board leadership communicate in writing with the committee chairs regarding their responsibilities and those chairs should acknowledge in writing the acceptance of their responsibilities. The Conference and Council Chairs and Vice Chairs should communicate every other month with committees for committee updates and any appropriate actions that are warranted. A vote was taken on the motion and the motion carried.

The Issue Committee item 3B is postponed until April meeting. Item 3C is postponed temporarily and Ms. Everly stated she was looking for support regarding the third bullet point in the box under 3D- committee reports are hard to find - she requested to see the committee reports more prominent on the website. Ms. Hale stated she would contact the web-master to see if they can be placed in more prominent location and to bring something back in the April meeting. Discussion ensued requesting more specific recommendations to share with the web-master.



ACTION ITEM:

Mr. Moris moved to recess Ms. Bacon seconded. A vote was taken and the motion carried.

August 10, 2016 8:15AM

Food Manager Certification Report – Jeff Hawley

The Committee is continuing work on the Standards for Food Protection Manager Certification and potential acceptance of the ISO Standards in addition to the CFP Standards. He submitted the Food Protection Manager Certification Committee's (FPMCC) roster for approval. He stated the Chair of the Committee would be elected in October 19-20 during a face-to-face meeting to be held in Denver CO. Mr. Hawley stated Mr. Sean Dunleavy is the most likely candidate to be selected as Chair and Ms. Wood will remain as Vice Chair. He would become a voting member at that time.



ACTION ITEM:

Ms. Krzyzanowski moved and Mr. Lawrence seconded, to approve the FPMCC roster. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Ms. Bacon moved and Ms. Sanchez seconded, to acknowledge the FPMCC report. A vote was taken on the motion and the motion carried.

Audit Committee Report – Danny Follett

Mr. Follett reported the proposed members are in the beginning stages of structuring the Audit Committee. He asked for approval of the Committee roster.

Discussion: There were questions concerning balance of the committee. However, Dr. McSwane stated recruiting for this standing committee calls for individuals with a particular skill set and strict adherence to balance may not be necessary. Mr. Lawrence asked about the relationship between the Finance and Audit Committee members and if that could be a problem. Mr. Moris stated it might be a problem.



ACTION ITEM:

Ms. Staley moved and Mr. Moris seconded, to accept the Audit Committee Roster. No further discussion. A vote was taken on the motion and the motion carried.



ACTION ITEM:

Ms. Bacon moved and Ms. Fletcher seconded, to acknowledge the Audit Committee Report. No further discussion. A vote was taken on the motion and the motion carried.

Finance Committee Report – Terry Levee

Mr. Levee reported on the three documents submitted for consideration by the Board. He reviewed the members of the committee roster that was previously approved. He stated that having members on both the Finance and Audit committee created a good working relationship. He stated the logic behind having separate Audit and Finance committees is that the Finance Committee will look forward to assure the fiscal health of the organization while the Audit Committee will review past financial matters to make sure they are in order. He stated the committee would be Looking at office, conference and board expenses. Mr. Nutt was consulted and he was receptive of the direction the committee is taking. Mr. Levee discussed creating a manual for policy and procedures to follow.

He asked if there were any questions on the roster or charges. He stated the committee met through a conference call on July 26. The bulk of the time was spent on creating a subcommittee on budgeting. The goal is to have a zero based budget.



ACTION ITEM:

Ms. Bacon moved to acknowledge the Finance Committee Report and was seconded by Ms. Stevens- Grobbelaar. No further discussion. A vote was taken on the motion and the motion carried.

Sponsorship Committee – Janice Buchanon

The committee has had 2 conference calls. Ms. Buchanon discussed creating a different sponsorship, including the sustaining membership category and this would require a change in the Constitution and Bylaws. She stated she would be working on an Issue to present to the conference for the new member category. In the interim, discussion on the current status of sponsorship levels was had and the current levels will remain, but did discuss changes to include ranges of giving within the established sponsorships. She also discussed allowing sponsors to make an annual payment of sponsorship fees as an option to the one time per biennium method that has been traditionally used. Dr. McSwane stated there is no limit to who can sponsor our organization. Mr. Eils stated the Finance Committee is looking at other opportunities that have not been tapped yet. She also read the members of the roster.



ACTION ITEM:

Ms. Johnson moved and Ms. Fletcher seconded, to approve the Sponsorship Committee Roster and acknowledge the Report. No further discussion. A vote was taken on the motion and the motion carried.

Nominating Committee – John Luker

Mr. Luker reviewed the roster and charge of the committee.



ACTION ITEM:

Ms. Staley moved and Ms. Bacon seconded, to approve the Nominating Committee Roster and acknowledge the Report. No further discussion. A vote was taken on the motion and the motion carried.

Program Committee – Jay Neal

Dr. Neal went over the roster and stated the roster is industry heavy because of the nature of the Committee.

Discussion: Can the committee get pre-approval for presentations? Dr. Neal is reluctant to release a presentation before the presentation is made until there is assurance from the author. Dr. Neal stated the federal agencies are always given the opportunity to provide a presentation. Dr. Nummer asked what the process was with respect to submitting a presentation.



ACTION ITEM:

Ms. Bacon moved and Ms. Staley seconded, to approve the Program Committee roster with the amendment to include Ms. Fletcher and Ms. Sarrocco-Smith and to make Mr. Smithwick one of the Target Co. members a non-voting member status and to acknowledge the verbal Report. No further discussion. A vote was taken on the motion and the motion carried.

Program Standards Committee- Angie Cyr, Chair; Amanda Douglas, Co Vice-Chair; Joyce Theard, Co Vice-Chair

Ms. Cyr stated the roster was amended to add a CDC consulting member. The roster was already approved. There are 4 issues charged to the Committee. The Committee is working on subcommittee roles. The Committee will meet by conference call on August 22. A work plan is in progress. No further discussion.

Discussion: Dr. McSwane asked Ms. Cyr if the Committee wanted to do another session as presented in 2016. Ms. Cyr said they would if this was the will of the Board.



ACTION ITEM

Ms. Krzyzanowski moved and seconded by Ms. Staley to acknowledge the Program Standards Committee report. A vote was taken on the motion and the motion carried.

Local Arrangements Committee (LAC)

Dr. McSwane distributed the Local Arrangements Committee Roster on behalf of Ms. Henderson and Ms. Miles. The Co-Chairs of the LAC have asked Mr. Lawrence to participate as an ex-Officio member of the committee and they added Ms. Staley and Ms. Mitchell as voting members of the committee. A revised roster with these changes will be forthcoming.



ACTION ITEM:

Ms. Fletcher moved and Ms. Johnson seconded, to approve the Local Arrangements Committee Roster with the amendments adding Mr. Lawrence, Ms. Mitchell and Ms. Staley. A vote was taken on the motion and the motion carried.

Federal Reports

Federal USDA Report - William Shaw

Mr. Shaw stated he doesn't have much information at this time. He stated USDA is working on the response to the 2016 Biennial Meeting letter sent to the USDA. He discussed an MOU with FDA on menu language requirements. The USDA has set aside \$50,000 to conduct research with the FDA on menu

language (advisory messages). He brought up Council I Issue 39 about role of local regulators on beef grinding. There is currently an internal debate right now about what can actually be done. Council III had two Issues that came up, Issue 22 continuous cooking, which will be discussed with the FDA and Issue 36 intended use. He stated they are looking at alternative information for Issue 36 with respect to labeling of ground beef because the request from the CFP is not possible. He discussed the issue of roaster pigs and Salmonella. He stated the pathogen was found inside and outside of the carcass, especially in the head area. He stated research is needed and they may need to change the method in which they are inspected.



ACTION ITEM:

Mr. Luker moved and Mr. Eils seconded to acknowledge the USDA Report. A vote was taken on the motion and the motion carried.

CDC Report – Vince Radke

The Report will be made during a conference call due to lack of time at this meeting.

FDA Report – Glenda Lewis

The Report will be made during a conference call due to lack of time at this meeting.

Standing Committees Continued

Strategic Planning Committee – Tom Ford

Mr. Ford reviewed the Strategic Planning Committee Report that was provided in writing to the Board. The committee plans to develop a work plan and meet every other month through a conference call. He stated they have activities to continue to pursue. Mr. Ford stated they are currently getting data from the 2015 analysis and are planning to do a follow-up assessment survey for the navigator program. He requested approval of the Committee Roster.



ACTION ITEM:

Ms. Bacon moved Mr. Eils seconded, to approve the amended roster to include Ms. Whiting, Ms. Jessica Otto, and Ms. Lewis and also requesting acknowledgement of the Report. A vote was taken on the motion and the motion carried.

Resolutions Committee – Michael Roberson - There is no formal report at this time, but Dr. McSwane stated we do need to approve the committee roster.



ACTION ITEM:

Ms. Bacon moved and Ms. Staley seconded, to approve the Resolutions Committee Roster. A vote was taken on the motion and the motion carried.

Conference Direct – Karen Peña

Ms. Peña introduced herself. She shared information about their organization. She has been assessing the Southwest region to help narrow down the venue. Details will come later. The goal is to find an area. At this point nothing has been negotiated. There are 14 hotels that have responded to the bid and this is low. She explained that the current economy is up, and therefore rates are up. She went through

her presentation and indicated where the most current viable locations are located.



ACTION ITEM:

Mr. Eils moved and Ms. Staley seconded to call the question. Ms. Bacon seconded. A vote was taken and the motion carried.



ACTION ITEM:

Dr. Nummer moved to eliminate the holy week for consideration and Ms. Whiting seconded. A vote was taken on the motion and the motion carried.

At this time Houston, Dallas and Denver are the most viable options. The CFP needs to get a strong LAC commitment. April 16-24 is the Denver week available.



ACTION ITEM:

Mr. Eils moved and Mr. Moris seconded, to begin negotiations with the Denver option for the 2022 Biennial Meeting. A vote was taken on the motion and the motion carried.

New Business

AFDO- Steve Moris

Mr. Moris reported AFDO passed a resolution to work with CFP to begin a discussion on the process of harmonizing the Manufacturing and Retail Program Standards. There are 42 states enrolled in both standards. Right now especially Standards 1 and 8 are the focus. AFDO will pay for 3 people to attend such meetings. The first meeting the FDA would not be present. He reported AFDO met in Pittsburgh. There were 9 resolutions. The first retail food break out was held. Next board meeting is scheduled for October in DC.



ACTION ITEM:

Ms. Bacon moved and Mr. Eils seconded, to approve Mr. Steve Moris, Ms. Amanda Douglas, Dr. Brian Nummer and Mr. Patrick Guzzle to initially represent the CFP at the AFDO program standards meeting and to report back by the spring meeting. A vote was taken on the motion and the motion carried.

Policy to guide the Executive Board when granting a waiver for committee appointments - David McSwane

Dr. McSwane discussed the situation of an individual who is not of the constituency needed to represent a particular constituency type. He asked if we should form an ad hoc committee to address the need for looking at constituents and how to move forward with substituting individuals to a particular constituency. Mr. Plunkett suggested that we can lose the importance of assuring a particular constituency is represented. Substitutions should not be considered lightly and should be conditional, i.e. waivers. The charge of the ad hoc committee would be to address what our policies and procedures would be in the future to address this situation. Transparency is important to this organization. Lee

brought up the point that adding constituencies impacts the membership of the board



ACTION ITEM:

Ms. Johnson moved and Krzyzanowski seconded, to create an ad hoc committee to consider the creation of a constituency for regulatory support and committee/council substitutions of existing constituencies and report back in spring meeting. A vote was taken on the motion and the motion carried.

Committee Members: Ms. Krzyzanowski, Dr. Jay Neal, Mr. David Plunkett, Ms. Johnson, Ms. Cornman.

Ms. Stevens-Grobbelaar requested a method of modification and automation of the Committee Selection Process. Ms. Hale suggested possibly asking the web-master if there is a way to create the committee application on the website. Ms. Stevens-Grobbelaar asked if there is a way to have something about the committee applicants submitted to committee chairs. Ms. Hale will look at the council application process and see if it can be applied to the committee sign up process.



ACTION ITEM:

Ms. Krzyzanowski moved and Mr. Eils seconded to add a charge to the App ad hoc committee to look at a method for the committee application and selection process. No further discussion. A vote was taken on the motion and the motion carried.

Explore ways to get professional organizations such as NEHA, IAFF, IFPTI, etc. involved in CFP activities – Dr. David McSwane

Dr. McSwane is soliciting any ideas that can explore soliciting more participation for professional organizations.

Orientation Manual for new Executive Board members – Dr. David McSwane

Dr. McSwane stated the manual was distributed to the Board as a part of Binder 4 as an informational item. If any Board members would like to have the manual provided as a separate document, it can be provided upon request. Dr. McSwane would also welcome any suggestions for edits.

Mr. Guzzle is requesting dates and location for the spring 2017 Executive Board Meeting. Mr. Rosenwinkel asked if the Richmond Marriott Hotel could be contacted for possible meeting venue. Dr. McSwane will ask Ms. Peña to look into possibly holding the meeting the week of the 24th of April. The Board agreed to September 12-13 as the dates for the fall 2017 Executive Board Meeting and tentatively will seek to hold the meeting at the Sealed Air/Diversey in Atlanta, GA location.

Mr. Guzzle summarized comments concerning, respecting deadlines, sharing the highlights of this meeting with their groups and thanking Yum Brands for hosting of this meeting. He also put forward a request to make funds available to send something to Ms. Becky Steiner if needed.

Issue Report – Vicki Everly and Debbie Watts

The Issue Co-Chairs are postponing the remainder of their report until the spring Board meeting.

Compensation Committee – Larry Eils

Mr. Eils provided his report. The staff was asked to leave during this report.

Mr. Eils presented the Compensation Committee Report. There were four charges to the committee:

- Make recommendation of awarding of bonus for the Executive Director for the current service agreement,
- Make a recommendation regarding salaries for the Executive Director, Executive Assistant and Executive Treasurer for the next service agreement period,
- Develop criteria for issuing a bonus for the Executive Director, and
- Review and Update the Service Agreement for the three positions listed above.

Mr. Eils stated that the committee recommends the awarding of the \$1500 bonus under the current service period for the Executive Director. There is still a need to establish metrics to determine the awarding of a bonus for the next service agreement. Only the Executive Director position is bonus eligible.

The committee also recommended that the salaries for the Executive Director, Executive Assistant and the Executive Treasurer remain the same for the next service agreement period. The Compensation Committee is seeking to hold down expenses at this time and is requesting guidance from the Finance Committee to assess feasibility of future increases.

There was a discussion regarding Dr. McSwane's workload and whether or not the current Executive Director's compensation package is sufficient. Comments were made by board members regarding the outstanding job Dr. McSwane has done during the past two years, the number of hours he spends on CFP business, and particularly how hard he worked during the biennial meeting in Boise. Concerns were expressed that the number of hours Dr. McSwane spends on CFP business may not be properly aligned with the current Executive Director salary. It was agreed that there is a need to further discuss the current Executive Director job description with Dr. McSwane to determine whether or not it should be updated. Ms. Everly stated that Aggie Hale, the Executive Assistant has also worked very hard during the past biennial period.



ACTION ITEM:

Mr. Eils moved and Ms. Stevens-Grobbelaar seconded a motion to award Dr. McSwane a \$1500 bonus for the current service agreement period. A vote was taken and the motion carried.



ACTION ITEM:

Mr. Nummer moved and Mr. Plunkett seconded a motion to accept the Compensation Committee recommendations on salaries for the Executive Director, Executive Assistant and the Executive Treasurer for the new service agreement, and to direct the Finance Committee to report back to the Executive Board on their recommendations regarding the feasibility of compensation adjustments at the April 2017 Executive Board meeting. A vote was taken and the motion carried.

Adjournment

Mr. Plunkett moved and Mr. Eils seconded to adjourn the meeting. A vote was taken and the motion carried.

A conference call was held on 8/22/16 3:00PM to discuss the remaining Federal Reports not covered during the Executive Board Meeting in Dallas.

Roll call was taken and the following were in attendance:

Voting – Steve Moris, Kelli Whiting, Glenda Lewis, John Luker, Patrick Guzzle, Jessica Fletcher, David Lawrence, David Plunkett, Ken Rosenwinkel, Larry Eils. Becky Stevens-Grobbelaar, Angela Sanchez
Non-voting - Todd Mers, Keith Jackson, Lee Cornman, Debbie Watts, Angie Cyr

Dr. McSwane recorded the call. Mr. Radke has been temporarily re-assigned to work on the Zika virus and won't be able to join and due to time restraints was unable to find someone to take his place.

The straw poll taken indicated the Board is willing to change the times for the 2020 Biennial Meeting and to work with the Grand Hyatt Hotel in Denver. Dr. McSwane is currently waiting on the hotel in Denver to assure there is enough meeting space to accommodate our events. Ms. Peña is working on it as well and a site visit will be scheduled in early September.

Mr. Guzzle brought up the rosters pending approval by the Board at this time.

Ms. Lewis went over the FDA response to the recommendations made by the CFP 2016 Biennial Meeting. The FDA has accepted the Assembly of Delegates' recommendations on 16 of the 25 Issues. She also went over the Issues that were partially accepted and those that were not accepted or required further input and evaluation. The response letter from the FDA on the recommendations is posted on the CFP website at: <http://www.foodprotect.org/biennial-meetings/2016-biennial-meeting/> and the recording of this call is available by calling: 888-848-3027.