



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA APRIL 15-20, 2018

**Downtown Marriott Hotel – Salons 6, 7 and 8
500 East Broad Street
Richmond, VA 23219**

Lunch will be served at noon on Sunday, April 15 in the meeting room prior to the first session of the Executive Board

Opening – Conference Vice-Chair Ken Rosenwinkel, Presiding (Binder 1)

- Call to Order 1:00 PM, April 15, 2018 – Patrick Guzzle
- Roll Call/Acknowledgement of Board Members - Ken Rosenwinkel
- Anti-trust Policy Reminder/Opening remarks - Ken Rosenwinkel
- Acknowledgement of Guests - Ken Rosenwinkel
- Board Meeting Minutes, August 22-23, 2017 and Conference Call September 13, 2017 – (previously approved via E-ballot)
- Master Calendar for 2018-2020 Biennium

Executive Staff Reports

- Executive Director – David McSwane
- Executive Treasurer – Cliff Nutt
- Executive Assistant – Aggie Hale

Unfinished Business

- Matters pending from August 2017 Board meeting
 - Committee Chairs Handbook – Davene Sarrocco-Smith
 - Update on establishing a Memorandum of Understanding with NACCHO – Patrick Guzzle
 - States impacted by travel bans for non-essential travel – David McSwane
 - Update on activity related to Issue 2016-I-023 – Glenda Lewis
 - Update from Mobile App Committee – Brian Nummer
 - Proposal to formalize arrangement where Council I and II Chairs may select one alternate to be non-voting seated at council in exchange for their ability to tweet out the issues for the mobile app. For council 3, the proposer would like for this person to be from the academic constituent group since Council III deals with Science and Technology.
 - Update from NSF on Issue 2016-I-009 - Review and update of ANSI/NSF Standard 12 – Automatic Ice Making Equipment for cleaning and Sanitizing.

2018 Biennial Meeting Update

- Local Arrangements Committee – Julie Henderson and Pamela Miles

Council Reports – (Council membership nominees, Committee status reports) **(Binder 2)**
Council Final Reports should be submitted to the Executive Director by March 16, 2018

- Council I Report – Rick Barney and Todd Mers
- Council II Report –David Lawrence and Sharon Wood
- Council III Report –Davene Sarrocco-Smith and Dr. Keith Jackson
- Approval of Council Vice-Chairs for 2018-2020 – Barney, Lawrence and Sarrocco-Smith
 - Council I – Thomas McMahan
 - Council II – Joetta DeFrancesco
 - Council III – Christine Applewhite

Standing Committee Reports (Binder3)

Standing committees that have not submitted a Final Report and Roster via an Issue are expected to submit their report to the Executive Board. These reports must be submitted to the Executive Director by March 16, 2018

- Audit – Danny Follett
- Constitution, Bylaws/Procedures – John Luker
- Finance – Terry Levee
- Food Protection Manager Certification – Sean Dunleavy
- Issue – Vicki Everly/Debbie Watts
- Nominating – John Luker
- Program – Dr. Jay Neal
- Program Standards Committee – Angie Cyr
- Resolutions – Michael Roberson
- Strategic Planning – Tom Ford

Special Committees and Reports (Binder 4)

- AFDO – Steve Moris
- Sponsorship Committee – Janice Buchanon
- ACAC Report – Roger Hancock and Joyce Jensen
- Potential sites for the 2022 Biennial Meeting – Karen Peña

Federal Agency Reports

- FDA – Glenda Lewis
- USDA – Dr. William Shaw
- CDC – Vincent Radke

New Business

- Retail Program Standards Alliance – What are the Next Steps to Move Forward – David Lawrence
- Council and Standing Committee Reports – David Lawrence
 - Increasing feedback from Board members on committee progress.

- Formalize a policy regarding Student Membership Fees and Student Registration Fees for the Biennial Meeting and Workshop – Dave McSwane
- Handling Issues that recommend tasks for future Biennial Meetings – Vicki Everly
 - At least 4 council committees have submitted Issues stating that something should occur during the 2020-2022 biennium (skipping the 2018-2020 biennium). In most cases, they are also recommending disbanding the existing committee so there is no way to track the charge. We need a policy that will guide future committee chairs about when and if this is an acceptable practice. If acceptable, then the policy should establish parameters so decisions won't have to be made on a case by case basis.
 - It may be easier for the Conference to generate a list of "future" tasks assigned via Issue (not just a comment in a final report) and then establish an ad-hoc EB committee (perhaps the Council leaders and Committee Whip) charged to track and review future tasks and bring forth new Issues in 2020 (or 2022) with reference to the 2018 Issues (i.e., using the "submitted before" box at the top of the Issue form)?

OR

- Perhaps we add the responsibility of tracking future charges to the Council Leader position description with the charge of bringing new Issues to the table at the appropriate time. That said, someone would have to keep tabs on the Issue Chairs to be sure they track future charges.
- Discuss the need for creating a policy to cover requests from Issue submitters who request to contact or send information to Council members in advance of the Biennial Meeting. – Vicki Everly
- Discuss the need for creating a policy to cover having exhibits (such as the AFDO interactive display) at the Biennial Meeting. - Patrick Guzzle
- Set the date and location of the Fall 2018 Executive Board meeting.

Adjournment – Friday, April 20, 2018