



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA AUGUST 22-23, 2017

ECOLAB INC.
7900 McCloud Drive
Greensboro, NC 27409-9790

A shuttle will be provided to transport Board members from the Marriott Hotel to the meeting room at Ecolab. Meet in the lobby at 7:45 a.m. Eastern time each day

Breakfast and lunch will be provided by Ecolab both days.

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

- Call to Order 8:30 AM, August 22, 2017 - Ken Rosenwinkel
- Roll Call/Acknowledgement of Board Members - Ken Rosenwinkel
- Anti-trust Policy Reminder/Opening remarks - Ken Rosenwinkel
- Acknowledgement of Guests - Ken Rosenwinkel
- Board Meeting Minutes, April 26-27, 2017 – (previously approved via E-ballot) - Ken Rosenwinkel
- Master Calendar

Executive Staff Reports

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

Unfinished Business

- Matters pending from April 2017 Board meeting
 - Report of ad hoc committee on Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications - Brian Nummer
 - Report of ad hoc committee to explore the concept of creating an “app” for the 2018 Biennial Meeting – Brian Nummer
 - Report of ad hoc committee formed to develop a Disparagement Policy – David Plunkett.
 - Tabled item from Issue Chairs’ Report that wasn’t brought back to the Board for action. – Vicki Everly
 - Compensation Committee – Larry Eils
 - Creating an Issue to Establish a Retail Food Regulatory Program Standards Alliance in the Conference for Food Protection (CFP) – Patrick Guzzle
 - Update on USDA Grant with Utah State University – Brian Nummer
 - Committee Chairs Handbook – Davene Sarrocco-Smith

2018 Biennial Meeting Update

- Local Arrangements Committee – Julie Henderson and Pamela Miles
- Online registration – EventBrite – Aggie Hale
- Council Formation Report - Council Chairs
- Set registration fees – David McSwane
- Pre-registration packet – David McSwane
- Keynote Speaker suggestions – David McSwane
- Gifts for Speakers – David McSwane

Council Reports (Binder 2)

All Committee Reports must be submitted to the Executive Director by August 4, 2017

- Council I Report – Rick Barney and Todd Mers
 - Reports of Council I Committees
 - Clean in Place
 - Unattended Food Establishments
- Council II Report – David Lawrence and Sharon Wood
 - Reports of Council II Committees
 - Demonstration of Knowledge
 - Employee Food Safety Training
- Council III Report – Davene Sarrocco-Smith and Dr. Keith Jackson
 - Reports of Council III Committees
 - Produce Wash
 - Special Process Control
 - Mail Order Food Safety

Standing Committee Reports (Binder3)

All Committee Reports must be submitted to the Executive Director by August 4, 2017

- 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
- Update on review and revision of NSF Standard 12 – Peter Voss/Tim Tewksbary

Federal Agency Reports

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

New Business

- Discussion of Council deliberation process (Patrick Guzzle)
- Meeting site for 2022 Biennial Meeting (David McSwane)
- Identify States where employers have a travel ban. (David McSwane)
- Creation of a new constituency group for professional organizations like AFDO, IAFF, NEHA, etc.(David Lawrence)
- Request to post “Restaurant Grading Toolkit: A Guide to Develop a Food Grading Program in Your Community” on CFP website (David McSwane)
- Explore interest in establishing a Memorandum of Understanding with the National Association of City and County Health Officials (NACCHO) (David McSwane)

Adjournment– 2:00 p.m.

The Spring Board meeting will be held in conjunction with the 2018 Biennial Meeting in Richmond, VA. The first session of the meeting will be held on Sunday, April 15, 2018 from 1:00 – 5:00 p.m. in Salons 6, 7, and 8.