



## CONFERENCE FOR FOOD PROTECTION, INC.

### **EXECUTIVE BOARD MEETING AGENDA**

*April 26-27, 2017*

Downtown Marriott Hotel

500 E. Broad Street

Richmond, VA 23219

**Salons G, H and I**

**Breakfast will NOT be provided at the Board meeting. Please plan to eat before you arrive at the meeting at 8:30 a.m.**

*A conference telephone will be available in the Board Meeting Room both days. Board members who can't attend the meeting and Committee Chairs who aren't expected to attend the meeting in person can connect via a conference call by dialing 877-394-5901 and using Access Code: 8766613.*

#### **Opening – Conference Chair Patrick Guzzle, Presiding (Binder 1)**

- **Call to Order 8:30AM**, April 26, 2017 – Ken Rosenwinkel
- Anti-trust Policy – Ken Rosenwinkel
- Roll Call/Acknowledgement of Board Members - Ken Rosenwinkel
- Acknowledgement of Guests - Ken Rosenwinkel
- Board Meeting Minutes, August 9-10, 2016– (previously approved via E-ballot) - Ken Rosenwinkel

#### **Executive Staff Report**

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

#### **Unfinished Business**

- Executive Board Issues pending from the August 2016 Board meeting:
  - Report of the financial audit by Kern and Thompson – Cliff Nutt
  - 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.

#### **Council Reports (Binder 2)**

**All Committee Reports must be submitted to the Executive Director by March 27, 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

**The following activities will be held immediately following lunch on April 26, 2017**

- **Local Arrangements Committee Report** – Julie Henderson and Pamela Miles
- **Tour of 2018 Biennial Meeting facilities at the Marriott Hotel** - Conducted by Cheryl Knight

**Standing Committee Reports (Binder3)**

**All Committee Reports must be submitted to the Executive Director by March 27, 2017**

- Audit – Danny Follett **will call in at 4:30 p.m.**
- Constitution, Bylaws/Procedures – Appointment of New Chair
- Finance – Terry Levee
- Food Protection Manager Certification – Sean Dunleavy **will call in at 4:45 p.m.**
- 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)**

**All Committee Reports must be submitted to the Executive Director by March 27, 2017**

- Sponsorship Committee – Janice Buchanon **will call in at 8:30 a.m.**
- AFDO – Steve Moris
- CFP/AFDO – Harmonization of the Voluntary Retail Food Program and Food Manufacturing Standards – Ken Rosenwinkel Presiding

**Federal Agency Reports**

- FDA – Glenda Lewis
- USDA – William Shaw, Jr.
- CDC – Vince Radke

**New Business**

- Presentation from the Food Manager Certification Committee – Tara Paster
- Discussion of proposal to bring back the Committee Sign-Up sheets (3-ring binders) for the Committee Orientation Session so interested people could sign up at the Biennial Meeting in Richmond. (Patrick)
- Discussion of the role of “at large” members. Importance of CFP members understanding that being an “at large” member of a committee means more than just sitting in on committee conference calls. An “at large” member should also be involved with fulfilling the committee charges and responsibilities. (Patrick)

**Announcements**

The Fall 2017 Board Meeting is tentatively scheduled for September 12 and 13, 2017. Tom Ford and Ecolab have volunteered to host the meeting at their offices in either Greensboro, NC or Minneapolis, MN.

**Adjournment** - Approximately 2:00 p.m. on April 27