

Conference for Food Protection – Committee FINAL Report

Template approved: 04/20/2016

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: **Compensation**

DATE OF FINAL REPORT: **24 July 2017**

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: **Larry Eils**

COMMITTEE CHARGE(S):

1. Make a recommendation concerning a bonus for the Executive Director.
2. Make a recommendation concerning the salaries for the Executive Director, Executive Assistant and Executive Treasure for the next service agreement period.
3. Develop criteria for issuing a bonus for the Executive Director.
4. Review and update Service Agreements for the Executive Director, Executive Assistant and Executive Treasurer.

Committee Work Plan and Timeline: Committee completed Items 1, 2 and 4 at the August 2016 Board meeting. Since Item 3 was not completed the Committee requested additional time to develop the criteria for issuing a bonus.

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

1. *Overview of committee activities:* Numerous conference calls and drafts of a guideline were held resulting in the attached "Guideline for Determining Bonus for Conference for Food Protection Executive Director." In conversations with the Executive Director, it was suggested that instead of a monetary bonus some other type of bonus, such as paying for a membership in some type of organization or a donation to an organization in the name of the Executive Director, be considered. Since the Executive Director is responsible for all the taxes under his current contract, a monetary bonus does result in extra taxes having to be paid. The committee has been in touch with several HR people to determine what can be offered as a bonus that would not be subjected to taxes but have yet to receive any further suggestions. It is the recommendation of this committee that future compensation committees' work with the Executive Director to determine what type of bonus, monetary or otherwise, should be awarded should the Executive Board agree to provide a bonus.
2. Charges COMPLETED and the rationale for each specific recommendation: Charge 3 completed.
3. Charges INCOMPLETE and to be continued to next biennium: NA

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

The Compensation Committee recommends the attached Guidelines be accepted.

1.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

- a. *Issue #1: Report – Committee Name:* List of content documents submitted with this Issue: **" Guidelines for Determining Bonus for Conference for Food Protection Executive Director"**
- b. *Committee Member Roster:* See attached PDF No changes to previously approved roster
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ (Committee roster to be submitted as a PDF attachment to this report.)
 - (1) *Other content documents:* NA