

Committee Progress Reports are considered DRAFT until accepted by the Executive Board

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COMMITTEE NAME: Ad hoc Digital Engagement Committee

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 3/25/2022

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Vanessa Bussiere

COMMITTEE CHARGE(S):

Issue # 1 - Ensure CFP's biennial meeting app (e.g. Attendify) is ready for next biennial meeting. The app must meet or exceed the features/functionality of the last meeting.

Issue # 2 - Explore and make recommendation to board for "people resources" needed to sustain CFP's digital/technology strategy (e.g. Wild Apricot database admin, social media admin, digital/technology committee, etc.

Issue # 3 - Explore CFP needs and pros/cons of making the Ad Hoc Digital Engagement Committee a standing committee, and make recommendation to board prior to next CFP meeting.

Issue #4 - Compile prioritized list of future website needs/improvements (functionality, aesthetics, content, etc.) and requirements, which can be used to gather bids for website redesign services.

Issue #5 - Identify video conference and document storage/sharing solution needs and requirements, identify potential solutions, explore costs and make recommendation to the board.

COMMITTEE WORK PLAN AND TIMELINE:

January 2022– Committee formed

February 2022– Confirm volunteers

March 2022 – kick off adhoc committee

Jun 2022 – Charge 2 and 3 complete

Aug 2022 – Charge 4 complete

Sept 2022 – Charge 1 budget request complete and Charge 5 solutions identified.

Jan 2023 – Charge 1 complete

Mar 2023 – Charge 5 complete

Fall EB meeting, committee will have recommendation to board for Charges 1-4, and update on Charge 5

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

Second Tuesday of every month @ 12p Pacific

2. Overview of committee activities:

Committee had first meeting to review charges and answer committee member questions on 3/21/22.

3. Charges COMPLETED and the rationale for each specific recommendation:

a. n/a

b.

4. Status of charges still PENDING and activities yet to be completed:

a. All charges pending and no status to report.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1.

2.

ATTACHMENTS:

1. Content Documents:

a. **Committee Member Roster:** **See changes noted above under "requested action"** **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.

b. **Committee Generated Content Documents (OPTIONAL):** **No draft content documents submitted at this time**

2. **Supporting Attachments (OPTIONAL):** **Not applicable**