



MEMORANDUM

TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION

FROM: Aggie Hale

DATE: August 22-24, 2017

SUBJECT: APRIL BOARD MEETING
EXECUTIVE ASSISTANT'S REPORT

The CFP currently has 594 members on record. New members have been signing up for membership throughout the last few months who were not in attendance at the 2016 biennial meeting.

Currently, there are the following numbers of members by constituency:

Academia	20
Consumer	09
Dist/Terr. Regulator	04
Emeritus	08
Federal Regulator	55
Food Ind. Support	120
Food Service	75
Local Regulator	74
Processing	08
Retail Food	96
State Regulator	113
Vending/Dist.	08

There are 4 additional members who have not responded to inquiries about contact information and verifying membership.

Routine duties: updating membership, sponsorships, and other records. Working with the CFP's third party programs such as 1EightyDesign, Eventbrite,

Pragmatic calling cards, researching ways to upload items to the website, receiving checks, answering questions, soliciting information when needed from members and providing general information to public when asked and other related duties.

Upcoming registration information for the 2018 Biennial Meeting will be available on the CFP website and emails will be sent to the membership regarding the registration process and timelines.

Registration will be through Eventbrite and will begin within the first week of October 2017. Registration payment may be done directly on the Eventbrite registration page with a credit card. A nominal fee for registration will be charged for credit card usage.

Registration may be paid by Check and sent to Aggie Hale along with a registration form that will be provided on the CFP website registration information page. Last biennial meeting there was a fillable form online or the option to download a paper form. Either method will be acceptable and available for use. You will not need to send an application form with the check if a fillable form is submitted online.

There will be a W9 Form made available on the registration page for downloading if needed.

Any complimentary registrations included with certain sponsorship levels will be provided to the sponsor (key person) to submit online with a code provided once the total pledged amount of the sponsorship monies are received.