



**MEMORANDUM**

**TO: EXECUTIVE BOARD  
CONFERENCE FOR FOOD PROTECTION**

**FROM: Aggie Hale**

**DATE: April 15, 2016**

**SUBJECT: APRIL BOARD MEETING  
EXECUTIVE ASSISTANT'S REPORT**

As of 4/15/2016 there are a total of 443 registrants, 227 are registered as Conference Only, 216 are registered for the Conference and Workshop Package, there are 35 sponsors registered for the workshop, 13 registrants are registered for the Workshop only totaling 264 attendees for the workshop.

Worked with Eventbrite to add tickets for LAC functions and for guidance on Eventbrite functions

Worked with Webmaster on items for new web design

Found glitches in the Website and created a document with screenshots to send to the Webmaster for review and correction

Maintained and regularly updated the Sponsorship Workbook

Maintained and regularly updated the Membership List

Sent Executive Treasurer checks received from Sponsors, registrations and memberships.

Sent emails to notify Executive Treasurer, checks were received and mailed on subsequent day

Fielded questions from membership, pledged sponsors and others

Worked with the Issue Chairs to review issues from independent submitters

Created folders and updated files for Scribes, Runners, supervisor, and placed all information needed by scribes on individual jump drives, including one dedicated jump drive for Issue Chairs. (Editing of Scribe supervisor manual will be done during the Biennial Meeting as needed)

Ordered plaques for outgoing Conference Chair, John Luker and Kevin Smith  
FDA past representative on the Board

Posted numerous files on the website for the Biennial Meeting, Issues and requests from Executive Director, Executive Treasurer and others

Sent out blast emails

Attended the FDA SE Regional Conference by request to present information on the issue process