



## **MEMORANDUM**

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

**FROM: David McSwane**

**DATE: April 15, 2018**

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

### **Biennial Meeting**

- Pre-registrations – 509 (**as 4/1418**) – Final Statistics will be provided in EA Report at the first session of the Executive Board in Richmond.
- Assembly of State Delegates
  - 63 delegates representing 48 states, the District of Columbia, and 1 territory. The three states not represented are Illinois, and South Dakota.
- Sponsorship –
  - A new record for sponsorship revenue was set this year. *Details will be presented later in the meeting by Janice Buchanon in the Sponsorship Committee Report*
- Program Book – 60 pages with updated content, design and color
- LAC
  - Julie and Pam did a great job coordinating LAC activities this year. The LAC Reception on Wednesday night will be held at the Virginia Science Museum
- Opening Session
  - The Welcome to Virginia will be offered by Charles Green, Acting Commission of Agriculture and Dr. S. Hughes Melton, Chief Deputy Commissioner, Virginia Department of Health. Our Keynote Speaker is Dr. Stephen Ostroff, Deputy Commissioner for Foods and Veterinary Medicine at FDA. A check will be presented to FeedMore in lieu of providing gifts to speakers.

- Hotel
  - Our block of rooms at the four hotels currently under contract with CFP stands at 2,022 room nights. Because the blocks at the Marriott, Hilton, and Hampton Inn & Suites hotels are nearly sold out, we added 10 rooms at the Holiday Inn Express that is about .5 mile from the Marriott Hotel.
- Audio Visual costs with PSAV services was \$27,460.47 which exceeded our budget for this item by approximately \$7,500. These costs were offset by the fact that we didn't have any room rental charges for the meeting space at the Marriott Hotel this year. For comparison purposes, the combined room rental and AV costs at the Boise Centre in 2016 was \$27,335.

### **2018-20 Master Calendar**

- The master calendar for the next biennium has been modified to accommodate an earlier start for the 2020 Biennial Meeting (March 30, 2020). This necessitates compressing activities that occur in the 6 months leading up to the meeting. The Council Chairs will be expected to submit the Issues and documents to the Issue Chairs for review and comment by November 18, 2019. Issue submission will open on December 1, 2019 and will close on December 31, 2019.

### **Crumbine Award**

- Amy Chang at NACCHO informed me that four applications were received for the 2018 Crumbine Award. The applicants were McDonough County, IL; Placer County, CA; City of Ottawa, Canada; and Maricopa County, AZ

### **Fall Executive Board Meeting**

- HEB Grocers and Chemstar have offered to host the Fall 2018 Executive Board Meeting in San Antonio, TX in August 2018.