



MEMORANDUM

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

FROM: David McSwane

DATE: April 15, 2016

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

Biennial Meeting

- Pre-registrations – 311 (**as 4/10/16**) – Final Statistics will be provided in EA Report at the first session of the Board in Boise.
 - 217 Conference Only registration
 - 245 Workshop Attendees (210 purchased Conference/workshop package and 35 registered for the workshop through sponsoring organizations)
 - 10 people registered for the workshop only
- Assembly of State Delegates
 - 66 delegates representing 47 states, the District of Columbia and 3 territories. The three states not represented are Louisiana, Oklahoma and Pennsylvania.
- Sponsorship – A new record for sponsorship revenue was reached this year.
Details will be presented in the Sponsorship Committee Report
- Program Book – 60 pages with new content, design and color
- LAC
 - Jodi and Patrick created and managed a very well organized team
 - Sponsoring the Monday night Idaho Reception at Boise State University
- Opening Session
 - We are expecting either the Governor or Lt. Governor of Idaho to provide a welcome at the Opening Session.
- Hotel
 - We committed to 1511 room nights in the agreements that we signed

with the four hotels in Boise. The blocks at the Grove Hotel, the Hampton Inn and Suites and the TownePlace by Marriott hotels have sold out. The Safari Inn was added as a replacement for the Owyhee Plaza Hotel which was converted to apartments/condos after the contract was signed in 2012. Rooms are still available at the Safari Inn as of 3/15/16. There is no attrition fee at the Safari Inn so we will not be penalized if all of the rooms in our block are not used.

- By fulfilling our commitment to the four hotels, we were able to get the rent for the Boise Centre reduced by 50%
- Audio Visual costs were well within budget

2016-18 Master Calendar

- The master calendar for the next biennium has been modified to provide more time for the review of Issues and supporting documents created by Council and Standing Committees. Final Reports and preliminary Issues will be submitted by Committee Chairs to Council Chairs in mid-November. The Council Chairs will be expected to submit the Issues and documents to the Issue Chairs for review and comment by the end of November. Issue submission will open on December 12, 2017 and will close on January 12, 2018.

Crumbine Award

- Natha Dempsey at the Foodservice Packaging Institute informed me that she received 6 applications for the 2016 Crumbine award prior to the deadline. The applicants are Boulder County, Boulder, CO; City of Kansas City, Kansas City, MO; Kent County, Grand Rapids, MI; Ottawa County, Holland, MI; City of Tulsa, Tulsa, OK; and Wake County, Raleigh, NC.

Fall Executive Board Meeting

- August 9-10, 2016
- Meeting will be held at the offices of Yum! Brands, Inc. in Plano, TX. A block of rooms has been reserved at the Dallas/Plano Marriott at Legacy Town Center. When making a reservation, you can call 800- 228-9290 or use the following link – [Book your group rate for Conference for Food Protection](#). The deadline for reserving a room is July 21, 2016