



CONFERENCE FOR FOOD PROTECTION, INC.
EXECUTIVE BOARD MEETING
April 2-3, 2019 – Denver, Colorado

On Tuesday, April 2, meeting called to order at 8:33 AM and recessed at 5:10 PM.
On Wednesday, April 3, meeting reconvened at 7:30 AM and adjourned at 1:38 PM.

Minutes are documented in the order listed on the meeting agenda and do not necessarily follow the order of discussion. For brevity, procedural motions such as those to recess/reconvene, or to table/reconsider agenda items are not included unless material to the discussion. Also, for brevity, discussion comments and questions have been summarized and similar or repeat comments have been grouped.

Discussion points include opinions from individuals and do not necessarily reflect the view of the entire Board and may not reflect existing CFP policy or procedure.

1. Opening – Conference Chair David Lawrence, Presiding

1.1. Call to Order

A welcome greeting was extended to everyone by David Lawrence, Conference Chair, along with a statement of appreciation to those that worked to convene the meeting.

1.2. Anti-trust Policy

The anti-trust policy was read by Brenda Bacon, Conference Vice Chair.

1.3. Roll Call/Acknowledgement of Board Members

All those in attendance introduced themselves and a silent roll call was conducted by circulating a Board roster.

Voting members present: Brenda Bacon, Kristi Barlow (for William Shaw), Amber Daniels, Catherine Feeney, Jessica Fletcher, Donna Garren, David Gifford, Jason Horn, Keith Jackson, Ann Johnson, Adam Kramer, Rebecca Krzyzanowski, David Lawrence, Glenda Lewis, Todd Mers, Steve Moris, Brian Nummer, Todd Rossow, Angela Sanchez, Rebecca Steiner, Christine Sylvis, Kelli Whiting

Voting members absent: Lauren Bush, William Shaw

Ex-Officio non-voting members present: Christine Applewhite, Angie Cyr, Anne Dolhanyk (for Lauren Bush), Thomas Ford, Patrick Guzzle, Thomas McMahan, Davene Sarrocco-Smith

Telephone participants: Danny Follett, Joyce Jensen, Terry Levee, Eric Moore, James O'Donnell, Susan Shelton, Sharon Wood

Executive staff present: David McSwane, Cliff Nutt, Vicki Everly

1.3.1. Acknowledgement of Guests

Guests present: Troy Huffman, Ben Chapman

1.4. Agenda Review

Agenda version #5 dated 03/28/2019 was used; there were no suggested additions.

1.5. Board Meeting Minutes, August 21-22, 2018 (previously approved via e-vote)

One correction is needed to the August 2018 meeting Minutes to add Kristi Barlow, with the USDA, as an attendee; her participation was noted throughout the minutes but was not listed at the beginning of the minutes as being present.

Action Item	Motion to correct the previously approved August 2018 meeting minutes by adding Kristi Barlow as an attendee. (Garren/Johnson)
	Motion passed by voice vote.

1.5.1. Summary of Board E-votes taken since 2018 Biennial Meeting (see written report)

David Lawrence reviewed the new e-vote summary document and its intent as a record of Executive Board (EB) action between meetings. The language captured for each motion is exactly as that presented for each e-vote without any editorial changes. The summary document will be posted on the CFP website along with the minutes and reports submitted for each EB meeting.

It was noted that the wrong year was listed for the 3rd motion on page 4 of the summary; the correct year should be 2018, not 2019.

Action Item	Motion to acknowledge the e-vote summary document and correct the date listed as 07/03/2019 to 07/03/2018. (Whiting/Krzyzanowski; Johnson amendment accepted)
	Motion passed by voice vote.

1.6. 2018-2020 Biennial Calendar

The biennial calendar was updated to include the August 2019 EB meeting date and to add language that clarifies how council and standing committee reports are submitted and reviewed prior to meetings.

It was clarified that the next EB meeting will be Tuesday and Wednesday, August 13-14, 2019. See Agenda Item 5.6.

1.7. Chair's Update – David Lawrence (see written report)

David Lawrence reviewed his report and upcoming opportunities where he and Brenda Bacon will market CFP, including a United Fresh webinar, the 2019 AFDO Annual Educational Conference, and the Retail Food Association Summit Meeting.

The Retail Food Association Summit Meeting is just the beginning of an ongoing process of building relationships between associations. To date, there has been an agreed upon mission, vision, and objectives, and now working on defining a roadmap for a strategic plan.

1.8. Executive Staff Reports

1.8.1. Executive Director (ED) – David McSwane (see written report)

Dr. McSwane stated his written report includes only the most significant activities. He provided a brief overview of the selection process in hiring a new Executive Assistant (EA); the 2022 Biennial Meeting location selection in Houston; the Denver Local Arrangements Committee (LAC) progress; the Retail Food Regulatory Program Standards Alliance; and the Crumbine Award process.

See Agenda Item 5.6 for discussion regarding the August 2019 EB meeting.

Action Item	Motion to acknowledge the Executive Director's written report. (Garren/Johnson)
	Motion passed by voice vote.

1.8.2. Executive Treasurer (ET) – Cliff Nutt (see written report)

Cliff Nutt reviewed his written report and highlighted our progress on net revenue gain and building carryover funds. Carryover funds are intended for a "worst case" scenario to get us through two (2) bienniums with minimal income. We are currently financially strong with good locations for the next two (2) biennial meetings for a positive projected outcome.

The \$27 deposit from the Amazon "Smile" program was queried. This is a program where a small percentage of purchases are given to a designated nonprofit. A shopper must join the program and CFP must be designated with each purchase to receive the credit. Amazon does not indicate names of individual participants and the funds come from Amazon directly.

Action Item	Investigate options for promoting the Amazon "Smile" program to the CFP membership.
--------------------	---

Action Item	Motion to acknowledge the Executive Treasurer’s written report. (Garren/Fletcher)
	Motion passed by voice vote.

1.8.3. Executive Assistant (EA) – Vicki Everly *(see written report)*

Vicki Everly thanked the Board for their support during her transition as EA and briefly reviewed her written report.

Summary of discussion and questions:

- Questions were asked about capturing data on committee meetings held outside the Pragmatic system. The intent of including Pragmatic conference call statistics in the EA report was to provide just a single indicator of Conference activity for a service that CFP funds.
- Various pros and cons were mentioned regarding the use of conference call and document sharing formats (e.g., WebEx, Google Docs), including the limitations within some agencies to access shared documents.
- It was clarified that there is no requirement in the CFP governing documents to record committee calls.

Action Item	The Conference Chair requested an offline discussion to determine if there is a need to capture data regarding conference calls using platforms other than Pragmatic and if that data should be included in committee periodic reports.
--------------------	---

Action Item	Board members needing a membership list are asked to send an email request to the EA specifying what information they would like and how it should be sorted (e.g., constituency, region). All lists will be sent as a PDF. If an editable format is needed, that request needs to be approved by the ED and Conference Chair.
--------------------	--

Action Item	Motion to acknowledge the Executive Assistant’s written report. (Moris/Feeney)
	Motion passed by voice vote.

1.9. Unfinished Business *(pending from the August 2018 Board meeting)*

1.9.1. Review the Issue management process to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting and report back at the April 2019 Board meeting. – CB&P Committee

Davene Sarrocco-Smith, Constitution, Bylaws and Procedures (CB&P) Chair, stated there are numerous references to “Issues” in procedure documents; however, there is limited reference in the Constitution and Bylaws. Currently, there is no language in the governing documents that prevent or allow Issue submitters to contact council members prior to Issue deliberation; in the past, this has been interpreted to mean such communication is not allowed. Another opinion is that absence should not be interpreted as an intent to prohibit as we cannot interpret what is not there.

Patrick Guzzle, Issue Co-Chair, summarized the Issue Committee’s discussion and their idea to develop a council member “code of ethics.”

It was clarified that this discussion is about two (2) points: 1) revising Issues that now belong to CFP and, according to procedure, cannot be changed until taken to council and deliberated; and 2) communication with council members in advance of the biennial meeting.

Summary of discussion and questions:

- Are council members notified about any communication restrictions with Issue submitters prior to council deliberation? The ED researched the “welcome” letters sent to council members and alternates and could find no reference to this point.
- Stakeholder groups meet in advance of council deliberation to discuss Issues. Caucuses during the biennial meeting are about the Issues, so it is impossible to stop submitters from talking to council members.

- We do not want people “lobbying” in advance of Issue deliberation at council or reaching out to council members for positions on Issues. “Lobbying” emails have been sent out to CFP members regarding specific Issues.
- Should we prevent submitters from reaching out to council members? It may not be appropriate for the submitter to reach out to help determine whether their Issue will be accepted.
- CFP members “confer” to get to the truth and make positive food safety changes. We are here to protect public health and pre-deliberation conversations help clarify the Issues. We should encourage more discussion, not inhibit it.
- The integrity of the Conference process is important. Is there a way to keep the integrity intact by utilizing the Council Chair and Vice Chair to field questions from council members and present them to the Issue submitter?
- A great deal of discussion and reaching out is conducted prior to the biennial meeting. Sometimes Issues are unclear, or not feasible as written. Perhaps it makes sense to “resubmit” an Issue prior to the biennial meeting (within a given timeframe) to improve clarity and to allow the revised Issue to be reviewed by everyone.
- Council members should be asking their questions during deliberations to maintain transparency.
- Council members need to do their due diligence and arrive prepared. The council table should not be the first time someone is reviewing an Issue. In preparing, it may be appropriate for a council member to reach out to a submitter with questions.
- There is a need to ensure deliberation remains a collaborative process and that opinions are not formed before the submitter can present their Issue to council.
- There are many different types of discussion and the intent of each discussion is critical; to press a personal agenda is different than having communication to clarify.

Conference Chair summary of discussion points:

- Possible development of a code of ethics.
- Channeling questions via council leaders.
- Clarifying communication processes from submitter to council vs. council to submitter.

Action Item	Motion for the CB&P Committee to explore the need for and draft a code of ethics/code of conduct for Issue submitters and council members to ensure the integrity of the Conference. (Sanchez/Johnson)
	Vote on motion pending – see final vote below.

Summary of continued discussion and questions:

- What are the points of ethics for which we are concerned? Possible damage to the Conference needs to be clarified.
- Councils are so rushed, should we limit the number of Issues that are accepted for deliberation?
- Council members may be beholden to their employer and vote accordingly.
- Caucus meetings during the biennial meeting are beneficial. It’s the “closed door” conversations that occur in advance of the biennial meeting between a submitter and an individual council member that inhibit transparency.
- Any code of ethics should create a mechanism to filter conversations that occur between individuals in advance of the biennial meeting to ensure transparency.
- The integrity of the “Issue process” is the question that the Issue Committee discussed. Issues, once finalized and presented to the membership, cannot be changed except by Council. The submitter is allowed to present a suggested revision once their Issue is discussed in council.
- The concern is not about caucuses, but about a council member who may want to edit an Issue and give it back to a submitter indicating what is wrong with their Issue.

Clarification was made by Becky Krzyzanowski, Issue Co-Chair, that the primary concern is about “Issues” not “caucuses.” It is about Issue integrity. Once finalized, Issues belong to CFP; council members should not be editing Issues and contacting submitters prior to council deliberation.

Action Item	Motion for a straw poll on the above motion. (Rossow/no second required)
	Straw poll votes: 8 votes in favor 12 votes opposed

Summary of continued discussion and questions:

- Are we setting a precedent that would allow a submitter to generate a change in their submission by allowing them to reach out to council members prior to deliberation?
- Regarding integrity of the conference and transparency – attendees at a biennial meeting expect conversations to occur at the council table and not in advance of deliberation.
- We need to maintain a line between information for an informed decision and “lobbying.”

Action Item	Motion to end debate and vote on the motion. (Moris/Garren)
	Motion passed by voice vote with required 2/3 vote.

Action Item	Motion for the CB&P Committee to explore the need for and draft a code of ethics/code of conduct for Issue submitters and council members to ensure the integrity of the Conference. (Sanchez/Johnson)
	Initial voice vote inconclusive.
	Motion failed by hand vote: 10 votes in favor 11 votes opposed

Action Item	Motion for the CB&P Committee and Issue Committee to explore the need to create a code of conduct for Issue submitters to ensure that the integrity of the Issue is maintained prior to Conference deliberations. If there is need, the CB&P Committee will draft said code of conduct and provide to the EB at the August 2019 Board meeting (Sanchez/Moris; Johnson amendment accepted)
	Vote on motion pending – see final vote below.

A second amendment was proposed to include reference to the council members in above motion, not just the submitter, remove the term “code of conduct,” and to clarify expectations of the roles of Issue submitter and council member (Daniels). Steve Moris, as the second of the original motion, did not approve the amendment as he wants to allow the CB&P Committee to work on the concern and bring it back to the EB.

Summary of continued discussion and questions:

- All CFP members (whether they attend the biennial meeting) should be made aware of communication and information exchange regarding all the Issues. We need to determine a process and the conduit of any communication that occurs before the biennial meeting.
- Any process that we develop needs to be consistent with our anti-trust policy.
- Concern that Issue submitters may see a lack of transparency in the deliberation process when an Issue is almost instantly moved to “no action” prior to any discussion. One solution could be to require all Issues be moved to “approve as submitted;” then if that motion fails, move to amend or vote no action.
- Issue Chairs plan to hold a conference call with Council leaders in advance of the 2020 Biennial Meeting to help standardize the process used during Council deliberation.
- Suggestion to channel any needed clarification regarding an Issue after finalization and before deliberation via the Council leaders.

Action Item	Motion to end debate and vote on the motion. (Moris/Horn)
	Motion passed by voice vote with required 2/3 vote.

Action Item	Motion for the CB&P Committee and Issue Committee to explore the need to create a code of conduct for Issue submitters to ensure that the integrity of the Issue is maintained prior to Conference deliberations. If there is need, the CB&P Committee will draft said code of conduct and provide to the EB at the August 2019 Board meeting. (Sanchez/Moris; Johnson amendment accepted)
	Motion failed by voice vote.

Action Item	Motion to table this topic to allow the CB&P and Issue Chairs to continue discussion and bring it back to the August 2019 EB meeting with a recommendation. (Gifford/Krzyzanowski) See also Agenda Item 3.5.
	Motion passed by voice vote.

1.9.2. Define the term “student” as it relates to the student constituency with regard to registration purposes for the two-year cycle and report back at the April 2019 Board meeting. – CB&P Committee

The CB&P Committee has not yet discussed this topic due to other priorities. There is already a definition for “student” in the Constitution and Bylaws; we currently have 4 student members.

It was clarified that the charge is to determine what happens when a student changes status during the 2-years between biennial meetings.

Action Item	Motion to change the report back date for this CB&P Committee charge to the August 2019 Board meeting. (Johnson/Jackson)
	Motion passed by voice vote.

1.9.3. Explore the name change from the Conference for Food Protection to the Congress of Food Protection and what the feasibility and impact of that change would be and report back at the next Board meeting. – CB&P and Strategic Planning Committees

The Strategic Planning Committee (SPC) has taken the lead on this topic; discussion is noted under the SPC report below as Agenda Item 3.1.

1.9.4. Review amending the Constitution and Bylaws, Article XV, Section 10, with respect to the objectives created by the Strategic Planning Committee to ensure both documents are congruent. – CB&P and Strategic Planning Committees

The CB&P Committee was charged to compare documents to ensure all SPC objectives are captured within the governing documents. Davene Sarrocco-Smith stated that all points are already captured in the Constitution and Bylaws under “duties of committees” in Article XV, Section 10, but the SPC recommendations are more succinct. The SPC provided four (4) objectives in their recommendation and seven (7) objectives are currently in the Constitution and Bylaws. She further stated that the Constitution and Bylaws can be changed if the EB requests it, and the change is approved via the Issue process and approved by the Assembly of Delegates.

Action Item	Motion for the CB&P Committee to submit an Issue to amend Article XV, Section 10 of the Constitution and Bylaws. (Gifford/Sylvis)
	Motion withdrawn by agreement of maker and second.

Action Item	Motion to table discussion until the SPC Chair is present. (Krzyzanowski/Fletcher)
	Motion passed by voice vote.

NOTE: discussion resumed late on Wednesday without a specific motion to bring the motion from the table; however, there were no objections voiced to continued discussion.

The August 2018 EB meeting minutes created the following action item:

“... to review amending the CB&P and specifically Article XV, Section 10 with respect to the objectives created by the Strategic Planning Committee and what was written in the CB&P to ensure both documents were congruent, and to come back at the April 2019 Board meeting for discussion on amending the CB&P.”

Davene assures the EB that there is congruency.

Summary of discussion and questions:

- Should reference be added to the objectives regarding the FDA Food Code? Article XV, Section 10 references “duties of the committees;” it was felt that reference to the Food Code would not be appropriate in this Article.
- Article XV lists objectives of the SPC, not objectives of the Conference.

Action Item	Motion for the CB&P Committee to draft an Issue for the 2020 Biennial Meeting to update the objectives in the Constitution and Bylaws, Article XV, Section 10, as approved by the EB in August 2018 (Whiting/Rossow; Barlow amendment accepted; Moris amendment accepted to return to original language)
	Motion passed by voice vote.

1.9.5. Look into finding ways for benefactors to fund specific activities and/or services for the biennial meeting and report back at the April 2019 Board meeting. – Sponsorship and Finance Committees

James O’Donnell and Eric Moore, Sponsorship Committee Co-Chairs, participated by telephone and provided an overview of committee activities and a summary of a sponsorship survey sent to past sponsors. Preliminary data from the survey indicates that past sponsors are favorable to the concept of sponsoring individual events or activities.

Action Item	See also Agenda Items 1.9.6, 1.9.7, 3.3, and 4.1 below.
--------------------	---

1.9.6. Review the possibility of having the App replace the printed Biennial Meeting program regarding impacts, suggest mitigations to those impacts of not having a printed agenda on sponsor agreements, and report back at the April 2019 Board meeting. – Sponsorship and Strategic Planning Committees

Discussion deferred to Agenda Items 1.9.7 and 4.1 below.

1.9.7. Creation of Mobile App Ad-Hoc Committee and formalizing the APP liaison position for each council. – David Lawrence

David Lawrence reviewed past EB actions to establish the APP Liaison position and its purpose.

Summary of discussion and questions:

- A committee needs to be responsible for identifying those individuals to serve as APP Liaison, determine the council they will be in, and the skill sets required based on the approved PD.
- Questions regarding charges to this committee? Timeframe/deadlines? Vendor selection process? Will the APP be open only during the biennial meeting or available yearlong? What features and options do we want?
- Questions were raised about developing our own APP to save money. It was explained that an APP is extremely complicated to develop and maintain. There are only a few vendors out there that provided this kind of service.
- The Sponsorship Committee needs to participate with a charge to communicate electronically to clarify a few of the outstanding questions prior to the next EB meeting.
- If a mobile APP is used each biennium, should we roll these charges into an existing standing committee?

Action Item	Motion to charge the SPC to determine which specific APP features are important, to explore options for APP vendors, and bring recommendations back to the EB before the August 2019 Board meeting for a decision. Once decided, to populate the features in the APP, and identify qualifications for the APP liaisons. (Krzyzanowski/Mers; Johnson amendment accepted)
	Motion to table motion to when SPC Chair is present. (Krzyzanowski/Rossow)
	Motion to table passed by voice vote.

This discussion was continued and resolved as part of Agenda Item 3.11.

Action Item	For action items, see Agenda Items 1.9.5, and 1.9.6 above; and 3.3, and 4.1 below.
--------------------	--

1.9.8. Consideration of alternatives to Eventbrite for meeting and membership registration services. – Cliff Nutt

Cliff Nutt has conducted research to see if we can reduce transaction fees (credit card and merchant fees) currently paid to Eventbrite. Our existing website is not capable of adding this type of content; the cost to add a data base component (that we would manage) for conference registration and membership payments could cost \$5-10K.

The original goal was to have a new program in place prior to the 2020 Biennial Meeting; however, it is not practical to implement this within the next few months. Cliff plans to continue researching for implementation in advance of the 2022 Biennial Meeting. The goal is to create a new website where the only 3rd-party fees are for merchant processing. The potential savings would be \$5-6K per biennium.

A questionnaire asking for input on improving the CFP website was sent to the membership: primary recommendations were to add a search function, add a log-in for members to update contact info and to pay membership fees, and to provide better CFP committee information (e.g., chairs, charges). Some recommendations for physical design upgrades were also made.

Summary of discussion and questions:

- Last year’s APP provider has branched into registration and may be an option to explore.
- Would website membership log-in prohibit “open space” for non-members to view website content? Cliff stated the intent is to provide both capabilities.
- CFP’s contract with Eventbrite is renewed on an annual basis and expires each August; therefore, a decision is needed by August 2020 if we are to stay with Eventbrite through the 2022 Biennial Meeting.
- We currently have a monthly contract with 180-Design (webmaster) with a flat fee for support. We can update the website at any time as an addition to the existing contract.
- Issue Management Program (IMP) is a subdomain of our current website and cannot be easily changed. Once the 2020 finalized Issues are posted for the general membership, we can sever ties to this program. Late Issue submission is handled outside of the IMP process.
- A suggestion was made to explore the ability to add a 60-day out clause in the any contract.
- Frustration was voiced about the difficulty of submitting Issues online.
- The SPC should be called a “marketing committee.”

Action Item	Motion to charge the SPC with investigating potential alternative to Eventbrite for meeting and membership services, and to investigate potential options for re-development of the CFP website and Issue management for the 2022 Biennial Meeting. (Garren/Johnson)
	Initial voice vote was inconclusive resulting in continued discussion for clarification.
	Motion passed by hand vote: 11 votes in support 10 votes opposed

Action Item	Cliff Nutt volunteered to serve on the SPC to facilitate discussion regarding contract services.
--------------------	--

A Digital Engagement Committee is proposed by the SPC as a new standing committee and can be charged with many of the topics being discussed. See Agenda Item 3.11 below.

1.9.9. Options for website and Issue Management services provider. – Cliff Nutt

Topic discussed above; see Agenda Item 1.9.8 above.

1.9.10. MOU with NACCHO – David Lawrence (see draft document)

At the EB’s direction, David Lawrence has been working with Jennifer Lee of NACCHO to draft an MOU between the two (2) organizations. The existing CFP MOUs were used as a template. The final MOU language will need to be reviewed by the CB&P Committee to ensure there are no conflicts with any of our governing documents. An academic member of the CB&P Committee has created a comparison document as a starting point; however, the draft document has not yet been reviewed by the full CB&P Committee.

Summary of discussion and questions regarding the substance of the draft MOU:

- Does the term “final position” refer to decisions from the EB, a resolution or statement from the Conference, or something approved via the Issue process? What does “proceedings” refer to in the statement that each organization will share with the other “as part of the CFP proceedings”? The ED clarified that the only way CFP can express an opinion to another agency or partner organization is via action taken by the Assembly of Delegates.
- It was noted that within CFP, the term “proceedings” refers to the final Assembly of Delegate transcript for a biennial meeting.
- What does page 2, item 3.b “substance of agreement” mean?
- How to share information between agencies needs to be clarified, and not just by reference to “communication from CFP to NACCHO.”

Action Item	Motion to accept the draft MOU for NACCHO as submitted. (Mers/Feeney)
	Motion tabled as noted below.

Summary of continued discussion and questions:

- Existing CFP MOUs date back many years; however, it was cautioned that re-opening discussions with each agency may lead to challenges in obtaining approval for a revised MOU.
- Does the MOU mean that NACCHO will have a place on the CFP EB? It was clarified that reports will be shared between organizations, but board positions are not allocated. A NACCHO representative would be invited to participate in our meetings in person or via conference call.
- The intent of the MOU is not to co-mingle or replace organizational conferences; however, a strategic plan has not yet been developed with NACCHO.
- The AFDO MOU is a good model of a partnership to work together towards a common goal.
- USDA interprets their MOU as participation in the biennial meeting and the EB; they do not expect the Conference to reach out separately to USDA.

Action Item	Motion to table discussion to allow a sub-group to convene and propose clarifying language. (Krzyzanowski/Moris)
	Sub-group members: Kristi Barlow, Ann Johnson, Adam Kramer, Glenda Lewis, Todd Mers, Davene Sarrocco-Smith
	Motion passed by voice vote.

Action Item	Motion to bring tabled item back for discussion. (Krzyzanowski/Fletcher)
	Motion passed by voice vote.

The sub-group recommendation to clarify language is to remove item 3.b under “substance of agreement” because it is already addressed in a previous section of the MOU.

Action Item	Motion to accept the draft MOU with NACCHO as submitted with a correction to a single typographical error and removal of item 3.b under “substance of agreement. (Mers/Feeney; amendment from sub-group accepted)
	Motion passed by voice vote.

Action Item	Conference Chair will provide the revised draft of this MOU to NACCHO for their review and approval.
	The final language of the MOU with NACCHO must be reviewed by the CB&P Committee to ensure there are no conflicts with any of our governing documents.

1.9.11. CFP-ISSC Shellfish Committee Update – Glenda Lewis *(see written report)*

Glenda Lewis, from the FDA, reviewed the CFP-ISSC Shellfish Committee meeting notes document highlighting the committee’s charges, activities, and participants. Glenda stated this same report will be shared with the ISSC executive board.

Action Item	Motion to acknowledge the CFP-ISSC Shellfish Committee written report. (Fletcher/Moris)
	Motion passed by voice vote.

2. Council and Council Committee Reports

2.1. Council I Report – Todd Mers and Thomas McMahan *(see written report)*

Todd Mers, Council I Chair, summarized the Council I written report.

Action Item	Motion to acknowledge Council I written progress report. (Garren/Sanchez)
	Motion passed by voice vote.

2.1.1. Food Recovery Committee *(see written report)*

Todd reviewed the Food Recovery Committee written periodic report. The committee has divided tasks into subcommittees with a target for completion by June 2019.

Action Item	A subcommittee of the Food Recovery Committee is seeking direction from the Publications Committee in formatting their guidance document to ensure consistency with CFP guidelines.
--------------------	---

A list of the documents the committee has reviewed is included in their report. The committee believes there is no need to replicate or improve work already in place and is looking at ways to better disseminate existing information via the development of fact sheets to simplify the robust information in existing documents.

A vote on the requested committee roster change is not required as EB approval is no longer needed for at-large non-voting committee members.

Action Item	Motion to acknowledge the Food Recovery Committee written report. (Garren/Fletcher)
	Motion passed by voice vote.

2.2. Council II Report – Sharon Wood and Joetta DeFrancesco *(see written report)*

Sharon Wood, Council II Chair, participated via telephone and provided a review of committee activities.

Action Item	Motion to acknowledge the Council II written progress report. (Fletcher/Johnson)
	Motion passed by voice vote.

2.2.1 Allergen Committee *(see written report)*

Sharon reviewed the Allergen Committee's written periodic report. A survey was disseminated to better understand the scope of their charges and the committee is working hard to complete all charges by September 1, 2019.

Jeff Hawley, Committee Chair, was interviewed by the New York Times where he outlined the CFP process and the importance of the Allergen Committee; Jeff's participation in the interview was pre-approved by CFP leadership in accordance with the CFP Spokesperson Policy.

Roster update approval is needed to remove one member who no longer works for their listed agency and new contact information is unavailable.

Action Item	Motion to acknowledge the Allergen Committee written report and approve the revised committee roster. (Johnson/Mers)
	Motion passed by voice vote.

2.3 Council III Report – Dr. Keith Jackson and Christine Applewhite *(see written report)*

Dr. Jackson provided a summary of the Council III written report.

Action Item	Motion to acknowledge the Council III written progress report. (Johnson/Rossow)
	Motion passed by voice vote with one (1) abstention.

2.3.1 Direct to Consumer Delivery Food Safety Committee *(formerly Mail-Order Food Safety Committee) (see written report)*

The Direct to Consumer Delivery Food Safety Committee written periodic report was reviewed. They have an established timeline and have been focusing on collecting and integrating new information. Two subcommittees have been formed: 1) collect and review new information; 2) review existing CFP document (draft revision provided as an attachment to the committee's report).

A change to their roster was requested; however, the positions are at-large and EB approval is no longer needed for non-voting members. They do have a new voting member vacancy since the report date that will need to be filled and voted on later by e-vote.

Action Item	A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.
--------------------	--

Action Item	Motion to acknowledge the Direct to Consumer Delivery Food Safety Committee written report. (Johnson/Krzyzanowski)
	Motion passed by voice vote with one (1) abstention.

2.3.2 Produce Wash Committee *(see written report)*

The Produce Wash Committee written periodic report was reviewed. They have established two (2) working groups.

A change to their roster was requested; however, the position is at-large and EB approval is no longer needed for non-voting members.

Action Item	Motion to acknowledge the Produce Wash Committee written report. (Fletcher/Rossow)
	Motion passed by voice vote with one (1) abstention.

2.3.3 Product Assessment Committee *(see written report)*

The Product Assessment Committee written periodic report was reviewed. They have established two (2) subcommittees with established work plan deadline dates to complete all charges by July 2019.

Action Item	Motion to acknowledge the Product Assessment Committee written report. (Rossow/Moris)
	Motion passed by voice vote with one (1) abstention.

3. Standing Committee Reports

3.1. Audit – Daniel Follette, Chair *(see written report)*

Danny Follett participated by telephone and reviewed the Audit Committee written periodic report. A few minor questions arose during the audit and clarification was provided by the ET.

The Audit Committee recommends the EB approve a policy change requiring review of the Executive Treasurer’s expense report.

Action Item	Motion to acknowledge the Audit Committee written report and accept the recommended policy change requiring the Executive Treasurer expense report to be approved and signed by the Executive Director. (Johnson/Mers)
	Motion passed by voice vote.

3.2. Constitution, Bylaws/Procedures – Davene Sarrocco-Smith, Chair *(see written report)*

Davene Sarrocco-Smith reviewed the CB&P Committee written periodic report and attachments:

- Organizational Options for Committees.
- Constitution and Bylaws Clarification Document
- Revised Council Committee Chair Handbook

Subcommittees were formed to address the three (3) charges assigned from Council and five (5) additional charges assigned by the EB at the August 2018 meeting. Four (4) charges have been completed as outlined in the written report.

NOTE: for ease of discussion, topics from the CB&P Committee report were addressed in an order different than presented in the written report.

Changes to the governing documents have been previously approved by EB action and are presented in the documents attached to the CB&P report; the edited version of documents are now presented to allow the EB to review the composite of the changes and to ensure the intent is accurately reflected. Once all changes are accepted, the final approved documents will be posted on the CFP website.

Davene explained how an approved change to one governing document may require an update to another governing document; however, any change to the Constitution and Bylaws may only be achieved via the Issue process and approval by the Assembly of Delegates.

Discussion regarding revised “Council Committee Chair Handbook”:

- The original document was specific to the 2018-2020 biennium; however, the current timeline is slightly different than other bienniums so FYI notations were intended to provide clarification. It was agreed that the “FYI” reference be changed to a “Note.”

Action Item	Motion to accept the changes to the Council Committee Chair Handbook with the edit to change “FYI” to “Note.” (Mers/Johnson; Johnson amendment accepted)
	Motion passed by voice vote.

Discussion regarding revised “Biennial Meeting/Conference Procedures”:

- Revised document shows tracked changes (highlighted in color) based on motions previously approved by the EB.

Action Item	Motion to accept the changes to Biennial Meeting/Conference Procedures document. (Johnson/Mers)
	Motion passed by voice vote.

Discussion regarding “Organizational Options for Committees”:

Davene read extracts from various governing documents regarding committee membership and participation. The CB&P Committee is recommending several options that would modify this language and Davene stated the committee report fully outlines the options.

The committee offers three (3) options; their preference is the “balanced representation” option.

- I. Balanced representation with Models A, B, C, and D
- II. Organizational representation
- III. Regional representation

Summary of discussion and questions:

- It was noted that representation from the CDC was not included in the recommended organizational structure for committees; this was an oversight and will be corrected.
- How would the committee sign-up process occur?
- Could we use multiple options based on the response for participation on each committee? The intent is that one (1) of the three (3) options be implemented for all committees; however, a flexible approach can be used if that is the will of the Board.
- How would representation by region occur? There are six (6) CFP regions and each region would need to caucus to determine who serves on each committee. However, council committees are not created when the caucuses meet at a biennial meeting; council committees are not formed until approved by the Assembly of Delegates. Adding an additional step to reconvene the caucuses and vote on committee membership may make the timeline for committee formation unworkable.
- Clarification was requested regarding the recommended numbers for each model:
 - In Model I.B., the composition of the committees are exactly as they are now with a limitation on the number of people on each committee.
 - The balanced representation option resembles the Council makeup to provide balance representation between regulators and industry.
 - For the regional option, each region votes on the representation for their region.
 - Flexibility is needed for some committees as science experts may be required.
- The proposed models no longer include at-large non-voting members on committees.
 - Conference call information (e.g., date, time) would need to be posted on the CFP website and non-committee members must then go through their representative to have any input (e.g., email their representative during the call).
 - Concerns were expressed that requiring smaller committees without at-large members would limit the ability to break into workgroups or subcommittees; for example, the Program Standards Committee relies heavily on at-large members to work on subcommittees.
 - Committees with complex charges need larger committees to help divide the workload.
 - A lack of at-large members may limit who is prepared to step in should there be a vacancy on the committee mid-biennium.
 - New members who join CFP during the year following a biennial meeting are now allowed to join a committee as an at-large member. The proposed changes remove that option.
- Any CFP member can listen in on any committee call; they just cannot participate.
- Allowing industry the opportunity to select their representation can be an advantage as it takes the pressure off the council and committee chairs to make the selection.
- The organizational model allows each committee chair to select the best size for their committee; this may lead to even lengthier EB discussions on the makeup of each committee. In addition, allowing individual committee chairs to make the decision on committee size could be perceived as unfair and exclusive.
- The current language in the governing documents seems to be working, but clarity is needed for larger committees. One suggestion is to keep the current system and place a cap at 75 at-large members.
- Restrictive language for committee membership makeup is currently in the Constitution and Bylaws and will require an Issue submittal. If the Board wants flexibility, language needs to be included in the Conference Procedures, not the Constitution and Bylaws. Conference procedures provide flexibility; the Constitution does not.

Davene re-stated that the CB&P Committee has presented their report and recommendation and the EB must now decide. The original charge was a result of committees with too many at-large members.

Action Item	Motion to charge the CB&P Committee to come back to the August 2019 Board meeting to provide one solution that addresses balanced representation of voting members and the number of at-large members. (Moris/Krzyzanowski; amended by maker/second)
	Continued discussion on motion prior to vote; see below.

Proposed amendments to the above motion:

- Amendment to define a cap of the number at-large members and provide guidelines on how to maintain balance in the conversation (Rossow; accepted by maker, but not by second). Becky Krzyzanowski did not accept the amendment as she believes voting members should be balanced, but requiring a balanced at-large constituency could pose a challenge; perhaps we limit the number participating from each agency/organization on any committee.
- Amendment to move forward with the Model A balanced option with a cap of at-large members at 33, at the discretion of the committee chair, with the flexibility to reduce the voting membership to maintain balance (Horn; amendment not accepted by maker).

Summary of continued discussion and questions prior to voting on the motion:

- Perception of balance of power: the size of any committee should be at the discretion of the council chair and vice chair to ensure industry and regulatory balance.
- Option B2 may be improved by adding “balanced constituencies need to be maintained as best as possible.”
- Motion is very prescriptive and limits the discussion for the CB&P Committee; it does not permit the committee to take a broad look at the concern.
- We want to ensure that committee votes are balanced (via representation) and achieve consensus. Voting balance is more important than participation balance.
- The end result of each charge should be achieved by consensus. It is difficult to define how many committee members are needed to achieve representation balance.

Davene believes the CB&P Committee has already done what the above motion asks and there is nothing for them to discuss; the language in the motion already exists in the Constitution and Bylaws.

The EB had asked for the CB&P Committee to address the at-large concerns only; but the committee felt they needed to propose a restructuring in order to fully address at-large concerns.

Action Item	Motion to call the question and end debate. (Horn/Fletcher)
	Motion passed by voice vote with required 2/3 vote.

Action Item	Motion to charge the CB&P Committee to come back to the August 2019 Board meeting to provide one solution that addresses balanced representation of voting members and the number of at-large members. (Moris/Krzyzanowski; amended by maker/second)
	Motion failed by voice vote.

Action Item	Motion to create an ad-hoc Board level committee to review the proposals from the CB&P Committee and bring a single proposal to the August 2019 Board meeting addressing committee constituency size and at-large membership. (Bacon/Johnson)
	Motion passed by voice vote.

Action Item	Conference Chair will send an email to Board members seeking volunteers for the ad-hoc committee formed as a result of the above motion.
	Volunteers: David Gifford; others to be determined.
	Ad-hoc committee formation pending Conference Chair email request.

Discussion regarding “Constitution and Bylaws Clarification Document” – four (4) separate items:

Item #1: categorization of documents

Charges for the CB&P Committee go back to 2012 and appear to conflict with the Constitution because of overlap; for example, the same tasks are assigned to both a committee and to the EA. The committee requests EB approval to categorize existing CFP documents into three (3) categories (see report for list of documents).

Summary of discussion and questions:

- Where do these categories apply if there is no document defining the categories? Per Davene, this is just the beginning of a long process.
- A large number of documents are provided on the website. Is this task beyond the scope of the CB&P Committee? The committee did not include committee developed guidance documents or Issues; they only included operational documents in their list.
- Caution urged in using the phrase “all CFP documents” as this applies to every single document produced by the Conference.
- Suggestions for category titles are to replace “helpful” with “instructional,” and “operational” with “administrative.”

Action Item	Motion to allow the CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” (Johnson/Jackson; Bacon amendment accepted; Feeney amendment accepted)
	See full list of documents attached to the CB&P Committee written report.
	Motion passed by voice vote.

Item #2: cleanup of Constitution and Bylaws, Article V, Section 1 (see bold, highlighted text below)

Article V Duties of the Assembly and the Board

*Section 1. The Assembly with recommendation from a Council or the Board shall approve or reject all recommendations including those pertaining to the Constitution and Bylaws, any Conference procedures, all Memoranda of Understanding or other formal agreements and other necessary actions including resolutions; **and establish Conference policies and positions on all subjects related to the objective of the Conference except as delegated (by the Assembly) to the Board.** If a recommendation is approved, it shall be referred to the Board for appropriate disposition. If a “No Action” recommendation is rejected, the Issue will be referred to the Board for its consideration.*

*Section 3. The Board may **establish operational policies and procedures**, with the concurrence of two-thirds (2/3) of the voting Board members, that detail management functions and oversight of the Conference organization. Such operational policies and procedures may include, but are not limited to budget, finances, expenditures and coordination and implementation of biennial meeting obligations and operations.*

The CB&P Committee does not understand the highlighted sections and needs guidance from the EB. Section 3 allows the Board to create policies and procedures to operate CFP. Is the phrase needed if the directive in Section 1 stays in place or vice versa?

Action Item	Motion for the CB&P committee to submit an Issue at the 2020 Biennial Meeting to remove the following from the Constitution and Bylaws in Article V, Section 1: “and establish Conference policies and positions on all subjects related to the objective of the Conference except as delegated (by the assembly) to the Board.” (Johnson/Mers)
	Motion passed by voice vote.

Item #3: cleanup of Constitution and Bylaws, Article IV, Section 3, Subsection d (see bold, highlighted text below)

Article IV Composition of Organizational Components and Eligibility Requirements for Service in Official Capacities

Section 3. Board Membership

Subsection 1. The Board shall be composed of twenty-three (23) voting members as follows:

- a. Six (6) members from State food regulatory agencies (one (1) from each CFP region);
- b. Six (6) members from local food regulatory agencies (one (1) from each CFP region);
- c. Three (3) members from federal agencies (one (1) from FDA, one (1) from USDA, and one (1) from CDC);
- d. Six (6) members from the food industry with at least one (1) each representing food processing, food service, retail food stores **and food vending**;
- e. One (1) member from an academic institution; and
- f. One (1) member representing consumers.

The CB&P Committee is asking if it is beyond their scope to recommend removal of “and food vending” from the above section in the Constitution and Bylaws?

Summary of discussion and questions:

- There is a membership category titled “food vending and distribution.”
- As historical background, “food vending” was one of the founding organizations of CFP and was, therefore, given representation on the Board.
- Membership in each industry category was queried; it was pointed out that members “self-select” their own category. Industry membership as reported in the 03/08/2019 EA report:

Constituency	# of Members
<i>Food Industry – Food Service</i>	62
<i>Food Industry – Processing</i>	11
<i>Food Industry – Retail Food</i>	88
<i>Food Industry – Support</i>	102
<i>Food Industry – Vending and Distribution</i>	12

- It was pointed out that our largest constituency does not have a vote on the Board except from the “at large” industry position. It may be time to change the EB structure to reflect stakeholder representation by submitting an Issue to create a “support” position on the Board; however, this action should be separate from what the CB&P Committee is doing.
- There have been efforts in the past to specify a Board position for regulatory and industry “support” categories; to date, those efforts have been defeated.

Davene clarified that she did not ask the EB to “fix” this language but simply to provide guidance to the CB&P Committee.

Action Item	Motion for the CB&P Committee to submit an Issue at the 2020 Biennial Meeting to update the Constitution and Bylaws, Article IV, Section 3, Subsection 1, so that “food vending” is updated to read “food vending and distribution,” and to add a comma after “retail food stores.” (Jackson/Garren; Horn amendment accepted)
	Motion passed by voice vote.

Item #4: submission of a revised document as a single Issue

The CB&P Committee seeks guidance on submitting a single Issue or multiple Issues related to cleanup of governing documents.

Summary of discussion and questions:

- Can Council II handle a completely revised document in a single Issue; or is it better to have editorial changes combined and substantive changes submitted separately? If submitted as a single Issue, the entire document may be rejected and sent back to committee.
- To facilitate Council II discussion, it is recommended that non-substantive, editorial changes to each document be submitted as a single Issue, and each substantive change be submitted as a separate Issue.
- All changes to governing documents, recommended by the CB&P Committee, must be approved by the EB prior to Issue submittal. The committee needs to submit a revised Constitution and Bylaws document to the Board (using track changes); the EB can then decide how many Issues need to be developed.
- The revised documents need to be presented with the Issue to clearly outline the changes and the reasons why those changes were made.

Action Item	Motion to allow the CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues. (Bacon/Sylvis; Horn/Krzyzanowski amendments accepted)
	Motion passed by voice vote.

A revised roster was approved by e-vote in January and has been provided only as information.

Action Item	Motion to acknowledge the CB&P Committee written report. (Garren/Krzyzanowski)
	Motion passed by voice vote.

3.3. Finance– Terry Levee, Chair and Steve Moris, Vice Chair *(see written report)*

Terry Levee participated by telephone and reviewed the Finance Committee written periodic report and activities of the subcommittees.

Three (3) subcommittees have been formed; EB approval of their direction is requested:

- Subcommittee 1 – How to enhance the CFP member/attendee experience.
- Subcommittee 2 – How to keep CFP relevant to outside groups.
- Subcommittee 3 – How to best continue to fund CFP while working with the Strategic Planning and Sponsorship committees.

There was a query about committee members being excluded from communication regarding subcommittee activities; Terry stated he will rectify this going forward.

The Finance Committee has not yet had conversations with the Sponsorship Committee regarding fund raising for specific biennial meeting expenses. Information regarding this concept must be determined within the coming months; waiting until the August 2019 Board meeting may be too late to get promotional information out to prospective sponsors. See Agenda Item 4.1 below.

Action Item	Motion to acknowledge the Finance Committee written report and affirm the direction of the subcommittees. (Krzyzanowski/Johnson)
	Motion passed by voice vote.

Action Item	The Sponsorship and Finance Committees need to resolve questions and provide recommendations to the EB for the 2020 sponsorship program. See also Agenda Items 1.9.5, 1.9.6, 1.9.7 above, and 4.1 below.
	Deadline for the EB to approve a 2020 sponsorship program is no later than June 2019.

3.4. Food Protection Manager Certification Committee (FPMCC) – Sean Dunleavy, Chair and Sharon Wood, Vice Chair *(see written report)*

Sharon Wood, FPMCC Vice Chair, participated via telephone. She reviewed the FPMCC written periodic report and provided a review of committee activities. No new charges were assigned to this committee from the 2018 Biennial Meeting; however, the committee continues to work on standing charges and work remaining from the previous biennium.

Their current focus is on reviewing committee documents for clarity and understanding and to ensure they are up to date; reviewing the contract with ANSI regarding expectations, function, and engagement requirements; and looking at ways to share the communication outreach document to help regulators understand the purpose of certification. Any recommend changes will be via the Issue process.

Board action is requested to approve changes to the roster.

Summary of discussion and questions:

- Questions were asked about voting alternates allowed per the FPMCC Bylaws. Currently, alternates are not formally listed on the roster; therefore, not “approved” by the EB. Sharon will ensure these names are added for approval at the next Board meeting.
- Clarification was made regarding the committee’s CDC consultant; Sharon will update the roster.

Action Item	Motion to acknowledge the FPMCC written report, with a correction to add the committee name at the top of the report, and to approve the revised committee roster (Fletcher/Johnson)
	Motion passed by voice vote.

3.5. Issue – Patrick Guzzle and Becky Krzyzanowski, Co-Chairs (see written report)

Patrick Guzzle, Issue Co-Chair, summarized the Issue Committee written periodic report.

The Issue Committee requests EB approval of new language (underlined and shaded below) to be added to the 4th bullet point in the Position Description for Council Members:

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the Constitution and Bylaws.
- Has a thorough knowledge of the Constitution and Bylaws, Conference Procedures, Biennial Meeting Information Manual and Roberts Rules of Order.
- Attends the Council Member and Roberts Rules of Order Orientation sessions prior to the start of Council sessions.
- Prior to the beginning of the biennial meeting, reviews Issues and attachments to prepare for Council deliberations.

Issue Committee had asked if there is a guidance document to provide to a submitter describing what happens between Issue submission and council deliberation

Summary of discussion and questions:

- What happens when immediate questions result after Issues are released, but no edits can be made until deliberation? A process needs to be explored to handle these situations.
- Council needs to do their due diligence to prepare and research their Issues. Does the council need to deliberate when a position is known in advance? Should everything be brought into discussion just to allow the audience to hear arguments? Doing so can delay the deliberation process. There are situations that come up where no discussion is needed, and time is critical.
- Council Chairs and vice chairs should be trained and empowered to channel communication in advance of deliberation and “rein in” communication. Coordinating this type of training is a work in progress by the Issue Co-Chairs.
- Language for any “no action” recommendation needs to be specific enough to explain why.

This topic was also discussed with Agenda Item 1.9.1 with the following action item:

Action Item	Issue Chairs to continue discussions with the CB&P Chair to explore the need to create a code of conduct for Issue submitters to ensure that the integrity of the Issue is maintained prior to Conference deliberations. See Agenda Item 1.9.1.
	Charge to bring a recommendation to the August 2019 EB meeting.

Action Item	Motion to acknowledge the Issue Committee written report, to accept the proposed change to the Position Description for Council Members, and to confirm that item #2 of the report was previously addressed under Agenda Item 1.9.1. (Gifford/Daniels; Krzyzanowski amendment accepted)
	Motion passed by voice vote.

3.6. Nominations – Patrick Guzzle, Chair

No written report required for this meeting. Patrick Guzzle is seeking assistance in working on upcoming committee charges.

Action Item	Board member volunteers are needed to work with the Nominations Committee Chair to discuss nominations for the positions of Conference Chair and Vice Chair for the 2020-2022 biennium.
	Volunteers: Donna Garren and Amber Daniels.
	Other EB members are to notify Patrick Guzzle if they are interested in serving.

3.7. Program – Dr. Richard Linton, Chair and Dr. Benjamin Chapman, Vice Chair (see written report)

Ben Chapman, Program Vice Chair, presented an overview of the Program Committee written periodic report; copies of the proposed workshop agenda were distributed. In a membership survey, lecture style was noted as the most favored presentation style and the least favored.

“New foods” is proposed for the morning session and “new technologies” is proposed for the afternoon. The morning session would be lecture style with round-robin breakouts in the afternoon. To date, 14 speakers have confirmed. The committee has requested feedback regarding the proposed topics.

Summary of discussion and questions:

- Does “edible cannabis” on the agenda impact FDA grant funding? One option could be to reference “botanicals” as a topic rather than edible cannabis.
- The FDA has a “marijuana working group” with an approved message and they may be available to participate.
- Do the proposed topics focus on food safety or just food products? Both avenues will be addressed; the committee feels there is a lack of understanding of the products themselves, and this understanding sets the stage for discussing food safety risks.
- How do we engage local and state regulators within the presentations? Experts were sought that were actively engaged in the industry, but the committee will expand their search to provide both sides of the conversation.
- Suggestions for social media contacts were provided by Board members.

Action Item	Cliff Nutt will reach out to the FDA grant office to determine any challenges in the grant approval process if we include edible cannabis on the workshop agenda.
--------------------	---

Action Item	Motion to acknowledge the Program Committee written report and approve the proposed workshop agenda with the feedback provided today. (Whiting/Johnson)
	Motion passed by voice vote.

3.8. Program Standards– Angie Cyr, Chair; Amanda Douglas and Andre Pierce, Co-Vice Chairs (see written report)

Angie Cyr reviewed the Program Standards Committee written periodic report and activities of the five (5) subcommittees. She indicated that at-large, non-voting members are actively participating in subcommittees.

Several committee member changes have occurred requiring approval of the revised roster.

Action Item	Motion to acknowledge the Program Standards Committee written report and to approve the revised committee roster. (Rossow/Fletcher)
	Motion passed by voice vote.

3.9. Publications – Brian Nummer, Chair and Joell Eifert, Vice Chair *(see written report)*

Brian Nummer reviewed the Publications Committee written periodic report. Brian took over as committee chair when Vicki Everly was required to resign to accept the EA position. Work had been done by Vicki and Joell Eifert to create a work plan and timeline and presented with the August 2018 committee report; the scope of that work plan has now been limited.

Based on the multi-year history of ad-hoc committee work on this topic, the current members are asking for the EB to confirm the following:

- The importance of publications and an internal publication process to the mission and goals of CFP.
- The EB agrees that a mechanism or process be available to publish CFP related work to external journals.

The committee is requesting the following additional charges:

- To create a searchable index of submitted Issues, materials, reports, dispositions, etc. from each biennial meeting as well as all publications housed on the website (#5 on committee report).
- To make publication recommendations for the three (3) “Special Process” templates that were part of the 2018 biennial meeting (#6 on committee report).

Summary of discussion and questions:

- Does “acknowledging the report” mean the Board is approving all the requests from the committee? Acknowledgement of a report does not indicate approval.
- Questions remain about author/reviewer when a document was authored by a committee and belongs to CFP:
 - Would permission be asked of each participant to be included as an author?
 - Are all committee members to be acknowledged as authors to the publication?
 - Committee documents are required to be submitted via the CFP Issue process; therefore, they belong to CFP and not to an individual, group, or committee chair(s).
- Are external publications to be peer-reviewed? An example of an “external” publication would be publishing work completed by a CFP committee.
- What is CFP’s copyright policy? Is it “open source”? What is the lifespan of each document? Can a committee change someone else’s document? There should be nothing unilateral that the committee can do; all actions must come back to the Board for approval.
- FSIS has an advisory committee on microbiological criteria for foods and often publishes papers regarding their findings and proceedings; papers are published as a committee, not as an individual. Examples can be provided by Kristi Barlow.

Action Item	Motion to acknowledge the Publications Committee written report, approve the current committee roster, and confirm the importance of publications and an internal publication process to the mission and goals of CFP. (Krzyzanowski/Fletcher)
	Motion passed by voice vote.

The committee is asking the Board to approve documents attached to their report as a framework for future committee discussion.

Summary of continued discussion and questions:

- The committee needs to develop activities and a timeline to support the initial charges. Brian stated that a timeline cannot be created because there is so much to accomplish.
- Committee requested items #5 and #6 (as noted above) are outside the original charges; the motion passed to acknowledge the committee report did not include these two (2) items.
- A question was asked if the requested actions in the report come from the full committee; statements in the report using the first-person can be interpreted as coming from the committee chair, rather than from the committee.
- If the committee is looking for additional clarification on the existing charges, their request could be modified. If the committee is looking for permission to look at publications and authorship, we may need to back-up and look for clarification of the charges.

Brian re-stated that the committee is simply looking for a starting point.

Action Item	Motion to reaffirm that the Publications Committee continue working on the charges with regard to publishing CFP work to external publications and provide a progress report of information for the EB's review at the August 2019 Board meeting. (Johnson/Krzyzanowski)
	Motion passed by voice vote.

Summary of continued discussion and questions:

- Is the searchable database to help the committee? The database was helpful to a committee member in her work; she would like to give it to CFP as a public access document.
- In August 2018, the board acknowledged a work plan and timeline for this committee; it is suggested that the committee review it and update the timeline.
- Items #5 and #6 are additional charges; the committee has not yet completed the initial charges or completed the existing work plan and should do so before new charges are added.

Brian agrees to the following motion and to focus on the original charges.

Action Item	Motion that no action be taken on requested action items #5 and #6 in the Publications Committee report and that the committee continue work on the original charges. (Bacon/Gifford)
	Motion passed by voice vote.

3.10. Resolutions – Chirag Bhatt, Chair

No written report required for this meeting. See Agenda Item 5.4.

3.11. Strategic Planning – Tom Ford, Chair and Elizabeth Nutt, Vice Chair (see written report)

See discussion under Agenda Items 1.9.3, 1.9.4, 1.9.6, and 1.9.7 above.

Tom Ford provided an overview of the SPC written periodic report and highlighted the requests for EB action. The following attachments were submitted along with the committee report:

- Suggested deliverables document: objectives, recommendations
- Constitution and Bylaws/Procedures and Strategic Planning Committee: objectives, considerations, analysis,

Item #1: Requesting acceptance of the CFP SPC mission statement objectives and suggested actions (see attachment to committee report).

Action Item	Motion to accept the CFP SPC mission statement objectives and suggested actions. (Bacon/Garren)
	Motion passed by voice vote.
	See below for text from SPC written report that was approved via this motion.

A point of clarification was asked to affirm that the above motion to “accept” included approval of ALL recommendations contained in the SPC written report (as noted below); it was acknowledged that, yes, the intent was to include all the actions from the SPC report in the motion.

Action Item	Text extracted from SPC written report and approved as a result of the above motion.
	<p><i>Objective 1</i> <i>Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.</i></p> <p><i>a. Ensure relevant and current retail food safety, or related information is shared with membership.</i></p> <p><i>b. Develop virtual roundtables to share/disseminate important information on issues and trends</i></p>

Objective 2

Assessing member satisfaction, exploring ways to increase membership, improving communication with members and responding to membership's changing expectations of CFP, its programs, services and the Biennial meeting.

- a. Navigator Program*
- b. Surveys/After conference/workshop evaluations*
- c. Promote at other professional meetings*

It is Suggested that:

1) That the EB create a Digital Engagement Committee (standing committee)

Define a Position Statement for the Chair and Vice Chair The committee would work under the general Charge to:

- Define the known channels of communication (Website/Email/Mobile/Social), their architecture and function for the membership*
- Define the functions for engagement at the Biennial meeting & Ongoing Sustainment Biennial Meeting (App/Website/Social Media: Virtual Conference/Council Tracking or "Blogs"/Navigator) Sustaining/Ongoing:*
 - Member-Facing (App/Social Media/Website Revision: News/Reports/Virtual Roundtables/Multi-format Info Sharing/Forums)*
 - Volunteer-Facing (App/Website: Volunteer Portal/Volunteer Committee Forums or "workrooms")*
- Define "user needs" (Member – Biennial Meeting/Member – Ongoing/Volunteer Ongoing)*

2) Social Media Notes for Committee Chair to provide (Executive Board)

SPC requests the Executive Board (and Director) to identify the status of App Liaison position in order for the following recommendations and related discussions.

- Possible CFP App development and how it can be useful for CFP – not only during the conference but also on an on-going base. Consult with AFDO and other organizations to obtain third party developers and related costs. Scope of work will be required if CFP is to pursue this task.*
- Possible CFP website revisions so that current topics, news, updates can be shared on an ongoing base. This could eliminate the need for broadcast emails sent out by the ED.*
- CFP App can be used for:*
 - Sponsors (purchasing banner ads or banner ads given for specific level of sponsorship.*
 - Committees report (and updates) sharing prior to conference.*
 - New Attendees (can replace the navigator program) if adequate information (video, PDF documents) is shared prior to conference.*
- CFP Facebook, LinkedIn presence can be beneficial. Will need someone to manage/monitor it.*
- CFP Twitter can be useful throughout the year for information sharing, updates, upcoming CFP details.*

3) Navigator Program Notes for Committee Chair to provide (Executive Board)

The current Navigator program has been well developed over the past few years. Our specific asks enhancements to that program are:

- Develop a short video that can be posted to You Tube with an explanation of the CFP process and Biennial meeting. Consider the use of the presentation used during each Biennial meeting with narration by Dave McSwane or the current or past Conference Chair.*
- Leverage this short video (link to You Tube) within an email to new attendees when registering to help introduce the Navigator program. Allow them a list of Navigators to connect with.*
- Enhance the New Attendee Orientation presentation at the Biennial meeting to have the navigators stand off stage and present a slide with their photo to encourage the new attendees to connect with one of them.*
- Leverage the CFP App. Add photo "glamor shots", brief bios, CFP membership stats and contact information of the available navigators. Possibly use this App to track new attendees that have Develop a schedule to have dedicated people to help navigate at the front desk. Possibly have a Board positions scheduled.*

Follow-up required to implement above recommendations approved by EB action.

Item #2: to accept the report on the name change of the association from "Conference for Food Protection" to "Congress for Food Protection."

There was no recommendation from the committee on this topic, they are simply providing a report.

Summary of discussion and questions:

- This question (conference vs. congress) was, in part, based on the potential limitation for agency funding and participation by some regulatory groups. Some agencies and organizations limit participation at a conference to just one (1) or two (2) events per year; with budget constraints, funding for conference attendance is often the first thing cut.
- The intent of CFP is more aligned to a congress than a conference. A “congress” means a body that comes together to create laws, which is what we do. Lobbying congress is different.
- The implication of a “congress” may connote “lobbying” and may restrict other groups from attendance. Recommendations from CFP are sent to federal agencies and those recommendations impact national policy; therefore, some could equate that to “lobbying.”
- Is there a cost to changing the name? Any possible impact needs to be investigated.
- What are the steps to change our name? It would require a change to the preamble of the Constitution. If this change comes from the EB, the CB&P Committee would need to draft an Issue for Board approval. We would also need to file a name change with the Secretary of State to “do business as” (DBA) the Congress for Food Protection.
- If a name change is implemented, we need to retain all historical documents as-is.
- Perhaps it is better to change the name of the “biennial meeting.” We could call it a “biennial assembly”, “biennial congress,” “biennial caucus,” etc. We could start by ensuring that the “biennial meeting” is no longer incorrectly referred to as a “conference.” (Conference is the name of the organization, not the name of the biennial meeting).
- There was not a lot of feedback in the membership survey to indicate whether the name change would impact our members one way or the other.

The request from the SPC is to accept their report on name change; however, that report contains no specific recommendation to change the name at this time. Board members were reminded that “acknowledgement” of a report does not give directive for anything to move forward.

Action Item	Motion to acknowledge the SPC written report and reference document for future consideration of the EB regarding a name change. (Jackson/Gifford)
	Continued discussion on motion prior to vote; see below.

Summary of continued discussion and questions:

- Since any member can bring a name change forward as an Issue, we should allow the council and delegates to make a decision regarding a name change, should an Issue arise.
- From a process standpoint, a name change should move forward as an Issue allowing Council II and the Assembly of Delegates to make the final decision.
- The perception of where an Issue comes from (e.g., general membership vs. the EB via the CB&P Committee) can influence the outcome of council deliberation.

Action Item	Motion to call the question and end debate. (Moris//Rossow)
	Motion passed with required 2/3 voice vote.

Action Item	Motion to acknowledge the SPC written report and reference document for future consideration of the EB regarding a name change. (Jackson/Gifford)
	Motion passed by voice vote.

Item #3: to approve the SPC and the University of Houston to proceed with the release of a 2019 member survey in April or May 2019.

Action Item	Motion to approve the SPC and the University of Houston to proceed with the release of a 2019 member survey. (Sanchez/Whiting)
	Motion passed by voice vote.

4. Special Committees and Reports

4.1. Sponsorship – Eric Moore and James O’Donnell, Co-Chairs *(see written report)*

James O’Donnell and Eric Moore participated by telephone and provided an overview of the Sponsorship Committee written periodic report and attachments:

- Sponsorship survey
- 2020 CFP biennial printed program elimination evaluation

The committee conducted a survey of past sponsors and received a 26% response rate. Results of the survey were positive about replacing the printed program booklet with an APP version; there was only one (1) negative comment.

\$2,500 in sponsorship funds have been collected to date, plus an additional \$5,000 held-over from the 2018 Biennial Meeting due to NSF inadvertently double-paying for a titanium sponsorship; at NSF’s request, the additional payment was to be retained for a 2020 titanium level sponsorship.

Action Item	Motion to go to an all-digital program and eliminate the printed program booklet with a substitute PDF version. (Nummer/Johnson; Horn amendment accepted; second amendment accepted to revert to original language)
	Continued discussion on motion prior to vote; see below.

Motion amended to add “...with no money spent on graphic setup” (Horn; accepted by maker/second); second amendment was accepted to revert to original motion language.

Summary of discussion and questions:

- The layout and design components of the program booklet are about ¼ of the total cost of production. CFP’s internal resources for graphic design are limited; therefore, professional graphic design may still be needed to integrate the sponsor logos and page sizing of each level of sponsorship to create the PDF version of the program booklet.
- 2020 could be considered a bridge year by showing sponsors what they would receive with the new structure.

Action Item	Motion to go to an all-digital program and eliminate the printed program booklet with a substitute PDF version. (Nummer/Johnson; Horn amendment accepted; second amendment accepted to revert to original language)
	Motion passed by voice vote with two (2) abstentions.

The committee submitted a spread sheet with their report outlining how other organizations manage the sponsorship of specific functions or events at their conferences.

Some of the sponsorship questions in need of resolution prior to June 2019 for the 2020 Biennial Meeting include:

- Do we retain the current sponsorship pricing structure with the “up to” levels encouraging organizations to give more than the limit?
- Regarding sponsored functions, what dollar value do we assign for each function/event? Can events be split to allow more than one sponsor to fund a single event?
- How will sponsor logos be integrated into the new APP and PDF design? Some sponsors may be disappointed if the PDF version does not look like the original program booklet style.
- What benefits will be provided at each level to sponsors if they no longer receive a full-page (or half-page, etc.) ad as part of their fee? In the past, sponsors have received a specific size ad based on their sponsorship level.
- Can a printed program booklet version be available for an added fee? Or will it only be available as a PDF for downloading? Some agencies/companies use the printed program booklet as a resource after the meeting.

Action Item	The Sponsorship and Finance Committees need to resolve questions and provide recommendations to the EB for the 2020 sponsorship program. See also Agenda Items 1.9.5, 1.9.6, 1.9.7, and 3.3 above.
	Deadline for the EB to approve a 2020 sponsorship program is no later than June 2019.

Action Item	Motion to acknowledge the Sponsorship Committee written report. (Moris/Fletcher)
	Motion passed by voice vote.

4.2. Safe Handling and Cooking of Roaster Pigs – Erika Stapp-Kamotani and Susan Shelton, Co-Chairs *(see written report)*

Susan Shelton participated by phone and reviewed the Safe Handling and Cooking of Roaster Pigs Committee written periodic report.

The committee has created a work group on FoodSHIELD to facilitate sharing of documents. They are currently drafting a guidance document and working with subject matter experts to review its various components. The committee is on pace to complete charges by mid-October.

Action Item	Motion to acknowledge the Safe Handling and Cooking of Roaster Pigs Committee written report. (Krzyzanowski/Jackson)
	Motion passed by voice vote.

Action Item	Motion to accept changes to the Safe Handling and Cooking of Roaster Pigs Committee roster. (Jackson/Johnson)
	Motion passed by voice vote.

4.3. ANSI-CFP Accreditation Committee (ACAC) – Joyce Jensen and Julie Albrecht *(see written report)*

Joyce Jensen participated by phone and reviewed the ACAC written periodic report. ACAC met in the ANSI offices in December 2018; a conference call will be held in late April 2019; and a face to face meeting is scheduled for December 2019.

A question was asked about the relationship between NRA and NRFSP, specifically if there was any conflict of interest because of new ownership. It was clarified that the two (2) applications are totally separate at this time and are handled as separate accreditations.

Action Item	Motion to acknowledge the ANSI-CFP Accreditation Committee (ACAC) written report. (Mers/Rossow)
	Motion passed by voice vote.

4.4. AFDO Report – Steve Moris

The AFDO report was given by Steve Moris and provided an update on future activities including the upcoming AFDO conference, and AFDO's work with the FDA for software licensing.

Action Item	Motion to acknowledge the AFDO report. (Bacon/Jackson)
	Motion passed by voice vote.

4.5. Federal Agency Reports

4.5.1. FDA – Glenda Lewis *(see written report)*

Glenda Lewis reviewed the FDA's submitted written report and presented highlights.

- The supplement to the Food Code and the 2019 Program Standards are under development.
- Active planning is underway with collaboration between associations on the upcoming Summit.

- Interagency collaboration with CDC and USDA FSIS on the listeria project is ongoing. They are looking for participation on designated constituency focus groups. Contact information is included in the FDA report.
- Regional seminars will be held from August through October.
- The mentorship program is continuing with its 8th year and grants continue to be available; information is included in the FDA report.
- Self-verification and audit workshops are scheduled.

In addition, on April 2, FDA announced a public hearing and comment period on cannabis and product safety and the issuance of three (3) warning letters for cannabis related products. A high-level agency working group has been formed to explore potential pathways for these products. The Q&A page on the FDA website has been updated to help members of the public understand how FDA requirements apply. Information is available on the FDA.gov webpage.

Action Item	Motion to acknowledge the FDA written report. (Bacon/Rossow)
	Motion passed by voice vote.

4.5.2. USDA – William Shaw, Jr. *(see written report)*

A review of the USDA written report was presented by Kristi Barlow on behalf of William Shaw. Highlights of the report include:

- Worked with CDC to develop an infographic on chicken livers that is now available on the FSIS website.
- Developed a new retail focus webpage with information for chefs and guidance for consumers via educational materials.
- Continue to perform surveillance for listeria controls at retail and recently published updated data showing they are currently meeting or exceeding established goals.
- Conducting monthly meetings with the FDA to harmonize Food Code concerns.
- Issued a guideline for determining whether slaughtering or meat processing retailers are exempt from FSIS inspection requirements.

The listeria project focus groups are seeking participation from the following demographics: state health, agriculture, local health officials responsible for retail food safety, and representatives employed with independent or local grocery chains.

Action Item	Motion to acknowledge the USDA written report (Rossow/Fletcher)
	Motion passed by voice vote.

4.5.3. CDC – Dr. Adam Kramer *(see written report)*

Dr. Kramer recognized that this is National Public Health Week and reviewed the CDC’s submitted written report and presented highlights, including NEARS surveillance summaries, a new infographic released in conjunction with FSIS on chicken livers, and ongoing cross-agency collaboration with FSIS and FDA as part of the interagency retail listeria workgroup. They are still looking for volunteers to participate in focus groups on controlling Lm in retail delis.

Action Item	Motion to acknowledge the CDC written report. (Rossow /Johnson)
	Motion passed by voice vote.

5. New Business

5.1. Tour of the Grand Hyatt Denver Hotel Meeting Facilities

A tour of the hotel function space reserved for the 2020 Biennial Meeting was conducted at 3:00 PM on Tuesday.

NOTE: final meeting room assignments will be determined by the ED in conjunction with the hotel staff to best accommodate the needs of the biennial meeting based on the number of individuals registered for the meeting.

5.2. Revision of the Executive Director Position Description – David McSwane (see written draft document)

Duplication, contradiction, and gaps between the three (3) CFP staff Position Description (PD) documents was discovered. The result is a revised ED PD to make it more consistent with the EA and ET functions, to eliminate duplication, and create opportunities for collaboration between the different staff positions.

Action Item	Motion to approve the revised Executive Director Position Description document as submitted. (Rossow/Gifford)
	Motion passed by voice vote.

5.3. Review of Articles of Incorporation – Finance Committee

Cliff Nutt presented an overview of activities conducted in reviewing existing documents. A conference call discussion with the Finance Committee is pending. The Articles of Incorporation and 501(c)3 status documents are over 20 years old; therefore, the purpose of the review is to ensure we stay consistent with existing tax laws to maintain our non-profit status.

Action Item	Final review of Articles of Incorporation deferred to the August 2019 EB meeting.
--------------------	---

5.4. Request for Permission to Create a Resolution for Dr. O. Peter Snyder for the 2020 Biennial Meeting – David McSwane on behalf of Chirag Bhatt (see written draft document)

A draft resolution was submitted with the EB package for review. There were no questions raised or suggested edits.

Action Item	Motion to accept the resolution as submitted for Dr. O. Peter Snyder. (Krzyzanowski/Rossow)
	Motion passed by voice vote.

5.5. Retail Food Association Summit Strategic Plan - David Lawrence and Brenda Bacon

Covered under Agenda Item 1.7. Brenda and David will continue to provide feedback to the EB.

5.6. Fall 2019 Board Meeting – David McSwane

The fall 2019 EB meeting will be held at Diversey Headquarters in Fort Mill, South Carolina on August 13-14, 2019. Closest airport is Charlotte Douglas International Airport in Charlotte, North Carolina. The meeting will be held at the Diversey headquarters, not the designated hotel.

Airport to hotel transport will be no problem; however, we will need to transport Board members from the hotel to Diversey headquarters for the meeting. Carpools will be arranged as much as possible to reduce transportation costs. It was noted that traffic from the hotel to the meeting site is heavy and a minimum of 30 minutes should be allowed.

A preliminary agenda and more detailed information will be available in June.

Action Item	Anyone planning to drive to the August meeting is asked to contact Dave McSwane to help facilitate carpool arrangements from hotel to meeting site.
--------------------	---

6. Adjournment

Action Item	Motion to adjourn the meeting at 1:38 PM on Wednesday, April 2, 2019. (Gifford/Daniels)
	Motion passed by voice vote.