



CONFERENCE FOR FOOD PROTECTION, INC. SPECIAL EXECUTIVE BOARD MEETING

July 19, 2022

- *This special meeting was called to order at 11:10 AM (Eastern time) on Tuesday, July 19, 2022 and adjourned at 2:25 PM at which time an executive session was called to order.*
- *Meeting was held online with all attendees participating via MS Teams.*
- *The meeting agenda was abbreviated to include only those items that carried over from the April 2022 Board Meeting and needed to be addressed immediately.*
- *Minutes are documented in agenda item numeric order and do not necessarily follow the order of discussion. For brevity, any procedural motion such as those to recess/reconvene, or to table/reconsider agenda items are not documented unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each amendment is not tracked. Also, questions and discussion points are summarized and similar or repeat comments are grouped.*
- *Due to the challenge of conducting voice votes in a virtual format, the “raised hand” feature on MS Teams was used for all voting participants. Prior to each vote, the Conference Chair restated the motion and asked for any objections and then for any abstentions; hands unraised were considered a vote in the affirmative.*
- *An “Action Item Summary” from this meeting is included at the end of this document; tasks are copied from the narrative of these minutes and organized by assignment.*

Voting Board members participating: Melvin Carter, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Joe Graham, Troy Huffman, Keith Jackson, Sarah Jensen, Ann Johnson, Adam Kramer, Glenda Lewis, Thomas McMahan, Gina Nicholson Kramer, Steve Oswald, Michael Pascucilla, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Rebecca Vought, Kelli Whiting

Voting Board members not participating: Jason Horn, Tim Tewksbary

Ex-officio non-voting Board members participating: Rodney Blanchard, Patrick Guzzle, Courtney Halbrook, David Lawrence, Terry Levee, Chip Manuel, Davene Sarrocco-Smith, Donald Schaffner, Angie Wheeler

CFP executive staff participating: David McSwane, Cliff Nutt, Vicki Everly

Guests participating: Amani Babekir, Mary Cartagena, Michelle Hill

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.

Please NOTE: Only those agenda items needing immediate action were discussed during this meeting. To provide continuity and consistency, agenda items are numbered as for a regular Board meeting; therefore, numerical gaps and non-sequential numbering is intentional and does not indicate an error or omission.

1. Opening – Conference Chair Rebecca Vought, Presiding (Binder 1)

1.1 Call to Order – Rebecca Vought

Meeting called to order at 11:10 AM (Eastern time) by Rebecca (Becky) Vought, Conference Chair.

1.2 Anti-trust Policy – Todd Rossow

The Anti-trust policy was read in its entirety by Todd Rossow, Conference Vice Chair.

1.3 Roll Call / Acknowledgement of Board Members

Roll call was taken by the Conference Chair to establish the presence of a quorum.

Sarah Jensen was welcomed as the new Board member representing Local Regulatory for the Mid-Atlantic Region.

1.3.1 Acknowledgement of Guests

Guests in attendance were acknowledged by the Conference Chair and names are noted above.

1.4 Agenda Review – Opportunity to add new items

Dave McSwane, Executive Director, discussed the need to add three (3) items to the agenda regarding the upcoming 2023 Biennial Meeting.

Action Item	Add the following agenda items to new business: (Johnson / Jackson) 2.2 Caucus Voting 2.3 Processing Fee for Biennial Meeting Registration Refunds 2.4 Withholding Membership Dues from Refunds.
	Motion passed with no objections and 3 abstentions.

1.8 Executive Staff Reports

1.8.2 Executive Treasurer – Cliff Nutt

Cliff Nutt, Executive Treasurer, presented a synopsis of his written report and stated that accounts receivable is now fully caught up.

Cliff requested that the Board re-visit the Travel Subsidy Policy due to the rising costs of airfare and lodging. The current subsidy limit is \$1,000 per person for each meeting, and \$1,200 per person for a meeting in conjunction with a biennial meeting. Cliff recommends raising this by \$200 per request and believes this increase will be adequate for calendar year 2023.

Questions and discussion points:

- Budgets are based on historical information. Cliff currently budgets \$20,000 per meeting. He normally receives 10-12 subsidy requests for each meeting, so a \$200 per person increase would not have a major impact on overall finances.
- Our current policy asks Board members to only apply for reimbursement when other funds are not available.
- Historically, the travel subsidy was intended for local and state regulatory members who did not have access to travel funds and there was an “unspoken rule” that industry representatives would not apply.
- There was a recommendation to consider maximum reimbursement amounts based on federal per diem rates.
- Designated “maximum rates” often limit what regulators can be reimbursed by their employers; without a CFP subsidy, funds above that amount would need to be paid out of pocket by the employee.

Action Items	Increase the individual travel subsidy available for all Executive Board meetings by \$200 and to conduct an annual review for future increases. (Johnson / Jackson) <i>NOTE: this policy change will provide an individual maximum \$1,200 subsidy for board meetings held independent of a biennial meeting, and an individual maximum \$1,400 subsidy for board meetings held in conjunction with a biennial meeting.</i>
	Motion passed with no objection and 3 abstentions.
	Acknowledge the Executive Treasurer’s report. (Johnson / Dolhanyk)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Executive Director and Executive Treasurer to amend the written “Travel Subsidy Policy” to include the following: ✓ availability of a maximum individual \$1,200 subsidy for board meetings held independent of a biennial meeting;

- ✓ availability of a maximum individual \$1,400 subsidy for board meetings held in conjunction with a biennial meeting; and
- ✓ add the requirement to conduct an annual review.

1.9 Unfinished Business from the April 2022 Board Meeting

4.5.1 FDA Update on Issue 2020-II-015 – Glenda Lewis

4.5.1a Issue 2020-II-015

Glenda Lewis, with the FDA, provided an overview of actions and activities to date regarding Issue 2020-II-015 addressing written consumer notification of allergens in unpackaged foods served or sold at retail. Other guests from the FDA participated in this discussion.

4.5.1b Recommendation in Issue 2020-II-015 accepted by Assembly of Delegates

Issue number: 2020-II-015

Issue Title: AC #5 - Amend Food Code for Written Notification of Major Food Allergens

Recommended Solution: The Conference recommends that a letter be sent to FDA requesting that a new Paragraph be added to Section 3-602.12 of the current FDA Food Code as shown below (new language underlined).

3-602.12 Other Forms of Information

(C) The PERMIT HOLDER shall notify CONSUMERS of the presence of MAJOR FOOD ALLERGENS as ingredients in unpackaged FOOD items using brochures, deli case or menu notifications, label statements, table tents, placards, electronic, or other effective written means. CONSUMER notifications of MAJOR FOOD ALLERGENS must be specific to FOOD items that contain MAJOR FOOD ALLERGENS and must include either the common name or an image of the relevant MAJOR FOOD ALLERGEN.

4.5.1c Letter to FDA stating recommendations accepted by Assembly of Delegates

The letter from CFP to the FDA following the 2020 Biennial Meeting is available on the CFP website at the following link: <http://www.foodprotect.org/media/biennialmeeting/2020-cfp-recommendations-to-fda.pdf>

4.5.1d Letter providing FDA's response to the recommendations put forward by CFP

The response letter from the FDA to CFP is available on the CFP website at the following link: <http://www.foodprotect.org/media/biennialmeeting/2020-fda-response-letter-to-cfp-final-2021-12-14.pdf>

4.5.1e Summary of a meeting with FDA and CFP to discuss CFP Issue 2020-II-015

Glenda reported that a meeting was held for agency transparency with the CFP between FDA representatives and the CFP Conference Chair and Executive Director on June 2, 2022 to discuss Issue 2020-II-015.

FDA's primary concerns include the potential for inadvertent cross-contact that could pose a potential risk to customers without their knowledge, creating a false sense of security on the part of consumers, and the lack of a clear path for industry implementation in a consistent manner, and lack of a clear regulatory enforcement strategy.

FDA envisions a multi-stage approach to fully address all aspects of this Issue:

- 1) Adding the CFP recommended language in the Food Code along with language in Annex 3, Public Health Reasons, to provide context and to clarify what is and is not covered by this change.
- 2) Engage with industry and regulatory partners to address implementation and enforcement pathways, and to continue working with the CFP Allergen Committee.
- 3) Continue internal FDA discussions to ensure that any change to the Food Code does not create any legal conflict with existing labeling laws.
- 4) FDA is exploring/planning to submit an Issue for deliberation at the 2023 Biennial Meeting to amend the Food Code and Annex to address cross-contact.

Questions and discussion points:

- The Food Allergen Committee worked on this Issue for 3 years and wants the FDA to move forward with the 2020 Issue recommended solution.
- FDA does not want to create conflicting language for meat and poultry products. USDA has different labeling requirements with a high rate of voluntary compliance.
- A question was raised if the proposed changes include ALL food on a menu OR only those items available for self-service? It was confirmed that this topic includes ALL unpackaged food sold or served in a retail food facility.
 - It was clarified that the Allergen Committee intended this Issue to apply to ALL unpackaged food sold or served at retail.
 - Labeling of pre-packaged food is already well established but ordering food from a menu is not regulated regarding potential allergens. Per the FDA Food Code subparagraph 3-602.11(B)(5), foods packaged at the facility are to include the name of the food source for each major food allergen contained in the food unless the food source is already a part of the common or usual name of the respective ingredient.
 - FDA confirmed that their intent is to provide language for food served or sold to the consumer at retail (e.g., “food on your plate”) regarding the identification of major allergens.
- The proposed timeline for this change was queried. The next version of the Food Code will be published by end of calendar year 2022 and will include language regarding this Issue; however, changes regarding cross-contact will not be included, except to clarify what is and is not covered by this change.
- The FDA representative on the CFP Allergen Committee will bring this discussion to that committee for their awareness. In addition, the guests today from FDA will be invited to participate in the next Allergen Committee meeting.

The point of this discussion was NOT to re-debate the Issue, but for FDA to be transparent with the CFP and bring FDA’s concerns and information to the Board on the steps that have been taken and the next steps forward.

No further action was needed at this time.

Action Item	Acknowledgement of the FDA’s verbal update from Glenda Lewis regarding Issue 2020-II- 005. (Johnson / Oswald)
	Motion passed with no objections and no abstentions.

3.3 Finance Committee Recommendation for Investment Strategy – Terry Levee

Terry Levy, Finance Committee Chair, provided a verbal report to accompany a written report provided to the Board.

The committee has considered both short- and long-range investment strategies, but at this time, felt it was better to focus on the financial advisor and company that was best suited to meet CFP’s needs. The committee narrowed their recommendation down to two (2) companies. After the last board meeting, Board members provided questions that were forwarded to advisors. One company has been very responsive regarding recent changes in the economy.

The Finance Committee recommends moving forward to retain the services of Jeff Mall with Northwestern Mutual. Once a financial advisor is on board, the committee will seek advice on appropriate short- and long-term investment strategies for CFP to include, but not be limited to, the following options:

- 90-day cash
- 180-day cash
- 12-18-month cash / bond
- 5-year investments (equity blend)
- 10-year investments (equity blend)

Terry would like to invite our financial advisor to participate in a future board meeting. He also requests that he remain as the Finance Committee Chair until such time as a Vice Chair can be recruited to transition into a long-term chair position.

The Finance Committee was thanked for their work on this matter.

Action Items	Acknowledge the Finance Committee report. (Dolhanyk / Johnson)
	Motion passed with no objections and no abstentions
	Accept the Finance Committee recommendation to continue working with Jeff Mall with Northwestern Mutual to become our finance advisor. (Johnson / Rossow)
	Motion passed with no objections and 3 abstentions.
	<input type="checkbox"/> Finance Committee to work with CFP Leadership to retain the services of Jeff Mall with Northwestern Mutual as our financial advisor.

4.1 Sponsorship/Donor Announcement from Sponsorship Committee – Eric Moore or James O’Donnell

Eric Moore and James O’Donnell, Co-Chairs of the Sponsorship Committee for the 2023 Biennial Meeting, were unavailable to participate in this board meeting. Dave McSwane shared the 1-page sponsorship committee flyer intended to launch the committee’s outreach campaign.

The current timeline is that online sponsor/donor applications are scheduled to be available on Wild Apricot in October 2022. In the interim, should a sponsor or donor need to make a commitment or provide payment, an option to complete the process this off-line will be available by contacting the CFP Executive Assistant.

5.2 Setting Registration Fees for the 2023 Biennial Meeting – Keith Jackson

5.2a Straw Poll of Membership Regarding attendance and priorities for livestreaming

Dave McSwane provided a brief synopsis of a straw poll sent to all CFP members. A total of 273 members responded. There were three (3) survey questions:

1. *Are you planning to attend the 2023 Biennial Meeting in person?*
– 77% of responders indicated “yes.”
2. *If you are NOT planning to attend the 2023 Biennial Meeting in person would you attend if a livestreaming option was provided for you to observe some events?*
– 85% of responders indicated “yes.”
3. *A registration fee will be charged for the livestreaming option. The more events we livestream the higher the registration fee will be. Please rank these events in order of priority that you would most want to see:*
– ranked response was as follows:
 - 1) *Council Sessions*
 - 2) *Committee Reports and Updates*
 - 3) *Opening General Session*
 - 4) *Committee Formation Session*
 - 5) *Closing Session*

5.2b Registration fee for in-person option

Keith Jackson, Chair of the Ad hoc Committee on Registration Fees, shared information on the committee’s research to compare fees from other organizations with comparable events.

The committee believes there is an undue administrative burden to maintain separate fees for multiple registration options and, therefore, recommends just one registration fee for both in-person or virtual attendees.

The ad hoc committee recommends four (4) registration categories:

1. Early In-person Biennial Meeting AND Virtual Workshop
2. Late In-person Biennial Meeting AND Virtual Workshop

3. Virtual Workshop ONLY
4. Livestream Biennial Meeting AND Virtual Workshop

Questions and discussion points:

- The ad hoc committee recommendation omits the previously offered option for “Biennial Meeting ONLY” (i.e., a registration category without the workshop). The workshop will be virtual and is now considered a “perc” for registering for the biennial meeting.
- It was recommended that full-time “student registration fees” be added consistent with the fee schedule from the 2020 Biennial Meeting, as follows:
 - \$125 student fee for the Biennial Meeting AND Workshop
 - \$50 student fee for the Workshop ONLY
 - No late fees for student registrants

5.2c Registration fee for livestreaming option

Dave McSwane indicated the cost for livestreaming is the same if we provide service for a single session or for all five (5) sessions indicated on the poll; therefore, it is recommended that all five (5) sessions be livestreamed.

Action Items	Accept recommended registration fees for the 2023 Biennial Meeting as set forth in the Ad hoc Registration Fee Committee written report, with the addition of student registration fees at \$125 for the Biennial Meeting and Workshop, and \$50 for the Workshop only. (Johnson / Whiting) <i>NOTE: the four (4) fee categories recommended by the Ad hoc Committee and approved by the Board are as follows:</i> <ul style="list-style-type: none"> • <i>Early In-person Biennial Meeting AND Virtual Workshop \$695</i> • <i>Late In-person Biennial Meeting AND Virtual Workshop \$795</i> • <i>Virtual Workshop ONLY \$195</i> • <i>Livestream Biennial Meeting AND Virtual Workshop \$695</i>
	Motion passed with no objections and 3 abstentions.
	Acknowledge written and verbal report from the Ad hoc Registration Fee Committee. (Johnson / Rossow)
	Motion passed with no objections and no abstentions.

4.4 Compensation Committee – Keith Jackson

The Compensation Committee report was discussed during Executive Session and documentation is not included in these minutes.

3.7 Program Committee – Ben Chapman

Ben Chapman, Program Committee Chair, was unavailable to participate in the meeting; therefore, a Program Committee report was not provided.

2. New Business

2.1 Reminder About the Council Application Process Being Open

Becky Vought provided a brief status report regarding the Council application process. We are currently half-way through the application window and 45 applicants have been submitted to date. In the past, we have received more than 130 applications for council positions.

Questions and discussion points:

- Covid is still a concern with travel and some agencies have shut-down all travel once again.
- All Board members should reach out to their constituents to remind them to submit their Council applications. The Executive Assistant offered to send constituency lists to all elected Board members by the next day.

Action Item	<input type="checkbox"/> Executive Assistant to provide constituency contact lists to all voting Board members by mid-day on July 20.
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	<input type="checkbox"/> Voting Board members are to reach out to their constituents with a reminder about the Council application window.
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2.2 Caucus Voting. Should individuals attending the 2023 Biennial Meeting via the livestreaming option be allowed to vote using an e-vote process during the caucus meeting?

Dave McSwane discussed the topic of caucus voting during a hybrid (livestreaming AND in-person) event. Livestreaming of some meetings allows only for one-way communication; information goes out “live” to attendees, but attendees are not able to provide input.

The Constitution and Bylaws states that caucus voting is open to members “attending” the biennial meeting. With a livestreaming registration option, does this technically mean that virtual participants are “in attendance,” and if so, should the caucus voting option be extended to them?

Not all caucus meetings hold an election; voting occurs only for those constituencies where a Board position needs to be voted upon. The Executive Board roster includes term expiration dates and whether the individual is serving their 1st or 2nd term. Currently, all representatives serving in positions with 2023 term expiration dates are eligible to be reelected to a 2nd term.

Questions and discussion points:

- One option for caucus voting could be to handle it via email as we do with Board e-votes; CFP could send an email message to all registered attendees in each constituent group with a fixed period of time to respond to the ballot (e.g., 24 hours).
- Support was stated for allowing virtual attendees to vote; given time, we should be able to come up with an affordable and viable solution, for example, using Teams or Zoom. Zoom meetings offer green/red options that can be used for voting.
- It was recommended CFP consider continued use of this app for Council votes because it adds value and credibility to our process by allowing all participants to view each vote outcome.
- In the past, caucus nominations are not always known until the actual day of voting. How would we handle nominations from the floor? Should we seek nominations in advance and ask for a 1-page biographical sketch from all candidates that would be shared with attendees from that constituency? Employer written support is also required in advance of being placed on a caucus ballot.
- Board members need to know when their term ends and should notify their constituents in advance of the biennial meeting of an upcoming election.
- Occasionally, voting can be contentious with active campaigning.

Action Items	Allow livestream biennial meeting attendees the ability to vote during caucus meetings. Dave McSwane and Becky Vought will research available options and report back to the Board in October. (Nicholson Kramer / Johnson)
	Motion passed without objection and without abstentions.
	<input type="checkbox"/> Executive Director and Conference Chair to research options available for online voting during biennial meeting caucus meetings and report back findings to the Board in October 2022.

2.3 Processing Fee for Biennial Meeting Registration Refunds. Should CFP charge a processing fee for refunds of registration fees for the 2023 Biennial Meeting?

Dave McSwane explained that, in the past, we have NOT charged a processing fee for refunds; CFP has absorbed the expense of credit card processing fees.

Questions and discussion points:

- During “normal” in-person event years, we only process about 5 biennial meeting registration refunds.

- Registration transfers:
 - It was suggested that instead of offering refunds, we allow an in-person participant to transfer their registration to the livestreaming option.
 - In the past, registration transfers have been allowed up to the start date of the event; however, splitting a registration between 2 participants is not allowed (e.g., one person attends the workshop, and another attends the biennial meeting).
- Deadline dates:
 - “Early registration” would end approximately 1 week prior to the workshop start; the proposed 2023 Workshop dates are March 14, 15, and 16.
 - In the past, the deadline for requesting a refund was 10 days prior to the start of the meeting to accommodate food and beverage guarantees required 72-hour in advance.
- Based on the amount of administrative work needed to process a refund, the Executive Treasurer recommends a \$100 non-refundable fee and to help cover credit card processing fees and any additional expense that CFP may incur to meet hotel guarantees.
 - IAFP has a \$100 cancellation fee.
- CFP has a 2,000 room night commitment at the 2023 host hotel with an allowable attrition of 20%; that equates to 1,600 room nights under the financial liability to CFP (approximately \$190,000 at the current room rate).
- It was suggested that CFP investigate “Special Event Insurance or Short-term Event Insurance” to help cover out of pocket costs related to large-scale attendee cancellations.

Action Items	Implement a cancellation fee of \$100 that includes all biennial meeting registration options except for students. (Rossow / Huffman)
	Motion passed without opposition and 3 abstentions.
	<input type="checkbox"/> Executive Director will follow-up with Conference Direct to investigate “Special Event or Short-term Event Insurance” options.

2.4 Withholding Membership Dues from Refunds. Should membership dues be withheld from registration fees that are refunded?

In the past, unless a 100% refund was specifically requested in writing, CFP automatically retained \$100 from a biennial meeting refund as membership dues for the new biennium.

Questions and discussion points:

- Many agencies will NOT pay for membership dues unless it is part of event registration, so withholding membership dues from a refund may not be viable for some; however, others may consider this as part of a “cancellation fee.”
- We need to be fair to our members and handle things on a case by case basis. We need to continue allowing 100% and partial refunds under extenuating circumstance and as approved by the Executive Director and Conference Chair.
- There should be no cost to transfer a registration to another person in advance of the meeting start date. It was noted that if a registration is transferred, the person receiving the transfer also receives CFP membership, and the person who originally held the registration is NOT a member for the new biennium.
- If an individual attends the workshop but needs to cancel the biennial meeting (either in person or livestreaming) and seeks a refund, will we deduct the workshop fee from the refund?
 - We need the ability to track workshop attendance for continuing education purposes, and to track attendance if we plan to give a partial refund to those that attend the workshop and not the biennial meeting.
 - The workshop host platform will need to track attendance and participation as CFP does not have this capability.

- We no longer offer the “Biennial Meeting only” option, but if someone registers after the workshop, do we refund the workshop fee?
- The Constitution, Bylaws, and Procedures Committee Chair stated what was being discussed was an administrative policy and is not a procedure for the CFP Biennial Meeting/Conference Procedures document.
- “Straw guidance” from the Board is to recommend setting any cancellation (refund request) date in advance of the workshop, unless there are extenuating circumstances.

Action Items	Automatically retain the \$100 membership dues from any biennial meeting refund request; this is in addition to the \$100 cancellation fee. (Johnson / McMahon)
	Motion passed with no objections and 3 abstentions.
	Executive Staff to draft an administrative policy and procedure for biennial meeting registration refunds and transfers; policy will identify what is eligible and ineligible. Draft policy to be presented to the Board; once approved, this policy will be posted to the CFP website. (Jackson / Johnson)
	Motion passed with no objections and 3 abstentions.
	<input type="checkbox"/> Executive Staff to present a draft administrative policy and procedure at the October 2022 Board meeting that addressed the following: <ul style="list-style-type: none"> ✓ Biennial meeting registration refunds and transfers; ✓ Eligibility and ineligibility.

2.5 Fall Executive Board Meeting – October 4-5, 2022

This is an information only point. The next board meeting date and times are as follows (Eastern time zone):

- October 4 from 8 AM to 5 PM
- October 5 from 8 AM to 2 PM

2.1a A block of rooms has been reserved at 171 Drury Inn & Suites in Grand Rapids, MI. The daily rate is \$114 per night and the final date for making a reservation is Saturday, September 3, 2022. The link to make a reservation is <https://www.druryhotels.com/bookandstay/newreservation/?groupno=10016352>

3. Adjournment

Action Item	Motion to adjourn the special meeting of the Executive Board at 2:25 PM (Eastern Time) and to re-convene in executive session. (Johnson / Nicholson Kramer)
	Above motion passed with no objections and no abstentions.

Action Item Summary

Tasks listed below are extracted from the pages of these minutes and organized into groupings by CFP committee or position assignment.

Please note that the task list below includes ONLY those items discussed at this Board meeting. Other tasks may be outstanding from previous Board meetings, charges assigned via the Issue process, or charges/tasks assigned via the CFP governing documents.

STANDING COMMITTEES

Finance Committee:

- Finance Committee to work with CFP Leadership to retain the services of Jeff Mall with Northwestern Mutual as our financial advisor. *See agenda item 3.3*

CFP EXECUTIVE STAFF

All Executive Staff (ED, ET, and EA):

- Executive Staff to present a draft administrative policy and procedure at the October 2022 Board meeting that addressed the following:
 - ✓ Biennial meeting registration refunds and transfers;
 - ✓ Eligibility and ineligibility. *See agenda item 2.4*

Executive Director:

- ED and ET to amend the written "Travel Subsidy Policy" to include the following:
 - ✓ availability of a maximum individual \$1,200 subsidy for board meetings held independent of a biennial meeting;
 - ✓ availability of a maximum individual \$1,400 subsidy for board meetings held in conjunction with a biennial meeting; and \
 - ✓ add the requirement to conduct an annual review. *See agenda item 1.8.2*
- ED and Conference Chair to research options available for online voting during biennial meeting caucus meetings and report back findings to the Board in October 2022. *See agenda item 2.2*
- ED will follow-up with Conference Direct to investigate "Special Event or Short-term Event Insurance" options. *See agenda item 2.3*

Executive Treasurer:

- ED and ET to amend the written "Travel Subsidy Policy" to include the following:
 - ✓ availability of a maximum individual \$1,200 subsidy for board meetings held independent of a biennial meeting;
 - ✓ availability of a maximum individual \$1,400 subsidy for board meetings held in conjunction with a biennial meeting; and \
 - ✓ add the requirement to conduct an annual review. *See agenda item 1.8.2*

Executive Assistant:

- EA to provide constituency contact lists to all voting Board members by mid-day on July 20. *See agenda item 2.1*

EXECUTIVE BOARD

Conference Chair:

- ED and Conference Chair to research options available for online voting during biennial meeting caucus meetings and report back findings to the Board in October 2022. *See agenda item 2.2*

Board Members:

- Voting Board members are to reach out to their constituents with a reminder about the Council application window. *See agenda item 2.1*