

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Finance Committee

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 7/24/2018

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

REPORT SUBMITTED BY: Terry Levee, Chair and Steve Moris, Vice-Chair

COMMITTEE CHARGE(S):

1. Constitutional Charge from Article XV Duties of the Committees, Section 8, Subsection 1:
The Finance Committee responsibilities include:
 - a. Budgeting and Financial Planning
 1. Develop an annual operating budget with staff.
 2. Approve the budget within the finance committee.
 3. Monitor adherence to the budget.
 4. Set long-range financial goals along with funding strategies to achieve them.
 5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
 6. Present all financial goals and proposals to the CFP's Executive Board for approval.
 - b. Reporting
 1. Develop useful and readable report formats with staff.
 2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
 3. Work with staff to understand the implications of the reports.
 4. Present the financial reports to the full board.
 - c. Internal Controls and Accountability Policies
 1. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
 2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
 3. Ensure approved financial policies and procedures are being followed.

COMMITTEE WORK PLAN AND TIMELINE:

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**

The 1st committee call will be planned within 45 days of the approval of the committee.

2. **Overview of committee activities:**

During June/July several calls and emails were held between me, the executive treasurer and the compensation committee chair to discuss finances and performance incentives.

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. None
- b.

4. **Status of charges still PENDING and activities yet to be completed:**

- a. Not applicable.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. Approval of the 2018-2020 roster. As a note, 2 non board members have requested to be on the committee as their #1 choice. They both bring unique skillsets (like being a past state program administrator and now current retailer and being very analytical) that will allow them to be productive members of the committee. They also understand that this will be a nonvoting role and look forward to helping discuss and bring

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unique outside business perspectives.

ATTACHMENTS:

1. *Content Documents:*

- a. **Committee Member Roster:** *See changes noted above under “requested action”* *No changes to previously approved roster*
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

2. *Supporting Attachments (OPTIONAL):* *Not applicable*