

**Committee Progress Reports are considered DRAFT until accepted by the Executive Board**

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

**COMMITTEE NAME:** Issue Committee

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

Date submitted: 4/1/2022

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:** Patrick Guzzle, Issues Chair

**COMMITTEE CHARGE(S):**

**Issue # Constitutional Charge from Article XV Duties of the Committees, Section 1:**

1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the CFP Biennial meeting
2. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.
3. Review and, if necessary, recommend edits to "Issue Preparation and Review – Process and Checklist" Guidance and associated documents

**COMMITTEE WORK PLAN AND TIMELINE:**

The Issue Committee has met three (3) times since the conclusion of the 2021 biennial meeting. We will continue to meet to revise the Issue Preparation Review document and have plans to meet several more times before the 2023 biennial meeting. The calendar in the attached Issue Preparation Review highlights the primary deadlines for the Issues Committee. Most of the dates identified align with the CFP Master Calendar. The Committee is requesting Board approval of the calendar included in the attached Issue Preparation Review document.

**COMMITTEE ACTIVITIES:**

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

February 22

March 3

March 24

**2. Overview of committee activities:**

February 22: Began discussion and review of Issue Preparation document

March 3: Began planning calendar for Issue process

March 24: Completed planning calendar (included in attached Issue Preparation document)

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

- a. Charge 3 is still in process. Part of this charge will be the Board approving the proposed calendar included in the attached report.

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

- a. Charges 1 and 2 cannot be completed until the Issue process opens and Issues are submitted.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**
- Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**
1. The Issue Committee is asking the CFP Executive Board to approve the proposed Issue process calendar included in the attached Proposed 2023 Issue Preparation Review Instructions. The proposed dates adhere to the deadlines mandated by the Constitution and Bylaws. Some dates that are not mandated do not align exactly with the CFP Master Calendar. In those situations, the Issue Committee is proposing a date different than what is found in the Master Calendar because the Committee believes the proposed dates will offer greater flexibility for the Committee to complete all of its charges.
  2. The Issue Committee is asking the CFP Executive Board to approve amended language found on various pages of the attached Proposed 2023 Issue Preparation Review Instructions. For ease of review, all amended language is found in red font and is in underline and strikethrough format.

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/](http://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

Proposed 2023 Issue Preparation Review Instructions