

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

Committee 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: Issues Committee

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

Date submitted: 7/20/2018

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: Patrick Guzzle, Co-Chair and Rebecca Krzyzanowski

COMMITTEE CHARGE(S):

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 Conference 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.

Issue # 2012 II-008

1. Continuation of Charge 3(b) from Issue 2012 II-008 Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
 - i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
 - ii. Roles and responsibilities for each biennium.

COMMITTEE WORK PLAN AND TIMELINE:

Once the committee roster is approved by the Executive Board, committee will begin:

1. Update "Issue Preparation & Review – Process & Checklist" document with timeline based on the 2018 – 2020 Master Calendar.
2. Update CFP Governing documents, guidelines and instructions with the CBP Committee, based on feedback already received.
 - a. Committee calls to being Sept 2018 and continue until charge complete no later than Sept 2019.
3. Issue Review and Assignment December 2019 through Feb 2020 in preparation for March 2020 CFP.

COMMITTEE ACTIVITIES:

1. ***Dates of committee meetings or conference calls:***
2. ***Overview of committee activities:***
3. ***Charges COMPLETED and the rationale for each specific recommendation:***
 - a.
 - b.
4. ***Status of charges still PENDING and activities yet to be completed:***
 - a.

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

1. Approval of Committee Roster
- 2.

ATTACHMENTS:

1. ***Content Documents:***

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- 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