



MEMORANDUM

To: CFP Executive Board (EB)
FROM: Vicki Everly, Executive Assistant
DATE: 03/08/2019
SUBJECT: Executive Assistant (EA) Report

I extend a special thank you to Aggie Hale and Dr. McSwane for their many hours of assistance and support during my ongoing transition into the EA position.

Conference membership as of the date of this report:

Constituency	# of Members
Academia	23
Consumer (organization)	7
Emeritus	9
Food Industry – Food Service	62
Food Industry – Processing	11
Food Industry – Retail Food	88
Food Industry – Support	102
Food Industry – Vending and Distribution	12
Regulator – District / Territory / Tribal	2
Regulator – Federal	49
Regulator – Local	88
Regulator – State	160
Student	4
Current Membership – Total	617
<i>Membership on last EA report: August 2018</i>	589

Conference call usage between the end of the August 2018 EB meeting and the date of this report:

Pragmatic Conference Calls		08/23/18 to 03/07/19
<i>Please note: some committee chairs convene their meetings using a different service provider; these statistics are offered only as one indicator of Conference activity</i>		
Total # of conference calls	<i>count does NOT include 30 calls with only 1 participant</i>	100
	<i># of conference calls convened by a committee chair</i>	90
	<i># of conference calls convened by Conference Chair or Executive Team</i>	10
Average length of call		56 minutes
	<i># of conference calls less than 1 hour in duration</i>	50
	<i># of conference calls from 1 to 2 hours in duration</i>	47
	<i># of conference calls from 2 to 3 hours in duration</i>	2
	<i># of conference calls greater than 3 hours in duration</i>	1
Average # of participants	<i>range was 2 to 47 participants</i>	11
Total # of moderators using the service provided by CFP		16

Primary EA activities conducted since my start date as EA (12/01/2018):

- ✓ Familiarization and review of EA documents, supplies, and equipment.
- ✓ Familiarization with CFP's Conference Management System (CMS) for website updates.
- ✓ Familiarization with existing 3rd party vendor services:
 - Eventbrite (Conference membership and biennial meeting registration).
 - Pragmatic (conference calls).
 - Vertical Response (blast emails).
- ✓ Updated CFP website to reflect contact information change.
- ✓ Updated and reformatted the EB roster.
- ✓ Maintained CFP membership list.
- ✓ Developed a new periodic report for the EB titled *E-vote Summary*.
- ✓ Participated in monthly conference calls with the ED and ET.
- ✓ Provided assistance to Committee Chairs (as approved by the ED or Conference Chair):
 - Constitution, Bylaws, and Procedures (CBP) Committee:
 - Reformatted the *Constitution and Bylaws* document to clean-up and remove extraneous formatting.
 - A meeting with the CBP Chair, Conference Chair, ED, and EA is scheduled to be held in Denver prior to the upcoming EB meeting to confirm task assignments regarding maintenance of the CFP governing documents.
 - Sponsorship Committee:
 - Worked with the ED to establish an email roster of sponsor contacts from the three (3) most recent biennial meetings.
 - Established a "free" account with Survey Monkey. Created a survey tool using the Sponsorship Committee developed questions and monitored responses.
Note: survey deadline is 03/15/2019; after that date, results will be provided to the Sponsorship Committee Chairs, Conference Chair, and ED.
 - Issue Chairs:
 - Developed an Issue Management Program (IMP) overview document; IMP is a sub-domain of the CFP website that is used only during Issue review and preparation of final Issues for posting on the CFP website. Overview document will be shared with the Issue Chairs during an orientation session scheduled to be held in Denver prior to the upcoming EB meeting.
- ✓ Provided assistance to the ED:
 - Reviewed 2018 EB minutes (April and August) to create a summary of tasks and assignments.
 - Assisted in development of EB meeting agenda.
 - Working on an ongoing project to create a detailed list of tasks and responsibilities for ED/ET/EA, organized by month throughout the biennium; the goal is to consolidate and clarify duty/task lists currently housed on multiple source documents. This project is intended to provide detail and expand on the general tasks included on the existing Position Description (PD) documents.
 - Provided partial "office" coverage when ED was on vacation:
 - Responded to phone and email queries.
 - Initiated group email to all CFP members regarding an upcoming webinar.
 - *Note: actual EA assistance was minimal as the ED was able to respond to numerous queries directly even while out of the country.*

In addition to routine tasks, the following major projects will be EA priorities in the coming months:

- ✓ Provide support for the Council formation process.
- ✓ Begin development of the 2020 Biennial Meeting registration database.
- ✓ Provide support to the Issue Chairs in preparing for online Issue submission.