

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Program Committee

DATE OF REPORT: Initial fall progress report spring progress report Second fall progress report

Date submitted: 3/4/2019

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: Richard Linton and Ben Chapman, co-chairs

COMMITTEE CHARGE(S):

Issue # _____

1.

2.

Issue # _____

1.

2.

COMMITTEE WORK PLAN AND TIMELINE:

Committee plans to have the final program content completed for August 2019 Board meeting, and has a proposed program plan to share at the April 2019 Board Meeting.

COMMITTEE ACTIVITIES:

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

3 conference calls have been made – October 2018, December 2018, and February 2019.

2. *Overview of committee activities:*

Committee talked through possible program agendas and program delivery mechanisms. We have a proposed program to share at the April 2019 Board Meeting and are looking for Executive Board feedback.

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. Provide feedback on proposed agenda ideas.

2. Provide approval to move forward with proposed agenda ideas (with additional Board feedback and ideas).

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

3 attachments are provided. Meeting minutes are provided for 2/3 conference calls (still working on finalizing minutes from the 3rd call) and a proposed agenda is also provided for Board feedback.