



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING

August 17 and 20, 2021

Meeting held in conjunction with the 2020 Biennial Meeting

- *The final Executive Board meeting of the 2018-2021 triennium was called to order on Tuesday, August 17 at 9:35 AM (all times indicated are Eastern time).*
 - ✓ *Motion to recess on Tuesday, August 17 at 10:14 AM (Daniels/Rossow) approved by unanimous consent.*
 - ✓ *Motion to reconvene on Friday, August 20 at 10:32 AM (Garren/Daniels) approved by unanimous consent.*
 - ✓ *Motion to adjourn on Friday, August 20 at 12:02 PM (Johnson/Rossow) approved by unanimous consent.*
- *A brief meeting of the “new” Executive Board for the 2021-2023 biennium was convened at the conclusion of the Assembly of Delegates meeting on Friday, August 20; minutes of that meeting and roll call are included at the end of this document to help maintain continuity for all Executive Board actions during the 2020 Biennial Meeting.*
- *Meetings were conducted via Zoom using the Pathable platform as part of the virtual Biennial Meeting.*
- *Due to the limited time available, the agenda was abbreviated to include only those items that needed to be addressed immediately; therefore, the numbering of agenda items on this document may not match earlier agendas of this Board.*
- *All agenda items in **red font** are part of the “Consent Calendar” and are addressed under agenda item 1.4.1.*
- *Minutes are documented in the order listed on the meeting agenda and do not necessarily follow the order of discussion. For brevity, procedural motions such as those to recess/reconvene, or to table/reconsider are not included unless material to the discussion or a vote was not unanimous.*
 - ✓ *The language for each motion is captured at the time of vote; the wording of each edit to reach the final motion language is not tracked.*
 - ✓ *For brevity, discussion comments and questions have been summarized and similar or repeat comments have been grouped.*
- *Due to the challenge of conducting voice votes during a virtual meeting, a process of “unanimous consent” was used asking only for votes in opposition of the motion and abstentions. Prior to each vote, the Conference Chair restated the motion and asked if there was any “lack of support for the motion” followed by a request for any “abstentions”; silence was considered support for the motion.*

Voting Board members participating: Brenda Bacon, Melvin Carter, Amber Daniels, Anne Dolhanyk, Catherine Feeney (Tuesday only), Jessica Fletcher, Donna Garren, Jason Horn, Keith Jackson, Ann Johnson, Adam Kramer, David Lawrence, Glenda Lewis, Todd Rossow, Angela Sanchez (Friday only), Tim Tewksbary, Becky Vought, Christopher Sparks, Christine Sylvis

Voting Board Members not participating: Brian Nummer, Kelli Whiting

Ex-officio non-voting Board members participating (includes Standing Committee Chairs):

Christine Applewhite, Ben Chapman (Friday AM only), Joetta DeFrancesco, Danny Follett (Friday AM only), Patrick Guzzle, Terry Levee, Thomas McMahan, Elizabeth Nutt (Friday AM only), Davene Sarrocco-Smith, Tom Ford, Sharon Wood, Angie Wheeler (Friday AM only)

CFP Executive Staff participating: David McSwane, Cliff Nutt, Vicki Everly

Discussion points include opinions from individuals and do not necessarily reflect the view of the entire Board and may not reflect existing CFP policy or procedure.

1. Opening – Conference Chair David Lawrence, Presiding (Binder 1)

1.1 Call to Order – David Lawrence

Meeting called to order at 9:35 AM (Eastern time) by David Lawrence, Conference Chair.

1.2 Anti-trust Policy

The Anti-trust statement was read in its entirety by David McSwane, Executive Director.

1.3 Roll Call / Acknowledgement of Board Members

Roll call was taken to establish the presence of a quorum.

1.3.1 Acknowledgement of Guests

There were 57 participants on the Tuesday Zoom meeting and 89 participants on the Friday morning Zoom meeting. David Lawrence thanked members for their interest and participation, but due to the large number of visitors, each guest was not introduced.

1.4 Agenda Review – Opportunity to add new items or move items forward

Agenda item 5.3 added: Committee Formation Sign-up.

1.4.1 Consent Calendar – All agenda items in red font were approved with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so means that item was discussed and voted on separately at the point indicated on this agenda.

The distribution of meeting materials in advance of the meeting is done with the expectation that the Board members will review these documents in their entirety, have access to them during the meeting, and be fully prepared to participate.

David Lawrence explained to guests the purpose of the consent calendar with a reminder that Council Committee reports have been presented via the Issue process for deliberation.

1.4.1a Extraction of Consent Calendar item(s)

There were no items extracted from the Consent Calendar for a separate vote.

1.4.1b Approval of Consent Calendar items

Action Item	Motion to approve the Consent Calendar items indicated on the agenda in red font. (Rossow/Jackson)
	Motion passed by unanimous consent with no opposition and no abstentions.

1.5 Special Board Meeting Minutes, July 13, 2021 – previously approved via E-vote

1.5.1 Summary of Board E-votes taken since the July 2021 Board Meeting

E-vote summary approved by unanimous consent of the consent calendar (see agenda item 1.4.1b).

1.6 Chair’s Update

David Lawrence provided a verbal report stating how extremely impressed he is with our Council Leadership team and wanted the Board to be aware of the amount of work it took to educate Council Members about using the virtual meeting platform and understanding their role in the Biennial Meeting. He was also impressed with the grace and patience Council Members displayed as they remained focused on their Issues while working through technology challenges.

David expressed his sincere thanks to the CFP Executive Staff and to Brenda Bacon, Conference Vice Chair, for the tremendous volume of work that was needed behind the scenes to work with ConferenceDirect staff to build the virtual meeting platform from scratch and overcome the challenges in incorporating additional software needed for voting. Coordinating the technical side of organizing and granting voting permissions for the Councils, the Constituency Caucuses, and the Assembly of Delegates was extremely challenging.

David stated that the 2020 Biennial Meeting was planned twice. Once for the in-person meeting that was postponed just a month before the scheduled event in April 2020. Then again for the 100% virtual format presented this month. He applauds the extraordinary work that everyone did to accomplish this task!

David concluded by stating how proud he is to have served as Conference Chair during this triennium.

1.7 Executive Staff Reports

1.7.1 Executive Director (ED) – David McSwane

1.7.2 Executive Treasurer (ET) – Cliff Nutt

1.7.3 Executive Assistant (EA) – Vicki Everly

All Executive Staff reports were approved by unanimous consent of the consent calendar (see agenda item 1.4.1b).

1.8 Unfinished Business

1.8.1 Outstanding Executive Board Action Items from 2018-2021

A task list was compiled based on Board minutes from April 2018 to July 2021; prior to sharing with the Board, the list was reviewed and approved by the Conference Chair, Conference Vice Chair, and Executive Staff. The current status of each item is noted below.

Action Item <i>(date and agenda item from original Board minutes included as reference only)</i>	Assigned to...	Status of Task as of 08/20/2021
Executive Staff		
Inconsistencies and contradictions were noted in Position Descriptions (PD) for 10 Standing Committee Chairs. <i>(April 2018)</i>	ED and EA	<ul style="list-style-type: none"> • ED and EA will work on developing “standard statements” for incorporation in future PD updates. • CB&P Committee Chair confirms this task is for phase 2 of governing document update.
ET will coordinate with the Finance Committee a 3 rd party review of the Articles of Incorporation at the same time as the audit is occurring with the CPA firm. <i>(August 2019; agenda item 5.2)</i>	ET and Finance Committee	<ul style="list-style-type: none"> • Pending. • Finance Committee Chair acknowledged outstanding charges.
General Unfinished Business and EB Assignments		
Policies temporarily suspended: “Record Retention Policy” <i>(dated August 2006)</i> and “Archiving CFP Documents” policy <i>(dated August 2014)</i> . <i>(Sept 2020; agenda items 1.9.4 and 5.8)</i> <i>Note: The CB&P Committee report with Issue 2020-II-005 includes a “content document” categorizing CFP documents into 3 categories: administrative, governing, and instructional. There is no subsequent Issue referencing approval of this content document, therefore, status of document categorization needs clarification.</i>	EB	<ul style="list-style-type: none"> • No action to date regarding suspended policies. Task linked to “CFP Document Inventory” submitted August 2019 (agenda item 1.8.3); inclusive of all documents posted on the CFP website at that time. • Board needs to establish a timeline to address these items.

Action Item <i>(date and agenda item from original Board minutes included as reference only)</i>	Assigned to...	Status of Task as of 08/20/2021
<p>Board to clarify if approved recommendation (below) includes a reduced fee for students to become a member without attending a biennial meeting. <i>(August 2019; agenda item 1.9.4)</i></p> <p><i>Recommendations were accepted as follows:</i></p> <ul style="list-style-type: none"> • <i>Based on the current membership count, there is little financial merit in pursuing financial reimbursement or additional fees for students who change status mid-biennium. Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment.</i> • <i>The Board should establish a set fee reduction for students to easily guide fees for future biennial meetings and publish fees in all Conference materials that reference fees.</i> • <i>Board to add "student" as a constituency option for membership application (similar to Emeritus).</i> • <i>The Board to continue to monitor student constituency and determine if reduced fees should be adjusted to ensure there is no negative impact to CFP financial sustainability.</i> 	EB and CB&P Committee	<ul style="list-style-type: none"> • Pending. • CB&P Committee to recommend language changes throughout the CFP governing documents to achieve the intent of any approved recommendations.
Create a survey tool to ascertain how best to create a method for submitting reports. <i>(April 2018; page 16)</i>	EB	Directive not descriptive enough to take any action. To be carried over.
Strategic Planning Committee reference document regarding CFP name change for future consideration. <i>(April 2019; agenda item 3.11)</i>	EB	Included as reference only: no action planned at this time.
Councils Chairs and Councils		
No outstanding action items		
Standing Committees (alpha order by committee assignment)		
Future Compensation Committee membership must include the Conference Chair and Conference Vice-Chair. <i>(Sept 2020; agenda item 5.5)</i>	CB&P Committee	<ul style="list-style-type: none"> • Governing documents to be updated as there is no PD for the Compensation Committee. • CB&P Committee Chair confirms this is a task for phase 2 of governing document update.
CB&P Committee to provide to provide feedback to the Board on their work on the outstanding charge from Issue 2018-II-024 to review the Conference for Food Protection governing documents to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." <i>(August 2019; agenda item 3.2.3)</i>	CB&P Committee	<ul style="list-style-type: none"> • Pending. • CB&P Chair has requested clarification from the Board regarding this charge.
CB&P Committee Chair to provide feedback to the Board on their work to define suggested roles and responsibilities for committee co-chair and vice-chair positions. <i>(August 2019; agenda item 3.4)</i>	CB&P Committee	Pending.
Finance Committee to investigate investment options and report back their findings to the Board. <i>(August 2019; agenda item 3.3)</i>	Finance Committee	Pending.
<p>FPMCC will provide the revised Board-approved contract to ANAB for their review and approval. <i>(August 2019, agenda item 5.1; Sept 2020, agenda item 1.9.2; and March 2021)</i></p> <p>FPMCC to follow the appropriate process to:</p> <ul style="list-style-type: none"> ✓ Change reference from ANSI to ANAB in all committee documents. ✓ Establish a recurring charge to review the ANAB contract every 3rd year of the 4-year renewal cycle. <p><i>NOTE: Per C&B Article V, Section 1, all MOUs or other formal agreements, must be approved or rejected by the Assembly of Delegates; in addition, Article XIII, Section 2, states MOUs and "the like" are assigned to Council II (which implies the required Issue submission).</i></p> <p>Review of revised CFP-ANSI contract will continue, and a final draft will be presented to the Board for e-vote approval.</p>	FPMCC	In progress.

Action Item <i>(date and agenda item from original Board minutes included as reference only)</i>	Assigned to...	Status of Task as of 08/20/2021
Suggestion for an ad-hoc committee be created to look into the Issue management process. <i>(August 2018)</i>	Issue Committee	To be considered after completion of 2020 Issue cycle.
<p>Publication Committee to provide feedback to the Board confirming the importance of publications and an internal publication process to the mission and goals of CFP.</p> <p>Publication Committee to provide feedback to the Board on continued work on meeting Committee charges.</p> <p><i>Committee established per Issue 2018-II-024:</i></p> <ol style="list-style-type: none"> 1. <i>The Publications Committee shall report to the EB.</i> 2. <i>The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.</i> 3. <i>The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.</i> <p><i>Charges clarified via "workplan" approved in August 2018:</i></p> <ol style="list-style-type: none"> 1. <i>Establish Committee working groups to conduct research and develop recommendations regarding:</i> <ol style="list-style-type: none"> a) <i>Internal publications including documents posted on the CFP website.</i> b) <i>External publications such as white papers, submittals to peer reviewed journals, etc.</i> c) <i>Publication rights and legal concerns regarding copyright, intellectual property, public domain, etc.</i> d) <i>Process, parameters, and conditions for any publication release, including creation of a CFP "style guide."</i> 2. <i>Draft "position description" for Publications Committee Chair for EB review and approval.</i> 3. <i>Draft Committee tasks and clarified charges for EB review and approval – based on recommendations extracted from previous EB discussions regarding publications (supporting document attached to report).</i> 4. <i>Develop draft "style guide" for CFP documents for EB review and approval.</i> 5. <i>Review and edit existing documents (based on approved style guide) for EB review and approval.</i> <p><i>(August 2018, agenda items 3.9.3 thru 3.9.7)</i></p>	Publications Committee	Pending.
<p>Cliff Nutt volunteered to serve on the SPC to facilitate discussion regarding contract services. <i>(April 2019; agenda item 1.9.8)</i></p> <p><i>Note: CB&P Chair PD includes the task to "keep current" CFP governing documents. The "content document" submitted with Issue 2020-II-005 includes PDs as governing documents.</i></p>	SPC CB&P Committee to update PDs	<ul style="list-style-type: none"> ● ET and SPC Chair PDs to be amended to include ET as a required SPC ex-officio (non-voting) member.
<p>Approved CFP Strategic Planning Committee (SPC) mission statement objectives and suggested actions.</p> <p>SPC to provide feedback to the Board on how the recommendations approved at the April 2019 Board meeting have been implemented. <i>(April 2019; agenda item 3.11; and August 2019; agenda item 3.11.2)</i></p> <p>See end of this table for suggested actions.</p>	SPC	<ul style="list-style-type: none"> ● Follow-up required to implement approved recommendations. ● Final status pending outcome of 2020 Issues with draft C&B revisions.
<p>Approve SPC and the University of Houston to proceed with the release of a member survey. <i>(April 2019, agenda item 3.11)</i></p>	SPC	Status unknown.
<p>A "post meeting" survey to be conducted following the biennial meeting. <i>(Sept 2020, agenda item 3.11)</i></p>	SPC	In process.
Special Committees		
<p>LAC to work with the Sponsorship Committee to clarify:</p> <ul style="list-style-type: none"> ✓ "Equivalency" of items donated by local vendors and companies. ✓ Process for acknowledging "in kind" donations and their equivalency to "cash." <p><i>(August 2019; agenda item 4.4)</i></p>	LAC and Sponsorship Committee	Any recommendations regarding "equivalency" to be captured in revised LAC planning guide.
<p>Board Member Efficiency Committee recommendations accepted with an edit to recommendation #1 to assign time holder responsibility to the Executive Director, Conference Chair, and Conference Vice Chair. <i>(Sept 2020; agenda item 1.9.7)</i></p>	EB	EB action to ensure implementation of all accepted

Action Item <i>(date and agenda item from original Board minutes included as reference only)</i>	Assigned to...	Status of Task as of 08/20/2021
<p><i>Recommendations extracted from report:</i></p> <ol style="list-style-type: none"> 1. <i>Place time holders on each Agenda item and use Robert's Rules to extend time frames (much like Council deliberations) for discussion.</i> 2. <i>Only have committees that require Board action verbally report. (separation of sub-bullet points inserted for clarity)</i> <ul style="list-style-type: none"> ✓ <i>All committees still required to present a written report.</i> ✓ <i>The acknowledgement of committee reports would be done under one (1) motion, unless specific discussion is request by a Board member.</i> ✓ <i>Board leadership will add a coversheet to committee reports that would self-identify those wanting Board action, desire to verbally report, and a suggested time frame for their report.</i> 3. <i>New Business Agenda Item to discuss Robert's Rules for Executive Board meetings going forward and the use of acknowledgements of committee reports under a Consent Calendar.</i> 		<p>recommendations is still pending.</p>
REFERENCE ONLY – Approved Recommendations Referenced Above		
<p>Strategic Planning Committee (SPC) mission statement objectives and suggested actions. <i>(April 2019; agenda item 3.11; and August 2019; agenda item 3.11)</i> Follow-up action required to implement recommendations listed below approved by EB action.</p> <p>Objective 1 Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.</p> <ol style="list-style-type: none"> a. Ensure relevant and current retail food safety, or related information is shared with membership. b. Develop virtual roundtables to share/disseminate important information on issues and trends <p>Objective 2 Assessing member satisfaction, exploring ways to increase membership, improving communication with members and responding to membership's changing expectations of CFP, its programs, services and the Biennial meeting.</p> <ol style="list-style-type: none"> a. Navigator Program b. Surveys/After conference/workshop evaluations c. Promote at other professional meetings <p>It is Suggested that:</p> <ol style="list-style-type: none"> 1) That the EB create a Digital Engagement Committee (standing committee) Define a Position Statement for the Chair and Vice Chair. The committee would work under the general Charge to: <ul style="list-style-type: none"> • Define the known channels of communication (Website/Email/Mobile/Social), their architecture and function for the membership • Define the functions for engagement at the Biennial meeting & Ongoing Sustainment Biennial Meeting (App/Website/Social Media: Virtual Conference/Council Tracking or "Blogs"/Navigator) Sustaining/Ongoing: <ul style="list-style-type: none"> ▫ Member-Facing (App/Social Media/Website Revision: News/Reports/Virtual Roundtables/Multi-format Info Sharing/Forums) ▫ Volunteer-Facing (App/Website: Volunteer Portal/Volunteer Committee Forums or "workrooms") • Define "user needs" (Member – Biennial Meeting/Member – Ongoing/Volunteer Ongoing) 2) Social Media Notes for Committee Chair to provide (Executive Board) <p>SPC requests the Executive Board (and Director) to identify the status of App Liaison position in order for the following recommendations and related discussions.</p> <ul style="list-style-type: none"> • Possible CFP App development and how it can be useful for CFP – not only during the conference but also on an on-going base. Consult with AFDO and other organizations to obtain third party developers and related costs. Scope of work will be required if CFP is to pursue this task. • Possible CFP website revisions so that current topics, news, updates can be shared on an ongoing base. This could eliminate the need for broadcast emails sent out by the ED. • CFP App can be used for: <ul style="list-style-type: none"> ▫ Sponsors (purchasing banner ads or banner ads given for specific level of sponsorship. ▫ Committee reports (and updates) sharing prior to conference. ▫ New Attendees (can replace the navigator program) if adequate information (video, PDF documents) is shared prior to conference. • CFP Facebook, LinkedIn presence can be beneficial. Will need someone to manage/monitor it. • CFP Twitter can be useful throughout the year for information sharing, updates, upcoming CFP details. 		

Action Item <i>(date and agenda item from original Board minutes included as reference only)</i>	Assigned to...	Status of Task as of 08/20/2021
<p>3) Navigator Program Notes for Committee Chair to provide (Executive Board)</p> <p>The current Navigator program has been well developed over the past few years. Our specific asks enhancements to that program are:</p> <ul style="list-style-type: none"> • Develop a short video that can be posted to You Tube with an explanation of the CFP process and Biennial meeting. Consider the use of the presentation used during each Biennial meeting with narration by Dave McSwane or the current or past Conference Chair. • Leverage this short video (link to You Tube) within an email to new attendees when registering to help introduce the Navigator program. Allow them a list of Navigators to connect with. • Enhance the New Attendee Orientation presentation at the Biennial meeting to have the navigators stand off stage and present a slide with their photo to encourage the new attendees to connect with one of them. • Leverage the CFP App. Add photo “glamor shots,” brief bios, CFP membership stats and contact information of the available navigators. Possibly use this App to track new attendees that have Develop a schedule to have dedicated people to help navigate at the front desk. Possibly have a Board positions scheduled. 		

1.8.2 Appointment of Representatives to the Retail Food Safety Regulatory Association Collaborative for the next biennium that will start in August 2021 and end in April 2023 – David Lawrence

David Lawrence provided a brief overview of the ground rules for the Collaborative and that stated that CFP is allowed three (3) representatives; the ED, Conference Chair, and Conference Vice Chair have been serving in this capacity.

Action Item	In the interest of maintaining continuity, motion to approve Dave McSwane, David Lawrence, and Brenda Bacon as the Conference representative to the Retail Food Safety Regulatory Association Collaborative for the 2021-2023 biennium. (Vought/Garren)
	Motion passed by unanimous consent with no opposition and no abstentions.

2. Council and Council Committee Final Reports (there was no Binder 2 for this meeting)

Note: Council Committee Final Reports have been submitted as attachments to Issues for deliberation during the 2020 Biennial Meeting.

2.1.1 Final Council Reports for the 2018-2021 Biennium

Council Rosters showing changes since July 13, 2021, have been posted on the virtual Biennial Meeting Pathable platform under “Who’s Who.”

Final Council Reports approved by unanimous consent of the consent calendar (see agenda item 1.4.1b).

Current Council Vice Chairs introduced their nominees for the incoming Council Vice Chair position. Each nominee introduced themselves and provided a brief review of their background.

Action Item	<p>Motion to accept the Council Vice Chair nominees for the 2021-2023 biennium as follows: (Vought/Rossov)</p> <ul style="list-style-type: none"> ✓ <i>Council I – Rodney Blanchard, Michigan Department of Agriculture and Rural Development, Petersburg, MI (constituency: Regulatory – State)</i> ✓ <i>Council II – Courtney Halbrook, Topgolf, Dallas, TX (constituency: Industry – Food Service)</i> ✓ <i>Council III – Dr. Donald Schaffner, Rutgers University, New Brunswick, NJ (constituency: Academia)</i>
	Motion passed by unanimous consent with no opposition and no abstentions.

3. Standing Committee Reports (Binder 3)

3.1 Audit – Danny Follett

Danny Follett stated that the Audit Committee has completed an audit for the year and that the financial records in good order. Terry Levee, Finance Committee Chair, thanked Danny for the time consuming and tedious work of the Audit Committee. On behalf of the Finance Committee, Terry stated agreement

with the recommended changes to the Audit Policy. Terry also stated that it has always been a joint decision between the Audit Committee and the ET to identify an outside auditor and recommends that it should continue to be a joint decision.

Action Item	Motion to acknowledge the Audit Committee report. (Garren/Johnson)
	Motion passed by unanimous consent with no opposition and no abstentions.

The Audit Committee presented a proposal to amend the Audit Policy to clarify some points of confusion such as removing reference to the year 1998 and changing CFP to CPA. As background, the last formal audit was completed in 2016 when a new ET was hired.

Discussion and further suggested edits to the Audit Policy:

- ✓ Add clarification to who initiates the audit; is it the ET or the Audit Committee?
- ✓ The ET usually looks to a firm in their local area to facilitate the transfer of records during the audit; however, there is no formal statement regarding that process.
- ✓ Questions were raised regarding the difference between a “review” and an “audit.” When is one or the other appropriate? It was suggested that we conduct an internal in-depth review every year and a formal audit every 4 years or when there is a transition to a new ET.
- ✓ Cliff Nutt has reached out to an audit firm but asked if he has authorization to release confidential documents needed to obtain a quote without specific authorization of the Board? If this policy is adopted, is that implied permission to release documents?
- ✓ Suggested amendment to add the wording that an audit would be “jointly initiated by the ET and Audit Committee Chair.”

Action Item	Motion to replace “audit” with “review”; to give the Audit Committee the authority to direct the ET to release records; to add the requirement that a NDA (non-disclosure agreement) be in place prior to releasing financial documents for the purpose of securing a quote; and to (Vought/Johnson)
	There was no vote taken on this motion.
	Motion to table further discussion on the revised Audit Policy to allow an ad hoc workgroup to incorporate further edits. (Vought/Johnson)
	Motion passed by unanimous consent with no opposition and no abstentions.

Becky Vought will convene an ad hoc workgroup at the conclusion of this meeting and bring back suggested edits for a vote later today after the Assembly of Delegates meeting.

3.2 Constitution, Bylaws, & Procedures – Davene Sarrocco-Smith

Final report submitted as an Issue to Council II; no report was required for this meeting.

3.3 Finance – Terry Levee

Terry Levee acknowledged the outstanding action items that need to be completed. Although there has been little activity following approval of the budget, he has participated in conference calls with the Strategic Planning Committee, Audit Committee, and the Sponsorship Committees. Activity will increase now with the new biennium to establish the new budget.

Action Item	Motion to acknowledge the Finance Committee report. (Rossow/Johnson)
	Motion passed by unanimous consent with no opposition and no abstentions.

3.4 Food Protection Manager Certification – Sean Dunleavy

Final report submitted as an Issue to Council II; no report was required for this meeting.

3.5 Issue – Patrick Guzzle and Becky Vought

Patrick Guzzle provided a verbal update to the Issue Committee report stating that the Issue process went relatively smoothly but many lessons were learned that will be incorporated into the next cycle. He has gained a much better appreciation for what occurs behind the process.

Becky Vought acknowledged the great job the Scribes and Council Leaders did during Council deliberations and appreciates all their work to make the Issue Chair job easier. She also thanked the

members of the Issue Committee who assisted during the Biennial Meeting and stated that all three (3) Scribes expressed interest in coming back for the next biennial meeting.

Action Item	Motion to acknowledge the Issue Committee report. (Johnson/Rossow)
	Motion passed by unanimous consent with no opposition and no abstentions.

3.6 Program – Richard Linton and Ben Chapman

This is the committee that organized and moderated the Workshop and the opening session of the Biennial Meeting. David Lawrence extended appreciation to the Program Chairs for a job well done.

3.7 Program Standards – Angie Wheeler

Final report submitted as an Issue to Council II; no report was required for this meeting.

3.8 Publications – Brian Nummer

No Publications Committee report was submitted. New leadership for this committee will be assigned by the incoming Conference Chair and Vice Chair for the new biennium. There is a lot of work needed quickly by the Publication Committee to ensure we are correctly reviewing and editing documents coming out of the Biennial Meeting that need to be posted on the CFP website.

3.9 Resolutions – Chirag Bhatt

Chirag Bhatt presented a slate of 9 resolutions from the Resolutions Committee for the Board's consideration. If approved by the Board, these resolutions will be forwarded to the Assembly of Delegates for action.

Action Item	Motion to endorse forwarding the following nine (9) resolutions to the Assembly of Delegates for action. (Jackson/Johnson) <ol style="list-style-type: none"> 1. <i>Conference Chair David Lawrence</i> 2. <i>Conference Vice Chair Brenda Bacon</i> 3. <i>Conference Direct staff Jessica Lykins, Valerie Franzen, and Karen Pena</i> 4. <i>Council Scribes Liz Doerr, Catherine Hosman, and Sally Born</i> 5. <i>Executive Board Member Dr. Donna Garren (for 12 years of service on the Board)</i> 6. <i>Issue Co-Chairs Rebecca Vought and Patrick Guzzle</i> 7. <i>All Sustaining Sponsors and Service Donors (listed by sponsorship level)</i> 8. <i>Memorial resolution for VaKesha Brown-Timley</i> 9. <i>Memorial resolution for Dr. O. Peter Snyder</i>
	Motion passed by unanimous consent with no opposition and no abstentions.

3.10 Strategic Planning – Tom Ford

Elizabeth Nutt and Tom Ford, Strategic Planning Committee (SPC) Co-Chairs, were both present and provided a verbal update to their written report.

Recognition was given to the Digital Engagement Committee, and to Todd Rossow and Davene Sarrocco-Smith for coordinating the first-time attendee presentation.

A task assigned to the SPC that remains incomplete is conducting a membership survey. The last survey results were presented in Orlando in 2014.

Discussion:

- ✓ There have been many challenges with the survey approval process through the University of Houston. Permission was finally obtained, but it was too late in the biennial cycle to implement; however, the survey is still available if needed.
- ✓ The survey questions have been developed and it was suggested that we can now use them to conduct our own survey internally using new online technology. Therefore, a relationship with the University of Houston may no longer be needed.
- ✓ It was suggested to involve members of the Academic Caucus to assist with a future survey.
- ✓ An attendee satisfaction survey will be sent out after the conclusion of the biennial meeting.
- ✓ It was noted that these surveys are a powerful tool providing useful information and data that can assist committees.

Both Elizabeth and Tom announced their intent to step down as SPC Co-Chairs but are willing to assist the new appointees. Tom expressed his appreciation to Elizabeth as a co-chair and to the Board for their support.

Action Item	Motion to acknowledge the Strategic Planning Committee (SPC) report. (Johnson/Garren)
	Motion passed by unanimous consent with no opposition and no abstentions.

4. Special Committees and Reports (there was no Binder 4 for this meeting)

Note: No special committee reports were required for this meeting.

Reports from Federal Agencies were given during the Biennial Meeting special session held on Monday, August 9 and will be made available on the CFP website.

David Lawrence expressed thanks to all members of special committees for their work during the past triennium.

5. New Business (there was no Binder 5 for this meeting)

5.1 Announce results of the Regional Caucus Meeting Elections

David Lawrence announced the results of the caucus elections and welcomed new members to the Board for the new biennium:

- ✓ Mid-Atlantic State Representative (re-elected for 2nd term) – Tim Tewksbary, Ohio Department of Agriculture, Reynoldsburg, OH.
- ✓ Pacific State Representative (elected for 1st term) – Joe Graham, Washington State Department of Health, Olympia, WA
- ✓ Pacific Local Representative (re-elected for 2nd term) – Christine Sylvis, Southern Nevada Health District, Las Vegas, NV
- ✓ Southwest State Representative (elected for 1st term) – Troy Huffman, Colorado Department of Public Health and Environment, Denver, CO
- ✓ Southwest Local Representative (re-elected for 2nd term) – Christopher Sparks, Houston Health Department
- ✓ Industry - Food Processing (elected for 1st term) – Steve Oswald, Wakefern Food Corp., Elizabeth, NJ
- ✓ Industry - At-large Representative (elected for 1st term) – Thomas McMahan, Meijer, Grandville, MI
- ✓ Academia (elected for 1st term) – Gina Nicholson Kramer, The Ohio State University, Columbus, OH

5.2 Spring 2022 Executive Board Meeting scheduled for April 26-27, 2022 at the Westin Galleria Houston Hotel, 5060 West Alabama, Houston, TX 77056

The next in-person Board meeting is scheduled to be held at the 2023 Biennial Meeting venue in Houston on April 26-27, 2022.

Additional virtual meetings of the Board will be scheduled as appropriate.

5.3 Committee Formation Sign-up

Due to the shortened biennium, it is imperative that the Council and Standing Committees begin their work as soon as possible. Therefore, it was suggested that we shorten the application window to three (3) weeks (21 calendar days). A question was raised about shortening the time to two (2) weeks, but due to the requirement to obtain employer support for participation, it was thought a 3-week window was needed. It was noted that this window applies only for recruiting committee applicants; committee formation occurs after the recruitment process ends to select committee chairs and members.

Action Item	Motion to approve a 21-day Council and Standing Committee application period rather than the usual 30-day sign-up period. (Garren/Johnson)
	Motion passed by unanimous consent with no opposition and no abstentions.

6. Adjournment

This is the adjournment of the “outgoing board”; a new Executive Board will take over when the new biennium begins at the close of the Assembly of Delegates meeting.

Brenda Bacon presented David Lawrence and Dave McSwane with handcrafted quilts she had made in appreciation of their extraordinary work during the triennium.

Accolades were expressed for the incredible job David Lawrence did as Conference Chair with much thanks for his mentorship and professionalism.

Action Item	Motion to adjourn the final Executive Board meeting of the 2018-2021 triennium at 12:38 PM Eastern Time on Friday, August 20, 2021. (Daniels/Johnson)
	Motion passed by unanimous consent with no opposition and no abstentions.



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING

August 20, 2021

Action Item	Motion to convene the first Executive Board meeting of the 2021-2023 biennium at 3:38 PM Eastern Time on Friday, August 20, 2021. (Daniels/Lawrence)
	Motion passed by unanimous consent with no opposition and no abstentions.

Becky Vought, the new Conference Chair welcomed the newly elected board members and Council Vice Chairs. There was no fixed agenda for this meeting.

Roll call was taken to establish a quorum:

Voting Board members participating: Melvin Carter, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Jessica Fletcher, Joe Graham, Troy Huffman, Keith Jackson, Ann Johnson, Adam Kramer, David Lawrence, Glenda Lewis, Tom McMahan, Steve Oswald, Todd Rossow, Christopher Sparks, Christine Sylvis, Tim Tewksbary, Becky Vought

Voting Board Members not participating: Jason Horn, Keith Jackson, Gina Nicholson Kramer, Angela Sanchez, Kelli Whiting

Ex-officio non-voting Board members participating: Christine Applewhite, Joetta DeFrancesco, Don Schaffner

Outgoing Ex-officio non-voting Board member participating: Sharon Wood

CFP Executive Staff participating: Dr. David McSwane, Cliff Nutt, Vicki Everly

Becky stated the only outstanding agenda item needing resolution today is the tabled Audit Policy.

Action Item	Motion to bring the revised Audit Policy back to the table for discussion. (Daniels/Dolhanyk)
	Motion passed by unanimous consent with no opposition and no abstentions.

An ad hoc workgroup of Danny Follett, Jason Horn, Terry Levee, Todd Rossow, and Becky Vought met to develop revised language for the Audit Policy and changes were shared on the screen with strikethrough and underline format to indicate the recommended changes.

Action Item	Motion to accept the language in the amended Audit Policy. (Johnson/Daniels) <i>(Amended language)</i>
	<p>Purpose: <i>This policy has been developed by the Executive Board to ensure that the financial records of the Conference for Food Protection are maintained in good order.</i></p> <p>Policy:</p> <ul style="list-style-type: none"> <i>The Conference for Food Protection (CFP) financial records shall be audited every 4 years by a Certified Public Accountant (CPA), at the expense of CFP. The audit is to be initiated by the</i>

	<p><i>Executive Treasurer with consent and oversight from the Audit and Finance Committees.</i></p> <ul style="list-style-type: none"> • <i>The Audit Committee may authorize the Executive Treasurer to release, to qualified CPA firms, the CFP financial information required to secure quotes for the purpose of adhering to the audit policy of the CFP. Appropriate, fully executed Non-Disclosure Agreements shall be in place prior to the release of any financial information.</i> • <i>Reviews in other years shall be conducted by the standing CFP Audit Committee and reported to the Executive Board.</i>
	Motion passed by unanimous consent with no opposition and 3 abstentions.

Discussion:

- ✓ A question was raised whether “may” authorize an audit was appropriate language. The intent by using “may” rather than “shall” is to allow the ET to proceed at the designated time if using the same auditing firm for a second time.

Action Item	Motion to accept the amended Audit Policy. (Huffman/Tewksbary)
	Motion passed by unanimous consent with no opposition and 3 abstentions.

Becky announced that there was no other business remaining for today’s meeting.

Informal discussion ensued regarding the date for a virtual Board meeting. It was suggested that a half-day virtual meeting be scheduled in early to mid-October with the primary business approving the committee rosters. A “when is good” poll will be sent to all members.

Discussion ensued regarding the committee formation process:

- ✓ The 21-day committee application window will begin once an email announcement is sent to all members; the target date is Monday, August 23.
- ✓ A question was raised about the process for filling the Standing Committee Chair positions; it was stated that the Conference Chair has that prerogative with assistance from the Conference Vice Chair.
- ✓ All Board members were reminded that they are to serve on at least one (1) standing or ad hoc committee during each biennium. Council Leaders are exempt from this additional requirement as they have a lot of work to “whip” the committees assigned to their Council.
- ✓ The Board was reminded that the Food Protection Manager Certification Committee (FPMCC) has bylaws outlining the nomination process for their chair and vice chair and bringing that nomination forward to the Conference Chair for approval.
- ✓ Joetta DeFrancesco expressed concern about the number of committees assigned to Council II and asked for any advice on how to manage that number of committees.

Action Item	Motion to adjourn at 4:07 PM Eastern Time. (Johnson/Oswald)
	Motion passed by unanimous consent with no opposition and no abstentions.