



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING

April 26-27, 2022

Westin Galleria Hotel, Houston, Texas

- Meeting called to order at 9:03 AM (Central time) on Tuesday, April 26 and recessed at 5:08 PM; meeting resumed at 9:01 AM on April 27. The regular meeting of the Board was adjourned at 3:25 PM on April 27 at which time an executive session was called to order.
- Meeting was a hybrid multi-media event with some attending in-person and others participating online using MS Teams.
- All agenda items indicated **in red font** are part of the “Consent Calendar” and, unless extracted in agenda item 1.4.1a, are approved in agenda item 1.4.1b.
- Minutes are documented in the order listed on the final 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 agenda items are not documented unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each amendment is not tracked. Also, discussion points and questions are summarized and similar or repeat comments are grouped.
- Due to the challenge of conducting voice votes in a multi-media format, the “raised hand” feature on MS Teams was used for all voting participants. Prior to each vote, the Conference Chair restated the motion and asked for any objections and then for any abstentions; silence was considered to be a vote in the affirmative. For some motions, a full vote count was taken and is documented as such.
- For those attending the meeting in person, a tour of the meeting space at the Westin Galleria Hotel was held at 5:00 PM on Tuesday, April 26.
- An “Action Item Summary” from this meeting is included at the end of this document; tasks are copied from the narrative of these minutes and organized by assignment.

Voting Board members participating: Melvin Carter, Amber Daniels, Catherine Feeney, Joe Graham, Troy Huffman, Keith Jackson, Ann Johnson, Adam Kramer, David Lawrence, Glenda Lewis, Thomas McMahan, Gina Nicholson Kramer, Steve Oswald, Michael Pascucilla, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Tim Tewksbary, Rebecca Vought

Voting Board members not participating: Anne Dolhanyk, Jason Horn, Kelli Whiting

Ex-officio non-voting Board members participating: Rodney Blanchard, Ben Chapman, Joetta DeFrancesco, Danny Follett, Patrick Guzzle, Courtney Halbrook, Terry Levee, Chip Manuel, Susan Quam, Davene Sarrocco-Smith, Donald Schaffner, Angie Wheeler

CFP executive staff participating: David McSwane, Cliff Nutt, Vicki Everly

Grant project staff participating (not previously listed): Kala Wekenborg-Tomka

Guests participating: Wendy Bell, Deanna Copeland Sean Dunleavy, DeShawn Fitzpatrick, Eric Moore, Sheri Morris, Larry Payton, Karen Pena, Andre Pierce, Linda Zaziski

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 Rebecca Vought, Presiding (Binder 1)

1.1 Call to Order – Rebecca Vought

Meeting called to order at 9:03 AM (Central time) by Rebecca (Becky) Vought, Conference Chair.

1.2 Anti-trust Policy – Todd Rossow

The Anti-trust policy was in the Consent Calendar for information purposes and was read in its entirety by Todd Rossow, Conference Vice Chair.

1.3 Roll Call / Acknowledgement of Board Members

Roll call was taken both days by the Conference Chair to establish the presence of a quorum.

New Board members since the last meeting were welcomed.

The Conference Chair clarified that David Lawrence, Mid-Atlantic Region Local Regulatory representative, who is recently retired from Fairfax County, remains a voting Board member until his replacement is appointed late in this meeting in agenda item 5.4.

1.3.1 Acknowledgement of Guests

Guests in attendance were acknowledged by the Conference Chair and names are noted above.

1.4 Agenda Review – Opportunity to add new items

It was noted that the order of discussion of some agenda items was reorganized to accommodate the schedules of various participants.

Action Item	Motion to add agenda item 5.4 to select a replacement for the Mid-Atlantic Region Local Regulatory representative. (Johnson / Jackson)
	Above motion passed with 15 votes in the affirmative, no objections, and no abstentions.

1.4.1 Consent Calendar – Agenda items *in red font* are approved with a single motion. The agenda and reports are circulated in advance and any Board member may request that a specific item be extracted from the Consent Calendar; doing so means that item will be discussed and voted on separately at the point indicated on this agenda.

The Conference Chair quickly reviewed the content of the Consent Calendar.

1.4.1a Extraction of Consent Calendar item(s)

It was noted that changing the Fall Board Meeting from August to October impacts many tasks and deadline dates and there is inconsistency between various reports submitted for this meeting.

Action Item	Motion to extract the following items from the Consent Calendar: (Lawrence / Johnson) <ul style="list-style-type: none">• Agenda item 1.6 Biennial (Master) Calendar• Agenda item 3.9 Publications Committee Report• Agenda item 5.2 Next Board Meeting
	Above motion passed with 17 votes in the affirmative, no objections, and no abstentions.

1.4.1b Approval of Consent Calendar items

Action Item	Motion to approve the Consent Calendar items indicated on the agenda <i>in red font</i> except for extracted agenda items 1.6, 3.9, and 5.2. (Lawrence / Jackson)
	Above motion passed with 15 votes in the affirmative, no objections, and 1 abstention.

1.5 Board Meeting Minutes, October 14, 2021 – previously approved via E-vote

Minutes of the most recent Board Meeting (October 14, 2021) were previously approved by e-vote and affirmed by Consent Calendar motion (see agenda item 1.4.1b).

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

E-vote summary approved by Consent Calendar motion (see agenda item 1.4.1b).

1.6 2021-2023 Biennial (Master) Calendar

A revised calendar for the 2021-2023 biennium was submitted for Board discussion and reflects the change of the next Board Meeting from August 2022 to October 2022.

Biennial (Master) Calendar was extracted from the Consent Calendar (see agenda item 1.4.1b).

This agenda item was extracted from the Consent Calendar to allow discussion of calendar dates noted in various committee reports. Discussion of the Biennial (Master) Calendar was held in conjunction with agenda item 5.3 for the Fall 2022 Executive Board Meeting.

Major changes to the Biennial (Master) Calendar include:

- Moving the Fall 2022 Board Meeting from August to October and making other edits to accommodate that change.
- The upcoming “Council Member Application” window was moved from May-June to July to shorten the gap between the application closing date and approval of council members at the Fall 2022 Board Meeting.
- Some details regarding the 2023 Biennial Meeting need to be addressed by the Board prior to the October Board Meeting so they have been left as tasks for completion via e-vote.

Discussion:

- Additional changes to the calendar are still needed:
 - Add a Special Executive Board Meeting in July.
 - Clarify opening/closing dates for Issue submittal.
 - Clarify Issue submission and online Issue release dates.
- The Executive Director confirmed the “official start” of any biennial meeting is the opening session. In 2023, the start date will be Monday, April 24; this is the date used when determining any constitutionally mandated deadline.
- Concern was expressed about how the change in the Fall Board Meeting may impact the committees. The Conference Chair explained that moving the meeting to October gives committees additional time to prepare their last “periodic report” in advance of submitting their “final report” and draft Issue submissions in November.

Action Item	Motion to accept the revised Biennial (Master) Calendar with the following amendments: (Jackson / Daniels) <ul style="list-style-type: none">• Indicate the Fall 2022 Board Meeting is October 3-5 (with Monday, October 3, as a travel day).• Move the revised Final Committee Reports and Issues submission to Issues Chairs for preliminary review and comment. to December 5, 2022.• Add a July 2022 Special Board Meeting with date to be determined.
	Above motion passed with no objections and no abstentions.

1.7 Conference Chair Update – Rebecca Vought

Conference Chair Rebecca (Becky) Vought stated that she did not prepare a written report because items were rapidly changing. This is our first “hybrid” (multi-media) meeting combining virtual and in-person attendees and she appreciates everyone’s flexibility and understanding.

Since the Fall 2021 Board Meeting, there have been changes to the Board membership, and Becky welcomed new members Mike Pascucilla, Northeast Region Local Regulatory Representative, and Dr. Chip Manuel, Vice Chair of Council III. A change in Council II leadership and the Mid-Atlantic Region Local Regulatory Representative will be voted on later in this meeting.

Changes to Standing and Council Committee leadership has also occurred. A total of 27 committees are now in place, including Council, Standing, and Ad hoc Committees.

Becky thanked all CFP volunteers and staff for what they do for the Conference.

1.8 Executive Staff Reports

1.8.1 Executive Director – David McSwane

Executive Director's report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

1.8.2 Executive Treasurer – Cliff Nutt

See also discussion in agenda item 3.1, Audit Committee.

Cliff Nutt, Executive Treasurer, provided a brief budget review for the 2022-2023 biennium. The cost of our migration to Wild Apricot is more than originally budgeted but funds have been moved from website management, so the overall budget is not impacted. Cliff stated that CFP is currently the strongest it has ever been financially. Because of that financial strength, long-term investment options are now being investigated.

Board action is requested to approve moving forward with a routine financial audit.

Action Items	Motion to acknowledge the Executive Treasurer's Report and accept the recommendation to hire a financial firm located in Tulsa, Oklahoma to conduct the financial audit. (Lawrence / Huffman)
	No action taken on the above motion.
	Motion to table the action to accept the recommended financial firm to conduct an audit until after the Audit Committee report in agenda item 3.1. (Lawrence / Huffman)
	Above motion passed with 17 votes in the affirmative, no objections, and 1 abstention.
	Motion to acknowledge the Executive Treasurer's Report. (Lawrence / Huffman)
	Above motion passed with 15 votes in the affirmative, no objections, and 3 abstentions.

1.8.3 Executive Assistant – Vicki Everly

Vicki Everly, Executive Assistant, provided an overview to the content in the Executive Assistant written report.

Board action is requested to clarify the Constitution and Bylaws regarding membership effective dates. In the months leading up to a biennial meeting, it is not always clear if the intent of new members' dues payment applies to the current or upcoming biennium. Also, dues paid as part of the biennial meeting registration can result in a months-long delay in placing a new member on the membership list as their membership is not effective until the first day of the upcoming biennial meeting.

Per the Constitution and Bylaws:

Conference membership begins at the time of payment of the membership fee. Membership paid as part of the CFP Biennial Meeting registration begins on the first day of one CFP Biennial Meeting and ends the day prior to the next CFP Biennial Meeting.

Discussion points and questions:

- Consider linking the membership effective date with the "late registration" date.
- Consider adding an extra fee for late payments.
- Clarify the application form to indicate the exact date when membership is effective.
- Rather than asking a new member to select a specific biennium on the application form, add a note that this membership payment applies ONLY to the current biennium and that membership expires on XX date.
- Use the date when the registration material is disseminated as the date when membership begins.
- Use bold, red font to state when membership becomes effective.
- Give XX months "free" to new members by making their membership effective immediately.

Action Item	Motion to implement membership application forms (online and PDF) indicating that conference membership begins on the date of payment, and to offer both a partial year membership and a 24-month membership. (Jackson / Huffman)
	No action taken on the above motion.

	Motion to table this action to allow the Executive Assistant to work with the motion maker and second on final language. (Lawrence / Johnson)
	Above motion passed with 16 votes in the affirmative, no objections, and 1 abstention.

The Conference Chair stated the meeting rules will be suspended to continue discussion of the EA report later in the agenda.

Action Item	Motion to bring the Executive Assistant’s report from the table and resume discussion. (Jackson / Nicholson Kramer)
	With an understanding the above motion allows discussion, a vote was not taken.

Vicki presented a revised draft motion regarding membership effective dates and explained that this recommendation was influenced by comments made during discussion of the Strategic Planning Committee report and feedback from the August 2021 Biennial Meeting. Vicki added that more than 30% of our current members were “new” members when registering for the 2021 Biennial Meeting. By making membership immediately effective anytime dues are paid after the release of biennial meeting registration materials, it would be more welcoming to new members and much easier to track on the membership database and on email contact lists maintained by the Executive Director and Executive Assistant.

Discussion points and questions:

- If approved, should this policy be for “new” members only, and NOT applicable to non-contiguous members (i.e., those that delay their renewal or skip a biennium)?
- How labor intensive would it be to monitor new vs. non-contiguous members?
- Is there a need to monitor this activity to identify “repeat offenders”?
- Do we retain an “administrative fee” when issuing refunds?
- Per the Constitution and Bylaws/Procedures Chair, this change can be implemented now as a “policy” and added to the “*CFP Biennial Meeting/Conference Procedures*” document until the Constitution and Bylaws can be updated via Issue submission in 2023.
 - It was pointed out that a new section will be needed in the Procedures document as it currently does not address membership.

Action Items	Motion to approve the following as policy: (Jackson / Huffman)
	<ol style="list-style-type: none"> 1. Effective with the launch of registration for the 2023 Biennial Meeting: <ol style="list-style-type: none"> a. Once online registration for the next biennial meeting is made available (e.g., October of even number years), membership for any new or non-contiguous member becomes effective the date payment is made (or the date payment is received if a check is mailed), and membership will be valid from that date through the entirety of the upcoming (new) biennium. b. Prior to the launch of the next biennial meeting registration, all membership dues payments will be applied to the current biennium and that membership will expire on the day before the upcoming (new) biennial meeting. c. All membership materials and applications will be updated to include this clarification. 2. This change will be added to the current version of the “<i>CFP Biennial Meeting/Conference Procedures</i>” document and voted on by the Executive Board to allow for implementation for the 2023 Biennial Meeting. 3. Charge the Constitution, Bylaws, and Procedures (CB&P) Committee with preparing a draft Issue for the 2023 Biennial Meeting to amend the governing documents to reflect this change.
	Above motion passed with no objections and no abstentions.

<input type="checkbox"/> Constitution, Bylaws, and Procedures (CB&P) Committee to update the “ <i>CFP Biennial Meeting/Conference Procedures</i> ” document with the policy change regarding membership effective dates and submit the revised document for Board review and approval.
<input type="checkbox"/> CB&P Committee to draft an Issue for the 2023 Biennial Meeting to amend the governing documents to reflect the membership effective date change.

The second request for Board action from the Executive Assistant report is related to document retention. This item was originally submitted to the Board in September 2020 and the action taken at that time was to temporarily suspend two (2) policies: “Record Retention Policy” (dated August 2006) and “Archiving CFP Documents” (dated August 2014).

Board action is requested to create an ad hoc committee to address the concerns detailed on pages 3 and 4 of the Executive Assistant’s report submitted for this meeting.

Discussion points and questions:

- Is there a need for an ad hoc committee or should this task be assigned to the CB&P Committee?
 - It was noted that concerns regarding document retention impact many CFP committees, including Audit, CB&P, Finance, Issues, and Publications.
 - The need to clarify our policy and procedure regarding document updates was also brought up as a concern by the Publications Committee in agenda item 3.9.
- Should the CB&P Committee’s “priority list” of document review be amended to place “policy documents” at a higher priority than “position descriptions”?
 - In agenda item 3.2 of these minutes, the CB&P Committee presented a priority list for the review of CFP documents; during that discussion, the priority list was affirmed by the Board to be as follows:
 1. Constitution and Bylaws
 2. Meeting procedures
 3. Position descriptions
 4. Policy documents

Action Items	Motion includes the following: (Daniels / Jackson) <ul style="list-style-type: none"> • At the April 2023 Board Meeting, create an ad hoc committee for the 2023-2025 biennium to address concerns regarding document retention. Charges will include the review of suspended policies titled “Record Retention Policy” (dated August 2006) and “Archiving CFP Documents” (dated August 2014). • Suspend the priority of review conducted by the Constitution, Bylaws, and Procedures (CB&P) Committee to move “policy documents” review as a priority higher than “position descriptions.” for this biennial cycle.
	Above motion passed with no objections and no abstentions.
	Motion to acknowledge the Executive Assistant’s Report (Jackson / Lawrence)
	Above motion passed with no objections and no abstentions.
	<input type="checkbox"/> Constitution and Bylaws/Procedures Chair to work with the Executive Assistant to ensure concerns addressed on pages 3-4 in the Executive Assistant’s report are merged with activities related to document review and retention. <input type="checkbox"/> CB&P Committee to start review of Policy documents prior to Position Descriptions so that they can provide assistance and direction to the Ad Hoc Committee that will be created April 2023. <input type="checkbox"/> At the April 2023 Board Meeting, an ad hoc committee is to be created for the 2023-2025 biennium to address concerns regarding document retention.

1.9 Grant Project Reports

1.9.1 NACCHO-CFP Retail Food Safety Collaborative Grant Project Update – Kala Wekenborg-Tomka

Kala Wekenborg-Tomka, Research Project Leader, provided a verbal report regarding ongoing projects funded by the NACCHO-CFP Retail Food Safety Collaborative Grant. A summary of that report included the following:

Objective 1: Develop and implement toolkits and subsequent strategies to promote full, complete adoption of one of the two most recent FDA Food Codes by SLTT retail food regulatory programs.

- The Food Code Adoption Tool Kit is on the Collaborative website and the Food Code Adoption Workgroup is working on an accompanying slide presentation.

Objective 2A: Assess application of risk-based inspection methods by SLTT retail food regulatory programs, identify barriers to implementation, and coordinate with FDA to execute strategies to overcome the barriers.

- NACCHO and CFP partnered to conduct a study in 2021 to assess the application of risk-based inspection methods used by local retail food regulatory programs and to identify any barriers.
 - This study focused on Standards 3, 4, and 6 as they represent the key components of risk-based inspections. The study identified 13 factors for success and 15 challenges with common themes around funding, sufficient training, and buy-in from leadership and staff.
 - Next steps are a webinar session on 05/26/2022 to discuss the findings; findings will also be presented at the NEHA AEC in a panel discussion.
- A full report of this project as well as a 1-page infographic titled “Why Risk Based Inspections Matter” can be found on the Collaborative webpage and CFP’s webpage.

Food Safety Advisory Group (FSAG):

- CFP and NACCHO continued to host meetings of the FSAG, comprised of 15 members representing industry, food safety consultants, industry associations, local and state regulatory members, and academia.
- Highlights of FSAG activities include review of three (3) infographics, review of research projects on risk-based inspections and risk factor study/intervention strategies, and response to various requests for input.

Objective 2B: Identify, assess, and promote implementation of effective intervention strategies.

- In 2021, NACCHO and CFP conducted a study of local food regulatory programs’ risk factor intervention strategies. The study focused on Standard 9 and the risk factor studies.
- A summary report is currently under review by the FSAG and the report is expected to be finalized next month.
- Next steps for this project include a webinar sharing session on 06/02/2022.

Objective 3: Increase enrollment and active participation in and application of the Voluntary National Retail Food Program Standards by state, local, tribal, and territorial food regulatory programs.

- In 2021, NACCHO and CFP collaborated to identify state and local food safety regulatory programs participating in state and region-wide networks focused on working together to increase conformance with the Retail Program Standards. The goals of the project were to explore how participation in a network has helped jurisdictions achieve conformance and to highlight practices that can be shared with jurisdictions across the United States.
- CFP and NACCHO developed a project summary; the FSAG is currently reviewing the summary and a final report should be published next month.

Action Item	Motion to acknowledge the verbal report of the NACCHO-CFP Retail Food Safety Collaborative Grant Project. (Jackson / Johnson)
	Above motion passed with 18 votes in the affirmative, no objections, and no abstentions.

1.9.2 Update on RFA-FD-22-008 Retail Food Safety Regulatory Association Collaborative (U18) – David McSwane

David McSwane, Executive Director, provided an overview of his written report. This FDA grant opportunity, submitted in collaboration with NACCHO, would provide continued funding for current projects and add the opportunity to work on new and expanded objectives. There is optimism that this proposal will be accepted.

Approval of this agenda item is noted below in agenda item 1.9.3.

1.9.3 NEHA-CFP Retail Program Standards Symposium Update – David Lawrence

David Lawrence, CFP-NEHA Project Consultant, gave an overview of his written report and activities involved in staging the first NEHA-CFP Retail Program Standards Symposium (RPSS).

The primary objective of the RPSS is increased enrollment and active participation in the Retail Program Standards.

CFP has a contractual agreement with the National Environmental Health Association (NEHA) to plan the RPSS to be held virtually in 2022 and in-person in 2024. RPSS registration is free and currently open with an extensive marketing campaign developed by NEHA with CFP input.

CFP’s scope of work includes administrative duties with pass-through funds from NEHA to CFP to compensate administrative duties; there is no revenue to CFP from this agreement. David facilitates bi-weekly meetings to plan the RPSS agenda, content, and themes. In addition, CFP staff attend up to three (3) meetings each week to complete work on a timeline established by NEHA.

David also leads coordination of the RPSS general sessions and track sessions. Track sessions are organized to target audiences at different phases of participation and activity with the Retail Program Standards. Carrie Pojhola and Courtney Mickiewicz are leading the coordination of an exhibit hall with booths on each of the Retail Program Standards. FDA consultants to the CFP Program Standards Committee (PSC), Robert Sudler and David Engelskirchen, communicate RPSS needs and expectations to upper management at FDA. NEHA and NACCHO also provide staff to support the event. The CFP Board’s support for this significant effort is greatly appreciated.

Action Item	Motion to acknowledge the following reports: (Johnson / Graham)
	<ul style="list-style-type: none"> • Agenda item 1.9.2: Update on RFA-FD-22-008 Retail Food Safety Regulatory Association Collaborative (U18). • Agenda item 1.9.3: NEHA-CFP Retail Program Standards Symposium Update.
	Above motion passed with no objections and no abstentions.

1.10 Unfinished Business

1.10.1 Proposed Revision to CFP-ANSI Contract – Susan Quam (*continuation of item 1.10.1 from the March 2021 Board Meeting and item 5.1 from the September 2020 Board Meeting*)

Susan Quam, Chair of the Food Protection Manager Certification Committee (FPMCC) provided a status report.

The ANSI National Accreditation Board (ANAB) is under contract with CFP to accredit certified food protection manager exam providers. Revision to the contract was prompted by a need to make the contract more robust. The FPMCC has reviewed and approved the latest version, and it has been reviewed by CFP’s legal representative, and it now needs to be sent back to ANAB for their review and approval.

Discussion points and questions:

- What action is now needed regarding the contract?
 - If the Board accepts the current version, it will go back to ANAB for their final legal review. If ANAB agrees on the content, all that will be required is signatures from both parties. Our legal representatives have already conducted a review and we have made changes accordingly. The current version addresses CFP’s concerns and is now what the FPMCC agrees is acceptable.
 - If there are additional questions or concerns from ANAB, the contract will need to come back to CFP and the FPMCC for additional review and approval.
- The timeline for finalizing the contract is not in our hands; we will receive it back from ANAB when they send it.
- CFP has no financial obligation to ANSI/ANAB; all costs of the program are borne by the program’s exam providers.

Action Items	Motion to approve the current version of the CFP-ANSI (ANAB) contract and return it to ANAB for their final review and approval. (Daniels / Lawrence)
	Above motion passed with no objections and 3 abstentions; all other votes were considered to be in the affirmative.

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| | <input type="checkbox"/> Executive Director to forward the CFP-ANSI (ANAB) contract to ANAB and to track its status. |
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1.10.2 Update on Migration to Wild Apricot – David McSwane *(continuation of items 1.10.4 from March 2021 Board Meeting)*

David McSwane, Executive Director, gave a review of the submitted written report. The Wild Apricot transition was initiated a couple of years ago to manage and merge our membership and registration databases more effectively. An Ad hoc Digital Engagement Committee was appointed to conduct research and to make a final recommendation to the Board.

The transition to Wild Apricot is more challenging than anticipated. These challenges include differences in terminology, limitations on membership renewal dates, linking membership and event management to ensure member profiles contain the information needed by CFP, and accommodating different payment options for early and late registration, etc.

We now have a 1-year license with Wild Apricot and an agreement with NewPath Consulting to facilitate the transfer. Vicki Everly, Becky Vought, and Todd Rossow are currently working with NewPath to develop a customized CFP database in Wild Apricot. There is cautious optimism that the final result will be less expensive than Eventbrite overall and that Wild Apricot will be a more efficient way to organize and maintain membership information and facilitate data sharing.

Discussion points:

- Mike Pascucilla has experience using Wild Apricot and is willing to assist when questions arise.
- Becky Vought acknowledged the amount of extra work this migration is creating.

Action Item	Motion to acknowledge the report on the migration to Wild Apricot. (Lawrence / Johnson)
	Above motion passed with no objections and 3 abstentions; all other votes were considered to be in the affirmative.

2. Council and Council Committee Reports (Binder 2)

Note: Reports that do NOT require Board action are included in the Consent Calendar approved via agenda item 1.4.1b.

2.1 Council I Report – Thomas McMahan and Rodney Blanchard

Council I report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

2.1.1 CFP-ISSC Joint Shellfish Committee

CFP-ISSC Joint Shellfish Committee report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

2.1.2 Foodborne Illness Investigation Committee

Foodborne Illness Investigation Committee report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

2.2 Council II Report – Joetta DeFrancesco and Courtney Halbrook

Courtney Halbrook, current Council II Vice Chair, provided an overview of the Council II report outlining the action requested of the Board as noted below for each committee.

Joetta DeFrancesco, current Council II Chair, is now working for NEHA and is stepping down from her leadership role on Council II. Courtney is willing to move into the Chair position, and recommends Wendy Bell, with Mecklenburg County, NC to serve as the new Vice Chair.

Courtney thanked Joetta for her work and support on behalf of Council II.

Action Items	Motion to approve Courtney Halbrook as Council II Chair and Wendy Bell as Council II Vice Chair. (Lawrence / Johnson)
	Above motion passed with no objections and no abstentions.

	<p>Motion to acknowledge the Council II Chair periodic report and all six (6) Council II committee reports, including: (Jackson / Nicholson Kramer)</p> <ul style="list-style-type: none"> • Allergen Committee • Digital Food Safety Systems Committee • Employee Food Safety Training Committee • Food Defense Committee • Food Safety Management Systems (FSMS) Committee • Local Regulatory Representation Committee <p><i>Note: approval of any committee roster change was addressed via a separate motion for each committee as noted below.</i></p>
	Above motion passed with no objections and no abstentions.

2.2.1 Allergen Committee

No Board action required.

Acknowledgment of the Allergen Committee report is included in agenda item 2.2.

2.2.2 Digital Food Safety Systems Committee

No Board action required.

Acknowledgment of the Digital Food Safety Systems Committee report is included in agenda item 2.2.

2.2.3 Employee Food Safety Training Committee

Approval is requested for changes to the Employee Food Safety Training Committee roster.

Discussion points:

- The requested action to approve a change in a federal agency consultant position does not require Board approval; federal consultants are committee positions filled at the discretion of each agency.
- Why was Emilee Follett made a voting committee member when not on the roster as an alternate? Emilee was mistakenly left off the roster approved by the Board. The original intent was she was to be an alternate member as of October 2021. She was added at the discretion of the Conference Chair as an alternate after the omission was identified. Because Emilee was not on the roster previously approved by the Board, the committee now needs Board approval to move her to a voting position replacing Bryan Chapmen.

Action Item	<p>Motion to accept the revised roster for the Employee Food Safety Training Committee as follows: (Jackson / Huffman)</p> <ul style="list-style-type: none"> • Add Alexis Barajas as a voting member for Regulatory-State, replacing Matthew Walker. • Add Emilee Follett as a voting member for Industry-Support, replacing Bryan Chapman. • Remove Cris Hernandez, Alternate, who declined to serve on this committee due to other CFP committee commitments.
	Above motion passed with no objections and no abstentions.

Acknowledgment of the Employee Food Safety Training Committee report is included in agenda item 2.2.

2.2.4 Food Defense Committee

There is no Board action required.

Acknowledgment of the Food Defense Committee report is included in agenda item 2.2.

2.2.5 Food Safety Management System (FSMS) Committee

There is no Board action required.

Acknowledgment of the Food Safety Defense Committee report is included in agenda item 2.2.

2.2.6 Local Regulatory Representation Committee

The Local Regulatory Representation Committee requests changes to its leadership by replacing Bridget Sweet with Joetta DeFrancesco and moving Bridget to alternate position. It was further reported that the committee is on track to complete their charges.

Discussion points:

- The Constitution and Bylaws/Procedures Chair clarified the following:
 - The term “Co-Chair” does not exist in CFP governing documents; CFP committee leadership positions include only the positions of “chair” and “vice chair.”
 - A committee requires a 2/3 vote to recommend removal of a member; if passed with that vote margin, the committee recommendation is then returned to the Board for approval.
- Bridget Sweet has been unavailable due to a career change.

Action Item	<p>Motion to accept the following roster changes for the Local Regulatory Representation Committee: (Johnson / Graham)</p> <ul style="list-style-type: none"> • Appoint Joetta DeFrancesco as Committee Vice Chair. • Change Pieter Sheehan designation from Committee Co-Chair to Chair. • Move Bridget Sweet to alternate member. <p><i>Note: this motion was edited by the Conference Chair to add clarity regarding committee leadership.</i></p>
	Above motion passed with 17 votes in favor, no objections, and no abstentions.

Acknowledgment of the Local Regulatory Representation Committee report is included in agenda item 2.2.

2.3 Council III Report – Donald Schaffner and Chip Manuel

Don Schaffner, Council III Chair, provided an overview of Council III committee activities and outlined requested roster changes; these changes are addressed below for each committee.

Action Item	<p>Motion to acknowledge the Council III Periodic Report and all four (4) Council III committee reports, including: (Johnson / Nicholson Kramer)</p> <ul style="list-style-type: none"> • Disinfection of Food Contact Surfaces Committee • Evaluation of Intended Use Hazards During Retail Meat Grinding Committee • Retail Sushi HACCP Plan Standardization Committee • Safe Use of Reusable Container Committee <p><i>Note: approval of any committee roster change was addressed via a separate motion for each committee as noted below.</i></p>
	Above motion passed with no objections and no abstentions.

2.3.1 Disinfection of Food Contact Surfaces Committee

Board action required to amend the roster as noted in the motion below.

Action Item	<p>Motion to accept roster changes of the Disinfection of Food Contact Surfaces Committee as follows: (Jackson / Daniels)</p> <ul style="list-style-type: none"> • Add Katie Leach from Stop and Shop as a new alternate. • Change Carol Culbert’s constituency from Regulatory-Local to Emeritus.
	Above motion passed with no objections and no abstentions.

Acknowledgment of the Disinfection of Food Contact Surfaces Committee report is included in agenda item 2.3.

2.3.2 Evaluation of Intended Use Hazards During Retail Meat Grinding Committee

Board action required to amend the roster as noted in the motion below.

Action Item	Motion to accept roster changes for the Evaluation of Intended Use Hazards During Retail Meat Grinding Committee as follows: (Johnson / Jackson)
	<ul style="list-style-type: none"> Change Michael Otzelberger’s constituency from Regulatory-Local to Regulatory-State.
Above motion passed with no objections and no abstentions.	

Acknowledgment of the Intended Use Hazards During Retail Meat Grinding Committee report is included in agenda item 2.3.

2.3.3 Retail Sushi HACCP Plan Standardization Committee

No Board action required.

Acknowledgment of the Retail Sushi HACCP Plan Standardization Committee report is included in agenda item 2.3.

2.3.4 Safe Use of Reusable Container Committee

No Board action required.

Acknowledgment of the Safe Use of Reusable Container Committee report is included in agenda item 2.3.

3. Standing Committee Reports (Binder 3)

Note: Standing Committee reports that do NOT require Board action are included in the Consent Calendar approved via agenda item 1.4.1b.

3.1 Audit Committee – Danny Follette

The Audit Committee report was also discussed in conjunction with the Executive Treasurer Report in agenda item 1.8.2.

Action Items	In agenda item 1.8.2, a motion was passed to table discussion of the financial audit until agenda item 3.1, Audit Committee report.
	Motion to remove the Audit Committee report from the table and resume discussion (Lawrence / Huffman)
	Motion passed with 15 votes in the affirmative, no objections, and 3 abstentions.

Danny Follette, Audit Committee Chair, gave a brief overview of their report requesting Board action on selecting a firm to conduct a routine financial audit. The committee agrees with the Executive Treasurer’s recommendation to hire Morse & Co. of Tulsa, OK to conduct the audit.

Discussion points and questions:

- Does it matter in which state the audit occurs?
 - CFP is incorporated in one state and have staff working from other states. There is nothing in our governing documents that places any restrictions on where the audit should occur.
 - Historically, CFP finds an audit firm in close proximity to the Executive Treasurer to facilitate sharing of required information; the last audit was conducted in Oregon where the previous Executive Treasurer resided.
- The current Executive Treasurer is stepping down after the 2023 Biennial Meeting. Historically, we complete a full audit when transitioning from one Executive Treasurer to the next. It was suggested that we inquire of Morse & Co. if they would give us a discount rate for conducting both audits.

Action Items	Motion to accept the recommendation of the Executive Treasurer and the Audit Committee to hire the company of Morse & Co. located in Tulsa, OK to conduct a financial audit. (Lawrence / Huffman)
	Above motion passed with 14 votes in the affirmative, no objections, and 3 abstentions.
	<input type="checkbox"/> The Executive Treasurer will initiate the financial audit and investigate the possibility of a price discount with Morse & Co. if we use them in 2023 to conduct another audit when we transition to a new Executive Treasurer.

3.2 Constitution, Bylaws, and Procedures (CB&P) Committee – Davene Sarrocco-Smith

Davene Sarrocco-Smith, Constitution and Bylaws/Procedures Chair gave an overview of her written report and the requested Board action items.

Board action is requested as follows:

- Assign a Constitution, Bylaws, and Procedures (CB&P) Committee member to the Local Regulatory Committee; per the Constitution and Bylaws/Procedure Chair, this can be handled without Board action.
- Approve adding Nikki Burns-Savage to the CB&P Committee roster; she was inadvertently left off the original roster.
- Change the constituency for CB&P Committee Vice Chair Sean Dunleavy from Regulatory-State to Emeritus.
- Issue 2020-II-006 dictates a recurring task that must be included in the Constitution and Bylaws; the committee has reworded that charge and is requesting Board approval of the new language.

Action Item	Motion to approve the following roster changes to the Constitution, Bylaws, and Procedures (CB&P) Committee: (Daniels / Lawrence)
	<ul style="list-style-type: none"> • Add Nikki Burns-Savage as a voting member representing the Local Regulatory Representation Committee. • Change CB&P Committee Vice Chair Sean Dunleavy’s constituency from Regulatory-State to Emeritus.
	Above motion passed with no objections and no abstentions.

The CB&P Committee requests feedback from the Board on draft changes for the Constitution and Bylaws, Article XVI, Section 3, to be submitted as an Issue for the 2023 Biennial Meeting; proposed language to be added is indicated below in underline format:

Article XVI Duties and Responsibilities of Committees

Section 3. The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws. The Committee shall review proposed memorandums of understanding and ensure consistency among governing documents such as the Constitution and Bylaws, the CFP Biennial Meeting/Procedures document, and other governing documents.

Subsection 1. The governing documents to be reviewed on a recurrent basis every biennium, prioritized in this manner:

- a. CFP Constitution*
- b. CFP Biennial Meeting/Procedures document*
- c. Position descriptions*
- d. Policy documents*

Subsection 2. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Discussion points and questions on the above proposal:

- How does this suggested language overlap with the ad hoc committee to be created for the 2023-2025 biennium (see motion to establish this ad hoc committee in agenda item 1.8.3)?
- Should individual committees be tasked with reviewing policy documents related to their activities, rather than all documents being reviewed solely by the CB&P Committee?
- Suggest rewording to indicate “at least one governing document to be reviewed each biennium.”

- What is the exact content of “administrative policies”?
 - The Constitution and Bylaws/Procedures Chair will create a list of administrative policies for reference.
- Discussion in agenda item 1.8.3 regarding the priority of document review resulted in placing “policy documents” as a priority higher than “position descriptions.” As such the proposed priority listing to include in the proposed revision to the Constitution and Bylaws, Article XVI, Section 3, is now as follows:
 1. Constitution and Bylaws
 2. Meeting procedures
 3. Policy documents
 4. Position descriptions

Action Items	Motion to table approving revised language for the Constitution and Bylaws Article XVI, Section 3, to allow the Constitution, Bylaws, and Procedures (CB&P) Committee to continue working on language and to bring back a final draft for Board review and approval via e-vote prior to the Fall Board Meeting. (Daniels / Johnson)
	Above motion passed with no objections and no abstentions.
	Motion to acknowledge the Constitution, Bylaws, and Procedures (CB&P) Committee report. (Sanchez / Graham)
	Above motion passed with no objections and no abstentions.
	<input type="checkbox"/> Constitution and Bylaws/Procedures Chair to create a list of existing administrative policies. <input type="checkbox"/> CB&P Committee to continue work on draft language to revise the Constitution and Bylaws Article XVI, Section 3, and return with a final draft for review and approval by e-vote prior to the Fall 2022 Board Meeting.

3.3 Finance Committee – Terry Levee

See also discussion in agenda item 5.2, Set Registration Fee for the 2023 Biennial Meeting and Workshop.

Terry Levee, Finance Committee Chair, stated that his report will need to be updated with corrections. To date, the committee has been focused on the search for long-term investments for the Conference. They faced challenges in finding a wealth management firm willing to work with the amount of funds available to invest. Eventually, three (3) firms were identified willing to submit a proposal; and that has been narrowed down to two (2). The committee hopes to have a final recommendation in the coming weeks to submit with their corrected report for an e-vote.

Discussion points and questions:

- What is the vision of CFP’s investment strategies?
 - The strategy is to place money in reserves in the event of future lean years and to help support “scholarship” expenses should grant funding no longer be available.
 - With a 3- to 5-year investment strategy, the plan is to invest 70% of our funds for growth and retain 30% as liquid assets to pay for any upcoming biennial meeting expenses and staff salaries. Net proceeds from the 2023 Biennial Meeting would be retained as liquid funds.
 - The goal is diversification but with a cautious strategy.
- Have moral and ethical considerations been used in deciding on specific investments? CFP needs to be prepared that we may lose members or sponsors if we invest in some sectors.
 - To date, the only caveat discussed by the Finance Committee has been “no tobacco.”
- Have conflict of interest concerns been addressed? Should CFP invest in the retail food sector as this could be considered a conflict of interest?
 - The potential for conflict of interest has been discussed by the committee but removing retail food and food manufacturing sectors limit our options.
 - If we invest in “funds” rather than specific stocks, it should limit concerns about conflict of interest.

- Policy statements will be needed to “protect” the Board, the executive staff, and the investments.
- Is there a “fail safe” guaranteeing that losses are minimized?
 - Management of CFP funds would be handled by financial advisors with oversight from the CFP Finance Committee. Any parameters would be established in conjunction with our financial advisors, and it would be the job of the advisors to notify CFP when a change in investments is needed.
- Should we consider establishing a “blind trust”? In doing so, the Board would place high-level goals and strategies, then allow advisors to make decisions without returning to the Board for each transaction.
- Establishing an endowment is also under consideration and assistance may be available from our Academic members.
- Questions were asked related to the Strategic Planning Committee (SPC) working with the Finance Committee:
 - What are CFP’s overall “goals”?
 - The SPC had many questions regarding CFP’s goals for financial and membership growth.
 - Should the SPC Chair be automatically included as a member of the Finance Committee?
 - Consideration should be given to adding a charge to the Finance Committee to work with the SPC and the Program Committee.
 - Has the Finance Committee been involved with SPC discussions regarding the 2023 Biennial Meeting?
 - The Finance Committee Chair has participated in SPC meetings, but committee members have not participated due to their focus on investments.
 - The short-term financial goal is to determine the right investment strategy then select the advisor that fits that strategy.
- What is the strategy for the Finance Committee to complete their other charges?
 - Their other tasks are “rolling charges” such as developing a budget with the Executive Treasurer, reporting to the Board, and updating policies as needed.
 - The Finance Committee Chair is in frequent communication with the Executive Treasurer and the Executive Director.

Action Items	Motion to acknowledge the Finance Committee’s verbal report with the request for further investigation of investing monies for long-term growth. (Nicholson Kramer / Johnson)
	Above motion approved with no objections and 3 abstentions; all other votes were considered to be in the affirmative.
	<input type="checkbox"/> Finance Committee to continue investigating options for long-term investments and report findings back to the Board. <input type="checkbox"/> Finance Committee to draft any required policy statements to accompany the implementation of any investment strategy.

3.4 Issue Committee – Patrick Guzzle

See also discussion in agenda item 3.7, Program Committee.

Patrick Guzzle, Issue Chair, provided an overview of the committee report and their requests for Board action.

The revised “*Issue Preparation & Review – Process & Checklist*” document supports the 2023 Issue submission process. Prior to this meeting, concerns were raised about the inclusion of hyperlinks to specific documents on the CFP website because links change when edits are made to source documents; therefore, hyperlinks may be removed and reference added to aid in finding specific documents on the CFP website.

The Issue Committee requests Board action on the following:

- 1) Approve the proposed Issue process calendar included in the 2023 “*Issue Preparation & Review – Process & Checklist*” document.

Proposed dates adhere to deadlines mandated by the Constitution and Bylaws. Some dates that are NOT mandated do not align exactly with the CFP Biennial (Master) Calendar. In those situations, the Issue Committee proposed alternate dates because they believe this will offer greater flexibility to complete assigned charges.

- 2) Approve amended language in the revised 2023 *“Issue Preparation & Review – Process & Checklist”* document.

For ease of review, all amended language is in red font and in underline and strikethrough format.

Discussion points:

- Positive comments were expressed on the added explanation for submitting Issues addressing “conceptual” changes to the Food Code rather than submitting extensive language changes (see page 10, item C.5.b, in the 2023 *“Issue Preparation & Review – Process & Checklist”* document).
- Concerns were raised about matching the timeline and dates with the Biennial (Master) Calendar.
 - Date at the top of page 3 should indicate 12/19/2022 as the opening date of Issue submission with a closing date of 01/23/2023.
 - The Constitution and Bylaws, Article II, Section 4, mandates the following:
 - Issue shall be submitted at least 90 days preceding the Biennial Meeting.
 - Issues must be made available to members at least 40 days preceding of the Biennial Meeting.
- The Program Committee (agenda item 3.7) recommends developing “concepts” for the Workshop agenda based on Issues submitted for deliberation. In this proposal, the agenda would be based on concepts and NOT focused on specific Issue submissions. Closing Issue submission in late January would create a hardship for establishing the Workshop agenda.
 - Concerns were expressed that “selecting” some Issue topics could be problematic because other Issues are not selected. Could this be interpreted as “leading” our council members towards a specific conclusion?
 - It was suggested we showcase the activities of CFP committees in the Workshop rather than Issue submissions. Doing so would reinforce how an Issue from a previous biennial meeting can result in ongoing activity and resolution using the CFP process.
 - It was agreed that the Program Committee and the Issue Committee would collaborate during the Issue review process to develop Workshop concepts.

Action Items	Motion to approve the proposed 2023 <i>“Issue Preparation & Review – Process and Checklist”</i> guidance document with the following edits: (Rossow / Johnson) <ul style="list-style-type: none"> • Remove hyperlinks. • Correct the date of the Issue submission process opening to 12/19/2022. • Remove the Issue Committee’s internal note from page 23. In addition, the Issue Committee and the Program Committee will collaborate during the Issue review process to develop topics and concepts for the Workshop agenda.
	Above motion passed with no objections and no abstentions.
	Motion to acknowledge the Issue Committee Report. (Jackson / Huffman)
	Above motion passed with no objections and no abstentions.
	<input type="checkbox"/> Issue Committee to further edit the guidance document to remove hyperlinks, make corrections, and to ensure Issue related deadline dates conform with the Biennial (Master) Calendar. <input type="checkbox"/> Issue Committee to collaborate with the Program Committee during the Issue review process to develop topics and concepts for the Workshop agenda.

3.5 Food Protection Manager Certification Committee (FPMCC) – Susan Quam

See also agenda item 1.10.1 regarding the proposed revision to the CFP-ANSI Contract.

Food Protection Manager Certification Committee (FPMCC) report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).
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3.6 Nominating Committee – David Lawrence

Nominating Committee report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

3.7 Program Committee – Ben Chapman

See also discussion in agenda item 3.4, Issue Committee.

Ben Chapman, Program Chair, provided an overview of committee activities to date. The committee has reviewed the comments submitted after the 2021 Virtual Workshop and thought about how to approach the program differently and how to effectively blend virtual sessions with an in-person component.

The Program Committee is seeking input on the following:

- What sessions to offer the week before the biennial meeting using a hybrid, multi-media format?
- If some sessions are held in the preceding week, do we bring these online presenters to the in-person biennial meeting to serve as resources during council deliberation?
- Do we survey CFP members in the fall about potential issues (e.g., Are you planning on submitting an issue? If so, what is the general topic?) and use the results to investigate program presenters?

Action Item	Motion to table acknowledgement of the Program Committee report until after the discussion of the Strategic Planning Committee (SPC) report. (Sanchez / Nicholson Kramer)
	Above motion passed with no objections and no abstentions.

See also discussion in agenda item 3.11, Strategic Planning Committee (SPC).

Action Item	Motion to remove the Program Committee report from the table and resume discussion. (Johnson / Graham)
	With an understanding the above motion allows discussion, a vote was not taken.

The current plan for the Workshop is to identify a week in March 2023 and provide three (3) 90-minute webinars offering a minimum of 4.5 hours of continuing education (and up to 6 hours with additional reading assignments). One concept under consideration is to identify “emerging topics” based on Issue submissions and to provide educational opportunities around these concerns.

Discussion points and questions:

- The Workshop is a good way to engage the general member and attract new people to our biennial meeting.
- Selection of the topics, expert speakers, and the specific information to be delivered needs to be carefully examined.
- Ensure Workshop speakers are made aware that their task is to educate and not to sell, promote, or sway council deliberations in a specific direction.
- Regarding the concept to review submitted Issues to develop the Workshop agenda:
 - See also comments addressed in agenda item 3.4, Issue Committee.
 - Concerns were expressed about potential bias and conflict of interest:
 - Bias can be intentional or unintentional (unconscious). In council deliberations, we need to always maintain the integrity of the Conference process.
 - Speakers should NOT be connected with an Issue that is submitted.
 - Program development ideas:

- Review Issues from the most recent biennial meeting that had robust debate and deliberation; however, if the Issue is to be presented again, this could be perceived as bias.
- Establish the program content in advance of the Issue submission deadline to prevent the perception of bias.
- We should steer away from Issue submitters as Workshop presenters but look to outside experts to speak on the topics identified in Issues.
- The intent of using Issue submission to develop the educational program is to link “the discussion of the day” with the biennial meeting.
 - For example, in Council III, council members may not have been previously exposed to the science behind an Issue they are being asked to deliberate.
 - If multiple Issues are submitted on a single concept, this could be a good topic to add to the Workshop agenda to help explain the underlying science.
 - “Process” topics from submitted Issues could be part of the Workshop agenda (e.g., GRAS, allergens). Getting background information in advance can help enhance council deliberations.
- A membership survey for Workshop topics could be conducted in September 2022 and then results brought to the Board at the meeting in October.
- How will the biennial meeting program incorporate federal agency and committee reports?
 - Committee reports/updates and federal agency reports will be presented on Tuesday morning during the 2023 Biennial Meeting.

Ben thanked the Board for their input and believes he has the information needed to move forward.

Action Items	Motion to acknowledge the Program Committee report. (Johnson / Rossow)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> The Program Committee will use feedback from this meeting to move forward with planning the Workshop and biennial meeting program; recommendations will be included in their next report to the Board.
	<input type="checkbox"/> The Program Committee will work with the Issue Committee to help identify Workshop topics.
	<input type="checkbox"/> The Program Committee will address concerns to ensure minimizing any bias in Workshop topics.

3.8 Program Standards Committee (PSC) – Angie Wheeler

Angie Wheeler, Program Standards Committee (PSC) Chair, provided an overview of the committee report along with activities of the five (5) subcommittees, and requested approval of changes to their roster as indicated in the motion below.

Action Item	Motion to acknowledge the Program Standards Committee report and approve the roster changes as follows: (Johnson / McMahan) <ul style="list-style-type: none"> • Add DeBrena Hilton, Co-Vice Chair. • Add Lindy Wiedmeyer, Regulatory-Local voting member. • Add Evelin Pollock, Regulatory-Local non-voting alternate member. • Add Yolanda Woods, Regulatory-Local non-voting alternate member. • Add Brandon Morrill, Regulatory-Local non-voting alternate member.
	Above motion passed with no objections and no abstentions.

3.9 Publications Committee – Gina Nicholson Kramer and Tim Tewksbary

Publications Committee report was extracted from the Consent Calendar (see agenda item 1.4.1b).

Gina Nicholson Kramer and Tim Tewksbary, Publication Committee Co-Chairs, presented an overview of their committee report. They clarified the intent of two (2) untitled pages attached to their report but not addressed in the report narrative.

The first page attached to the committee report includes the following statement:

For any CFP Committee submitting a final draft publication or guidance document for dissemination to the public Charge to be added to all issues with documents needed to be posted on CFP website: "Submit to the CFP Executive Board and Publications Committee a copy of the final draft document for review, minor/non-content edits, and dissemination according to the Publication Committees charge and guidelines, along with removal and/or updating of existing documents and guidance already post to CFP's website."

Discussion points and questions:

- Is the above statement a charge for the Publications Committee OR is it intended to be added as a charge to any committee tasked with the development of a guidance document?
 - The statement is NOT intended to be a charge for the Publications Committee.
 - This statement is intended to be included with EACH Issue "recommended solution" that references publication of a guidance document.
 - Adding this verbiage to the final Issue recommendation during council deliberations can be difficult and time-consuming if additional motions and amendments are required.
 - The intent is that, during final Issue review, the Issue Chair and Council Chairs will ensure this statement is included in the Issue recommended solution as presented to the council.
 - The statement should include reference to submitting an EDITIBLE version of the document along with a PDF to the Publications Committee for review. It is difficult to effectively edit a PDF, but viewing the PDF ensures that the reviewer sees the document exactly as intended by the committee.
 - The Publications Committee should work with the Issue Committee to clarify the process to ensure that any required statement is included in the Issue final recommended solution.
- This statement was intended to clarify that the "final draft" of any document is to go to the Publications Committee for review and minor content edits prior to publication.
 - Does CFP define the term "final draft"?
 - The Publications Committee Chair clarified that there is a "rough draft" and a "final draft" of all guidance documents; the committee wants the "final draft" to be submitted for their review.
 - Is the "final draft" the version that is created AFTER a document is approved by the Assembly of Delegates?
 - Yes, the intent is for the Publications Committee to review guidance documents and reports that have been approved by the Assembly of Delegates prior to posting on the CFP website. Guidance documents not approved by the Conference would not proceed to a review by the Publications Committee.
 - Is this new request duplicative of what is already required? Council Chairs are already required to ensure the following statement is part of any Issue recommended solution with a content document:

"The Conference recommends... Authorizing the Conference to make any necessary edits prior to posting the document to assure consistency of format and non-technical content; edits will not affect the technical content of the document."
- How does the Publications Committee recommended statement link with the requirement for a committee chair to submit an "Information Template" for all Conference developed guides and documents?
 - The requirement to submit an "Information Template" was approved by the Board in April 2020. The template provides a brief summary of the document's content to enhance the narrative on our website to make it more informative and user-friendly.
- "Conference Developed Guidance Documents" is the term used on the CFP website. Should we be consistent in use of terminology?
 - According to the Publication Committee, they are asked to review many different types of documents. They prefer to use the general term of "existing guidance documents" so it does not tie us to the current website terminology.
- What is the mechanism for reviewing and updating documents already posted to the web?

- The Constitution and Bylaws/Procedures Chair suggested changing the final sentence in the proposed statement to read: "...updating of existing guidance documents already posted to CFP's website."
- In agenda item 1.8.3, the Executive Assistant's report includes suggested charges for an ad hoc committee to review archiving policies; this includes a charge to establish a process to review existing content on the CFP website.
- Do all documents require Board approval prior to posting on the CFP website?
 - The Constitution and Bylaws, Article XVI, Section 11, addresses the process for approve documents for publication:
The Publications Committee shall report to the Board and make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

The Issue Committee will work with the Publications Committee to finalize the language for addition into the Issue Preparation & Review document and return to the October 2022 meeting with a final recommendation.

Clarification was requested as to the untitled list of organizations and websites attached to the committee report. It was clarified that this is a working document created by the Publication Committee in response to the committee charge to:

"...address how Conference for Food Protection publications are disseminated to ensure that all publications are distributed and communicated equally and adequately to reach the applicable constituency groups."

Action Items	Motion to acknowledge the Publications Committee periodic report. (Huffman / Daniels)
	Above motion passed with no objections and no abstentions.
	<input type="checkbox"/> Publications Committee and Issue Committee to finalize language for inclusion into the Issue Preparation & Review document for approval by the Board at the October 2022 meeting: <i>For any CFP Committee submitting a final draft publication or guidance document for dissemination to the public</i> <i>Charge to be added to all issues with documents needed to be posted on CFP website:</i> <i>"Submit to the CFP Executive Board and Publications Committee a copy of the final draft document for review, minor/non-content edits, and dissemination according to the Publication Committees charge and guidelines, along with removal and/or updating of existing documents and guidance already posted to CFP's website."</i>

3.10 Resolutions Committee – Chirag Bhatt – *no report required at this time*

3.11 Strategic Planning Committee (SPC) – Keith Jackson and Amber Daniels

See also discussion in agenda item 5.2, Set Registration Fee for the 2023 Biennial Meeting and Workshop.

Keith Jackson and Amber Daniels, Strategic Planning Committee (SPC) Co-Chairs, provided an overview of the SPC activities.

The Committee has been focused on the "special charge" assigned by the Board to the SPC, Finance Committee, and Program Committee, to take the August 2021 Biennial Meeting survey results and provide suggestions for the upcoming 2023 Biennial Meeting. Based on this survey, the consensus is that the CFP membership strongly supports a multi-media (hybrid) approach for biennial meetings.

The SPC offered the following recommendations for the Board's consideration:

Recommendation 1:

1. Plan for a 100% virtual 2023 CFP Educational Workshop
2. Plan for a two-ticket option to attend the 2023 CFP Biennial Meeting; ticket recommendations are as follows:
 - a) In Person, All Access Ticket, to include:
 - i. Educational Workshop (virtual)

- ii. *Biennial Opening Session (in person)*
- iii. *Council Sessions (in person)*
- iv. *Caucus Sessions (in person)*
- v. *Networking (in person)*
- vi. *Assembly of Delegates (in person)*
- b) *Remote Only, Limited Access Ticket to include:*
 - i. *Educational Workshop (virtual)*
 - ii. *Biennial Opening Session (livestream; no participation)*
 - iii. *Council Sessions (App Updates)*
 - iv. *Assembly of Delegates (livestream; no participation)*

Recommendation 2:

Charge the Finance Committee to determine Discount Options to cover the proposed TWO ticket options from Recommendation 1, which could be as follows:

1. *Option #1 Discount*
 - a). *Discounted In Person, All Access ticket (incentive for in person attendance)*
 - b) *Full price for Remote Only, Limited Access, Remote Only Ticket*
2. *Option #2 Discount*
 - a) *Discounted Remote Only, Limited Access ticket (incentive for membership numbers)*
 - b) *Full price In Person, All Access ticket*

Recommendation 3:

Charge the Digital Engagement Committee to source a platform for a LIVE Broadcast of the Biennial Meeting and update the Meeting App in conjunction with the LIVE Streaming Options.

Discussion points and questions:

- The Finance Committee will meet in the coming weeks and can add discussion of these recommendations to their agenda.
- What is the possibility of livestreaming council sessions? Council deliberations are what CFP is all about and only hearing the final outcome of the Issue recommendations limits one's exposure to the CFP process.
 - Until we understand the capabilities and costs of livestreaming events, it is difficult to include this as an option.
- Participation is key and it's all about how we market our event and organization. We need to address "Why should I attend?" and "If you can't attend, here are your options..."
- Consider adding the "Committee Formation" session to the multi-media option to encourage recruitment of committee volunteers from virtual attendees.
- A multi-media (hybrid) option adds challenges:
 - The need to consider time zone differences into the meeting times.
 - Finances and our contract with the Houston hotel in 2023: we need to have enough people attending in person to meet our contractual obligations (e.g., 1,600 room nights over the week).
 - What is the total cost of adding a multi-media component?
 - How many attendees/companies/agencies will opt ONLY for the multi-media option to save on travel and lodging expenses? Would a virtual platform "cannibalize" the event if too many people opt out of attending in person? How would a change in attendance categories impact the overall budget?
 - How many virtual attendees will "share" their meeting access with colleagues thereby reducing our registration numbers (and income) even more?
 - All decisions need to be based on a sound financial basis.
- Ideas to consider:
 - Offer as many sessions as possible virtually to help shorten the "in-person" week and save on travel and lodging expenses.
 - Council Sessions could be recorded for later broadcasting, but NOT livestreamed.
 - Offer a discounted "virtual attendance" and/or membership as an "accompanying colleague" option with a paid in-person attendee.
 - With every 4 registrations, the 5th registration is complimentary.
 - Offer first-time attendees a one-time, discounted registration fee.

- Offer a “group” registration option at a higher fee for the virtual events.
- The virtual option should be part of a long-term strategy for maintaining and growing membership.
- We are financially stable now because of Sustaining Sponsorships; NOT because of membership. We need to be careful about making changes that could possibly drive away our sponsors.
 - It is very difficult to retain sponsors; growing sponsorship numbers is even more difficult.
 - Consider enhancing Sustaining Sponsorship benefits by ADDING complimentary “memberships” (membership only; not additional complimentary meeting registration); doing so would increase available members for participation on committees and allow succession planning for the sponsors to ensure ongoing participation in CFP.
- IAFP has experience in hybrid events and it was suggested CFP reach out to them.
- A comparison and cross-reference of 2018 registration numbers with 2021 attendance may help in answering some concerns regarding participation attrition with a virtual event.

Suggested steps forward:

- Determine what will be broadcast virtually.
- Establish the minimum events required to make a multi-media event meaningful for an attendee.
- Obtain price quotes.
- Reconvene as a Board no later than July to determine final registration pricing.

Action Items	<p>Motion to move forward as follows: (Rossow / Johnson).</p> <p>1) Implement the Strategic Planning Committee (SPC) recommendation #1 in its entirety; this recommendation includes the following:</p> <ol style="list-style-type: none"> 1. Plan for a 100% virtual 2023 CFP Educational Workshop 2. Plan for a two-ticket option to attend the 2023 CFP Biennial Meeting; ticket recommendations are as follows: <ol style="list-style-type: none"> a) In Person, All Access Ticket, to include: <ol style="list-style-type: none"> i. Educational Workshop (virtual) ii. Biennial Opening Session (in person) iii. Council Sessions (in person) iv. Caucus Sessions (in person) v. Networking (in person) vi. Assembly of Delegates (in person) b) Remote Only, Limited Access Ticket to include: <ol style="list-style-type: none"> i. Educational Workshop (virtual) ii. Biennial Opening Session (livestream; no participation) iii. Council Sessions (App Updates) iv. Assembly of Delegates (livestream; no participation) <p>2) The Executive Director is to obtain cost estimates for various “a la carte” options for adding additional remote sessions to the limited access ticket (e.g., adding voting caucus sessions).</p> <p>3) Cost estimates for virtual and livestreaming sessions to be obtained no later than 05/20/2022.</p>
	<p>Above motion passed with 15 votes in the affirmative, no objections, and 6 abstentions.</p>
	<p><input type="checkbox"/> Executive Director to obtain “a la carte” price quotes for multi-media platform options by 05/20/2022.</p> <p><input type="checkbox"/> Reconvene virtually as a Board in July 2022 to determine final registration categories and pricing for the 2023 Biennial Meeting.</p>

Continued discussion was held regarding needed recommendations from the Digital Engagement Committee to search for a livestreaming platform to add to the multi-media component.

Action Items	Motion to accept the Strategic Planning Committee (SPC) recommendation #3 in its entirety: (Nicholson Kramer / Johnson) <i>Charge the Digital Engagement Committee to source a platform for a LIVE broadcast of the 2023 Biennial Meeting and update the Meeting App in conjunction with the LIVE streaming options.</i>
	Motion passed with no objections, and 4 abstentions; all other votes were considered to be in the affirmative.
	<input type="checkbox"/> Digital Engagement Committee to source a platform for a LIVE broadcast of the biennial meeting. <input type="checkbox"/> Digital Engagement Committee to update the Meeting App in conjunction with the livestreaming options.

Action Item	Motion to acknowledge the Strategic Planning Committee (SPC) report. (Lawrence / Rossow)
	Above motion passed with no objections and no abstentions.

4. Special Committees and Reports (Binder 4)

4.1 Sponsorship Committee – Eric Moore and James O’Donnell, Co-Chairs

Eric Moore and James O’Donnell, Sponsorship Committee Co-Chairs, reported on activities of the Sponsorship Committee and their recommendations to date.

A survey was conducted of past sponsors and the consensus was that recognition at the August 2021 Biennial Meeting was adequate considering limitations of an all-virtual meeting. However, the committee would like to provide better digital recognition for our sponsors in future and believes that services offered with the Wild Apricot platform will help fill this need.

CFP “sponsorship” at a biennial meeting includes two (2) categories:

- Sustaining Sponsorship – traditional program with Titanium, Gold, Silver, and Bronze levels.
- Event/Service Support Donations – new program implemented in 2020 to offset the cost of services such as Wi-Fi, mobile app, AV, and receptions.

Regarding Sustaining Sponsorship, there was unanimous agreement on the committee for the following two (2) recommendations:

1. NO changes to the four (4) Sustaining Sponsorship levels (i.e., Titanium, Gold, Silver, and Bronze); and
2. Discontinue the Workshop “discount” as a benefit to Sustaining Sponsors.

Note: ALL Sustaining Sponsorship levels receive the following benefits:

- ✓ *Prominent listing in the digital program book and Mobil App for the biennial meeting.*
- ✓ *Signs indicating participation as a Sponsor.*
- ✓ *Ribbons for all personnel attending the biennial meeting.*
- ✓ *Visibility – attendees will notice the Sponsor’s participation again and again.*

In addition, Sustaining Sponsorship levels include the following:

- ✓ *Titanium (contribution of \$5,000 or more): 3 complimentary registrations for the biennial meeting and a 1-page logo ad in the digital program book.*
- ✓ *Gold (contribution of \$3,000 to \$4,999): 2 complimentary registrations for the biennial meeting and a half-page logo ad in the digital program book.*
- ✓ *Silver (contribution of \$2,000 to \$2,999): 1 complimentary registration for the biennial meeting and a quarter-page logo ad in the digital program book.*
- ✓ *Bronze (contribution of \$1,000 to \$1,999); no additional benefits other than those listed above for ALL Sustaining Sponsorship levels.*

The Event/Service Support Donation program was new for the last biennial meeting. In retrospect, it was considered to be “too much” and the requested dollar amounts were too high; only two (2) companies participated in this program at the 2021 meeting raising a total of \$7,500.

The committee has simplified the Event/Service Support Donation options and recommends the following:

- Remove AM/PM Break options – the committee recommends that these options could be offered by the Local Arrangements Committee (LAC) as sponsorship opportunities for local businesses.
- Highlight lower financial commitments through “shared support” options rather than placing focus on the larger dollar “sole supporter” option.
- Revise all pricing to try and drive greater participation.

The following chart represents the Sponsorship Committee’s recommendation for Event/Service Support Donations:

2023 Event/Service Support Donations							
Event/Service Type	Shared Supporter Amount					Sole Supporter	Recognition
Conference WIFI	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$7,500.00	Wi-Fi Sign-In and Table & Instructional Recognition
Conference Mobil App	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$7,500.00	Special In-App and Table & Instructional Recognition
Audio-Visual Services	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00	Special In-App & “On Screen” Recognition
Opening Reception	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00	Table Top Signage During Event
Local Arrangements Committee Reception	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00	Table Top Signage During Event
Council Appreciation Lunch	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00	Table Top Signage During Event

Discussion points and questions:

- Will the LAC now be requested to find their own sponsors?
 - The LAC has traditionally sought their own sponsors. All collateral content developed by the Sponsorship Committee will be shared with the LAC once these materials are developed.
- Under the Sponsorship Committee’s proposal, the complimentary registrations offered to Sustaining Sponsors will NOT include the workshop:
 - Complimentary registrations offered to Sustaining Sponsors is “Biennial Meeting ONLY” (including membership).
 - There is to be NO “discounted” sponsor price offered for the Workshop.
 - If approved, this will require offering a “Biennial Meeting ONLY” registration option and a “Workshop ONLY” registration option.

The Sponsorship Committee has two (2) requests for Board action:

1. Approve the two (2) recommendations regarding Sustaining Sponsorships.
2. Approve the Event/Service Support Donation program type and support amounts; the “recognition” column is not included in this request as additional editing is needed to help clarify.

Action Items	<p>Motion to: (Nicholson Kramer / Johnson)</p> <ol style="list-style-type: none"> 1) Approve the two (2) committee recommendations regarding Sustaining Sponsorship, as follows: <ol style="list-style-type: none"> a. Make NO change to the four (4) Sustaining Sponsorship levels (i.e., Titanium, Gold, Silver, and Bronze); and b. Discontinue the Workshop “discount” as a sponsorship benefit. 2) Approve the “2023 Event/Service Support Donations” chart, excluding the “recognition” column to enable further editing for clarity (chart included above). 3) Acknowledge the Sponsorship Committee report. <p><i>Note: this motion does NOT include approval of the chart titled: “2023 Local Arrangements Committee (LAC) Event/Service Support Donations.”</i></p>
	<p>Above motion approved with no objections, 3 abstentions; all other votes were considered to be in the affirmative.</p>
	<p><input type="checkbox"/> Sponsorship Committee will clarify the “recognition” column in the approved Event/Service Support Donation chart.</p>

	<input type="checkbox"/> Sponsorship Committee to develop collateral material such as registration forms, instructions for payment options, etc. once the biennial meeting registration platform is established. <input type="checkbox"/> Sponsorship Committee will commence recruitment of sponsors once collateral material is approved and the registration/payment platform is launched.
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4.2 Digital Engagement Committee – Chirag Bhatt and Vanessa Bussiere

Digital Engagement Committee report acknowledged by Consent Calendar motion (see agenda item 1.4.1b).

4.3 Local Arrangements Committee (LAC) – Chris Sparks and Deanna Copeland

Deanna Copeland, Local Arrangements Committee Co-Chair, provided an overview of the committee’s activities. She indicated they are off to a great start and highlighted their membership participation throughout Texas and with Industry.

The LAC has established subcommittees and meetings will begin in May. They are currently reaching out to partners such as the local convention and visitors bureau to review various options for the Houston reception venue.

Action Item	Motion to acknowledge the Local Arrangements Committee (LAC) report. (Daniels / Rossow)
	Above motion passed with no objections and no abstentions.

4.4 Compensation Committee – Keith Jackson

The Compensation Committee provided their report during Executive Session and documentation is not included in these minutes.

4.5 Federal Agency Reports

4.5.1 FDA – Glenda Lewis

Glenda Lewis provided a detailed report on the FDA response letter to CFP regarding recommendations from the Biennial Meeting held in August 2021:

- Part 1. Conference recommendations for changes to the FDA Food Code: out of 24 recommendations received, FDA conceptually agreed with 22, partially concurred with 1, and non-concurrence with 1 (Issue 2020-I-012; use limitations of untreated wood).
- Part 2. Conference recommendations requesting FDA to take actions other than Food Code changes (e.g., Retail Program Standards): out of 14 recommendations received, FDA concurred with 9, partially concurred with 3, non-concurrence with 1 (Issue 2020-I-012), and has further considerations on 1.
 - Of the 14 recommendations in Part 2: 10 were related to the Retail Program Standards; of those, FDA conceptually agreed with 6, partially concurred with 3, and has further considerations on 1.
- The FDA response letter is posted on the CFP website on the 2021 Biennial Meeting page.

The FDA would like to increase outreach to help CFP members better understand the rationale around the Issues and recommendations that come from CFP, and how that integrates into the process of Food Code development. The FDA is open to ideas on how to make any outreach more effective and educational.

FDA has adjusted the Food Code release cycle to be in even numbered years going forward. This will allow the release of a new version the year following each CFP Biennial Meeting. The next full edition is scheduled to be released in calendar year 2022.

The next scheduled edition of the Voluntary National Retail Food Regulatory Program Standards (NVRFRPS) is planned for calendar year 2022. There will be five (5) Self-Assessment/Verification Audit (SAVA) courses in 2022; and FDA is working with NEHA to develop a virtual course module to allow on-demand access to training in 2023. FDA is also supporting the 3-day virtual Retail Program Standards Symposium to be held in June 2022.

The FDA Office of Partnerships Retail Flexible Funding Objective Review Panel will be meeting in Mid-May 2022.

The Regulatory Association Collaborative application period ended April 22 and grantees will be awarded in July 2022.

Discussion points and questions:

- A thank you was expressed to the FDA for aligning their publication dates to the new biennial meeting cycle with meetings during the odd-numbered years.
- Consideration is still being given on how to best incorporate the recommendations for allergens into the Food Code.
 - Trade organizations may be willing to work with FDA to help create a consistent approach, especially in working with smaller operators.
 - Caution was expressed to remember that “distribution” is a major player in the food chain; for distributors, allergen information is their number one consumer inquiry.
 - How will FDA reach out to stakeholders on this topic?
 - The FDA appreciates input from the CFP Board because it includes all retail stakeholders.
 - The FDA will continue to use their standard method of outreach to solicit additional information and input from all stakeholders and partners.
 - The FDA has considered incorporating this as a consumer advisory, but all options are currently being considered.
- Does the FDA maintain the “criticality table” created many years ago by a CFP committee containing information on how to determine risk designation in the Food Code?
 - The FDA still uses this tool and is looking at how to make it more user friendly so it can be posted on the internet, and to expand the contained information to better explain the risk-based process in using the tool.

Action Item	Motion to acknowledge the FDA report. (Rossow / Jackson)
	Above motion passed with no objections and no abstentions.

4.5.2 USDA – Melvin Carter

Melvin Carter provided an overview of the USDA-FSIS written report.

FSIS has advisors actively participating on the following CFP committees:

- Council Committees:
 - Allergen Committee
 - Evaluation of Intended Use Hazards During Retail Meat Grinding Committee
 - Foodborne Illness Investigation Committee,
 - Food Defense Committee,
- Standing Committees:
 - Constitution, Bylaws, and Procedures Committee,
 - Program Committee,
 - Publications Committee.

Current USDA-FSIS outreach activities include:

- *Listeria monocytogenes (Lm)* deli best practices.
 - A summary of findings resulting from focus groups is available on the USDA’s Retail Guidance Webpage, and FSIS plans to update its Retail *Lm* Guideline.
- Grinding record requirements and intended use:
 - FSIS is developing targeted materials for addressing grinding record requirements for a variety of retail audiences.
 - In addition to working with the CFP “Intended Use” Committee, FSIS is working with the National Advisory Committee on Meat and Poultry Inspection (NACMPI) related to intended use and beef products. FSIS is continuing to consider options for addressing NACMPI recommendations.

FSIS continues to meet monthly with FDA to harmonize the language in the Food Code as it pertains to intact and non-intact meat (per CFP Issue 2020-I-032) and as it pertains to other

recommendations for meat, poultry, and processed egg products. As part of these efforts, FSIS is working with FDA to develop an “Intact Steak Decision Tree” for reference in the Food Code Annex.

Action Item	Motion to acknowledge the UDSA report. (Huffman / Jackson)
	Above motion passed with no objections and no abstentions.

4.5.3 CDC – Adam Kramer

Adam Kramer reviewed the PowerPoint slides submitted as the CDC report with updates on the following:

- National Center for Environmental Health (NCEH) has new publications available:
 - Tools and Techniques to Promote Proper Cooling in Restaurants
 - Operational Antecedents Associated with Operational Antecedents Associated with *Clostridium pefringens* Outbreaks in Retail Food Establishments, United States, 2015-2018.
- National Center for Emerging and Zoonotic Infectious Diseases (NCEZID):
 - Integrated Food Safety Centers of Excellence (CoEs) has developed a variety of tools and resources now available online.
 - FoodNet studied the number of infections reported for eight (8) pathogens in 2020; indications are that interventions for Covid led to decreased incidence when compared to the previous three (3) years.
 - Source attribution for Salmonella has also been analyzed.
- National Center for Immunization and Respiratory Diseases (NCIRD):
 - Norovirus Sentinel Testing and Tracking (NoroSTAT) data shows that outbreaks appear to be returning to pre-pandemic conditions.
 - National Respiratory and Enteric Virus Surveillance System (NREVSS) indicates that there is a high level of Norovirus activity ongoing.

Action Item	Motion to acknowledge the CDC report. (Huffman / Lawrence)
	Above motion passed with no objections and no abstentions.

4.6 ANSI-CFP Accreditation Committee (ACAC) Report – Sheri Morris

Currently, the two (2) CFP representatives to the ANSI-CFP Accreditation Committee (ACAC) are Julie Albrecht and Sheri Morris; Sheri provided the Board with an overview of their report.

- ACAC held virtual meetings in November 2021 and January 2022.
- All accredited exam providers are currently in good standing.
- Three (3) new organizations are in the process of initial accreditation and another organization has paid the application fee but has not yet submitted their full application.
- Based on recent lessons learned, the ANSI National Accreditation Board (ANAB) assessors team will be recommending edits to CFP’s “Standards for Accreditation of Food Safety Managers” to clarify gray areas. Once recommendations are collated, they will be forwarded to the Food Protection Managers Certification Committee (FPMCC) for consideration.

Discussion points and questions:

- Are there any anticipated concerns that the FPMCC may need to address via the Issue submission process?
 - The next meeting of ACAC is in May 2022 and comments from the auditors will be reviewed at that time.
 - Any change to the Standard is required to follow the Issue process.
- The process of initial accreditation can take 6 months to a year.

Action Item	Motion to acknowledge the ANSI-CFP Accreditation Committee (ACAC) report. (Lawrence / Johnson)
	Above motion passed with no objections and no abstentions.

5 New Business (Binder 5)

5.1 Report from Visit Houston

Karen Pena of Conference Direct welcomed everyone to Houston and explained how “Visit Houston” works in partnership with everyone to create a successful meeting. DeShawn Fitzpatrick, Senior Client Services Manager with Visit Houston, shared information on Houston and the services they provide. DeShawn is currently working with our Local Arrangements Committee (LAC) to create a positive experience for our meeting attendees.

5.2 Set Registration Fee for the 2023 Biennial Meeting and Workshop

See also discussion in agenda item 3.11, Strategic Planning Committee, where a motion was passed establishing two (2) registration categories for the 2023 Biennial Meeting:

1. *In Person, All Access Ticket, to include:*
 - i. *Educational Workshop (virtual)*
 - ii. *Biennial Opening Session (in person)*
 - iii. *Council Sessions (in person)*
 - iv. *Caucus Sessions (in person)*
 - v. *Networking (in person)*
 - vi. *Assembly of Delegates (in person)*
2. *Remote Only, Limited Access Ticket to include:*
 - i. *Educational Workshop (virtual)*
 - ii. *Biennial Opening Session (livestream; no participation)*
 - iii. *Council Sessions (App Updates)*
 - iv. *Assembly of Delegates (livestream; no participation)*

In addition, the motion passed in agenda item 3.11 requires obtaining a price quote by 05/22/2022 for virtual and livestreaming platforms, along with “a la carte” session price quotes to potentially add additional sessions to the remote only option.

David McSwane, Executive Director, stated that we are unable to establish registration fees at this time. Traditionally, registration fees for in-person registration are based on all onsite costs (e.g., food and beverage, audio visual) divided by the estimated attendance; then adding \$100 for CFP membership and another \$100 as “reserves.” Information on the following is pending:

- Cost estimates for routine onsite audio-visual needs; this estimate is anticipated soon. The hotel’s in-house AV vendor provides a 20% discount, but even with the discount, the price may be higher than an outside vendor.
- Food and beverage costs; the hotel is not yet able to lock in prices for April 2023.
- Cost estimates for any virtual or livestreaming platforms; deadline to obtain this quote is 05/202022.

Before finalizing registration fees, we need to determine the overall meeting agenda and the exact format in which each session will be delivered:

- virtual only.
- in-person and virtual (e.g., hybrid or multi-media format).
- in-person only.

Once the format for each session is determined, then registration categories can be finalized. Dave recommends consideration of the following categories for 2023:

- Virtual Workshop ONLY – no other meetings; does NOT include membership dues.
- Biennial Meeting PACKAGE (e.g., in-person, all access ticket) – includes membership dues, virtual Workshop, and all in-person meetings.
- Biennial Meeting ONLY (in-person) – includes membership dues and all in-person meetings but does NOT include the Workshop.
- Virtual Biennial Meeting ONLY (e.g., remote only, limited access ticket) – includes membership and any virtual sessions (or recordings) offered as part of the biennial meeting; does NOT include the virtual Workshop.

Each registration category needs to clearly identify what is and is not included (e.g., membership, specific meetings).

In addition, “early” and “late” registration options need to be created for each category; deadline dates may be different for the Workshop and the biennial meeting:

- Early registration – is a lower price with a “last day to register at this rate” statement; this is traditionally set at 30 days from the meeting start date.
- Late registration – at a higher price; any registration completed after a designated date.

A decision regarding registration fees needs to be made by the end of July 2022 and can be conducted via e-vote or in a Special Board Meeting. The Executive Director requests working with a “committee” to establish final recommendations.

Discussion points and questions:

- There was an approximate 4% increase from 2018 to 2020. To prevent the need for further Board action, can the Board pass a not-to-exceed percentage increase over previous years?
- Have we completed a comparison of costs to other organizations?
 - This has been done; however, our meeting is longer than most, so it is hard to make any direct comparison.
- We need to be careful about pricing, so we do not drive attendees to the virtual option and jeopardize meeting our contractual obligations to the Houston hotel.
- Do we want to include virtual options for future biennial meetings or just for 2023? The membership supports the multi-media approach so this format may be here to stay.

Action Items	<p>Motion to:</p> <ol style="list-style-type: none"> 1) Table further discussion on the 2023 Biennial Meeting registration fees until a virtual Special Executive Board Meeting can be held no later than July 2022. 2) Create an ad hoc committee to investigate and recommended virtual (multi-media) options, registration fees for all categories, and any required Board action. <ol style="list-style-type: none"> a. Ad hoc committee members include: <ul style="list-style-type: none"> • the Executive Director; • leadership from the Finance, Program, Sponsorship, and Digital Engagement Committees; and • any Board member that would like to participate. b. Ad hoc committee to provide a written report to the Executive Board for review in advance of the July Special Executive Board meeting. (McMahan / Johnson)
	<p>Motion passed with no objections, 3 abstentions; all other votes were considered to be in the affirmative.</p>
	<p><input type="checkbox"/> Executive Director to work with ad hoc “registration fee committee” to submit their final recommendations in advance of a July 2022 Special Executive Board meeting.</p>

5.2.1 Registration Fees from 2018, 2020, and 2020 (Virtual)

To aid in the discussion on registration fees for the 2023 Biennial Meeting, a table was included in the meeting materials to provide historical information on registration categories and fees from the most recent biennial meetings. Discussion of this topic is included above in agenda item 5.2.

5.3 Fall 2022 Executive Board Meeting

Agenda items regarding the Fall 2022 Executive Board Meeting tentatively scheduled for October in Grand Rapids, MI was extracted from the Consent Calendar (see agenda item 1.4.1b).

A Special Board Meeting will be needed in advance of the Fall 2022 Board Meeting; a 2/3 vote of the Board is needed to approve holding a special meeting. A meeting survey will be sent to establish the date for a half-day meeting in July.

Action Items	<input type="checkbox"/> A meeting survey is to be conducted to establish a Special Board Meeting date in July 2022. <input type="checkbox"/> Agenda items identified for resolution at the July 2022 Board Meeting include: <ul style="list-style-type: none"> ✓ 2023 Biennial Meeting decisions: <ul style="list-style-type: none"> ▪ Finalizing agenda details identifying multi-media and in-person only sessions. ▪ Establishing registration categories and fees. ✓ Any action required as follow-up to the Retail Food Safety Regulatory Association Collaborative grant application (see agenda item 1.9.2).
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5.3.1 October 4-5, 2022, Meijer Headquarters, Grand Rapids, Michigan

With approval of the revised Biennial (Master) Calendar in agenda item 1.6, the Fall Board Meeting was affirmed to be in Grand Rapids, MI on October 4-5, 2022, with Monday, October 3 for travel.

5.4 Mid-Atlantic Region Local Regulatory Board Position

This item was added to the agenda by a motion passed in agenda item 1.4.

David Lawrence recently retired from employment with Fairfax County and, therefore, can no longer serve as a Local Regulatory representative on the Board. The Conference Chair provided the Board with resumes from two (2) nominees: Sarah Jensen of Franklin County, Ohio, and Pieter Sheehan of Fairfax County, Virginia.

Discussion:

- Observations were shared regarding both candidates.

Action Item	Motion to approve Sarah Jensen from Franklin County, Ohio as the Mid-Atlantic Region Local Regulatory representative to the Board. (Nicholson Kramer / Huffman)
	Above motion passed with 13 votes in the affirmative, no objections and 5 abstentions.

Special Presentation

Patrick Guzzle made a special presentation of personalized “desk art” he crafted as gifts to the CFP Executive Staff, and David Lawrence and Brenda Bacon, Conference Leadership from the past triennium. Patrick explained the symbolism he used in selecting the wood, colors, and materials to create his art and tied that symbolism to CFP’s collaborative work in food safety. Patrick was thanked by the recipients who were participating in the meeting.

6 Adjournment

Action Item	Motion to adjourn the regular Board Meeting at 3:25 PM (Central Time) on April 27, 2022, and to re-convene in executive session. (Johnson / Graham)
	Above motion passed with no objections and no abstentions.

Action Item Summary

Tasks listed below are extracted from the pages of these minutes and reorganized into groupings by CFP committee or position assignment.

Please note that the task list below includes ONLY those items discussed at this Board meeting. Other tasks may be outstanding from previous Board meetings, charges assigned via the Issue process, or charges/tasks assigned via the CFP governing documents.

STANDING COMMITTEES

Constitution, Bylaws, and Procedures (CB&P) Committee:

- Constitution, Bylaws, and Procedures (CB&P) Committee to update the “*CFP Biennial Meeting/Conference Procedures*” document with the policy change regarding membership effective dates and submit the revised document for Board review and approval. *See agenda item 1.8.3*
- CB&P Committee to draft an Issue for the 2023 Biennial Meeting to amend the governing documents to reflect the membership effective date change. *See agenda item 1.8.3*
- Constitution and Bylaws/Procedures Chair to work with the Executive Assistant to ensure concerns addressed on pages 3-4 in the Executive Assistant’s report are merged with activities related to document review and retention. *See agenda item 1.8.3*
- CB&P Committee to start review of Policy documents prior to Position Descriptions so that they can provide assistance and direction to the Ad Hoc Committee that will be created April 2023. *See agenda item 1.8.3*
- Constitution and Bylaws/Procedures Chair to create a list of existing administrative policies. *See agenda item 3.2*
- CB&P Committee to continue work on draft language to revise the Constitution and Bylaws Article XVI, Section 3, and return with a final draft for review and approval by e-vote prior to the Fall 2022 Board Meeting. *See agenda item 3.2*

Finance Committee:

- Finance Committee to continue investigating options for long-term investments and report findings back to the Board. *See agenda item 3.3*
- Finance Committee to draft any required policy statements to accompany the implementation of any investment strategy. *See agenda item 3.3*

Issue Committee:

- Issue Committee to further edit the guidance document to remove hyperlinks, make corrections, and to ensure Issue related deadline dates conform with the Biennial (Master) Calendar. *See agenda item 3.4*
- Issue Committee to collaborate with the Program Committee during the Issue review process to develop topics and concepts for the Workshop agenda. *See agenda item 3.4*

Program Committee:

- The Program Committee will use feedback from this meeting to move forward with planning the Workshop and biennial meeting program; recommendations will be included in their next report to the Board. *See agenda item 3.7*
- The Program Committee will work with the Issue Committee to help identify Workshop topics. *See agenda item 3.7*
- The Program Committee will address concerns to ensure minimizing any bias in Workshop topics. *See agenda item 3.7*

Publications Committee:

- Publications Committee and Issue Committee to finalize language for inclusion into the Issue Preparation & Review document for approval by the Board at the October 2022 meeting: [See agenda item 3.9](#)

For any CFP Committee submitting a final draft publication or guidance document for dissemination to the public Charge to be added to all issues with documents needed to be posted on CFP website:

“Submit to the CFP Executive Board and Publications Committee a copy of the final draft document for review, minor/non-content edits, and dissemination according to the Publication Committees charge and guidelines, along with removal and/or updating of existing documents and guidance already posted to CFP’s website.”

SPECIAL COMMITTEES

Digital Engagement Committee:

- Digital Engagement Committee to source a platform for a LIVE broadcast of the biennial meeting. [See agenda item 3.11](#)
- Digital Engagement Committee to update the Meeting App in conjunction with the livestreaming options. [See agenda item 3.11](#)

Sponsorship Committee

- Sponsorship Committee will clarify the “recognition” column in the approved Event/Service Support Donation chart. [See agenda item 4.1](#)
- Sponsorship Committee to develop collateral material such as registration forms, instructions for payment options, etc. once the biennial meeting registration platform is established. [See agenda item 4.1](#)
- Sponsorship Committee will commence recruitment of sponsors once collateral material is approved and the registration/payment platform is launched. Ad hoc registration fee committee to submit their final recommendations in advance of a July 2022 Special Executive Board meeting. [See agenda item 4.1](#)

CFP EXECUTIVE STAFF

Executive Director:

- Executive Director to forward the CFP-ANSI (ANAB) contract to ANAB and to track its status. [See agenda item 1.10.1](#)
- Executive Director to obtain “a la carte” price quotes for multi-media platform options by 05/20/2022. [See agenda item 3.11](#)
- Executive Director to work with ad hoc “registration fee committee” to submit their final recommendations in advance of a July 2022 Special Executive Board meeting. [See agenda item 5.1](#)

Executive Treasurer:

- The Executive Treasurer will initiate the financial audit and investigate the possibility of a price discount with Morse & Co. if we use them in 2023 to conduct another audit when we transition to a new Executive Treasurer. [See agenda item 3.1](#)

Executive Assistant:

- Constitution and Bylaws/Procedures Chair to work with the Executive Assistant to ensure concerns addressed on pages 3-4 in the Executive Assistant’s report are merged with activities related to document review and retention. [See agenda item 1.8.3](#)

EXECUTIVE BOARD

- A meeting survey is to be conducted to establish a Special Board Meeting date in July 2022. *See agenda item 5.3*
- Reconvene virtually as a Board in July 2022 to determine final registration categories and pricing for the 2023 Biennial Meeting. *See agenda item 3.11*
- Agenda items identified for resolution at the July 2022 Board Meeting include:
See agenda item 5.3
 - ✓ 2023 Biennial Meeting decisions:
 - Finalizing agenda details identifying multi-media and in-person only sessions.
 - Establishing registration categories and fees.
 - ✓ Any action required as follow-up to the Retail Food Safety Regulatory Association Collaborative grant application (see agenda item 1.9.2).
- At the April 2023 Board Meeting, an ad hoc committee is to be created for the 2023-2025 biennium to address concerns regarding document retention. *See agenda item 1.8.3*