



## CONFERENCE FOR FOOD PROTECTION, INC.

### EXECUTIVE BOARD MEETING

October 4-5, 2022 – Grand Rapids, Michigan

- Meeting was multi-media held in-person with online attendees participating via MS Teams; all meeting times reference in these minutes are Eastern daylight time:
  - On Tuesday, October 4, meeting called to order at 8:15 AM and recessed at 4:35 PM.
  - On Wednesday, October 5, onsite attendees participated in a tour at 8:00 AM of the Meijer history museum; Board meeting reconvened at 8:52 AM and adjourned at 2:05 PM.
- Minutes are documented in agenda item numeric order and do not necessarily follow the order of discussion. For brevity, any procedural motion 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, questions and discussion points are summarized and similar or repeat comments are grouped.

**Discussion points and comments entered online using the “chat” feature of MS Teams are NOT included in these minutes unless specifically directed by the Conference Chair.**

- Due to the challenge of conducting voice votes in a hybrid format with in-person and virtual participants, 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; hands unraised were considered a vote in the affirmative.
- Agenda items indicated in **red font** are part of the “Consent Calendar” and are addressed under agenda item 1.4.1.
- 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, Anne Dolhanyk, Catherine Feeney, Joe Graham, Troy Huffman, Keith Jackson, Sarah Jensen, Ann Johnson, Adam Kramer, Glenda Lewis, Thomas McMahan, Gina Nicholson Kramer, Steve Oswald, Michael Pascucilla, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Tim Tewksbary, Rebecca Vought, Kelli Whiting

**Voting Board members not participating:** Jason Horn

**Ex-officio non-voting Board members participating:** Wendy Bell, Rodney Blanchard, Ben Chapman, Danny Follett, Courtney Halbrook, David Lawrence, Terry Levee, Chip Manuel, Davene Sarrocco-Smith, Donald Schaffner, Angie Wheeler

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

**Guests participating:** Brenda Bacon, Deanna Copeland, Joetta DeFrancesco, Sean Dunleavy, Mike Graham, Karen Peña, Pieter Sheehan, Linda Zaziski

**Discussion points below 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)

The meeting was held at the Meijer Headquarters in Grand Rapids, MI. A welcome message was provided by our host, Mike Graham, Senior Vice President of Supply Chain and Manufacturing.

##### 1.1 Call to Order – Rebecca (Becky) Vought

Meeting called to order at 8:15 AM (EDT) by Becky Vought, Conference Chair.

## 1.2 Anti-trust Policy – Todd Rossow

The Anti-trust policy was read in its entirety by Todd Rossow, Conference Vice Chair.

## 1.3 Roll Call / Acknowledgement of Board Members

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

### 1.3.1 Acknowledgement of Guests

Guests in attendance were acknowledged and names are noted above.

## 1.4 Agenda Review – Opportunity to add new items

Dave McSwane, Executive Director, provided a reminder that there was a modified agenda and additional reports shared via email on 10/02/2022.

### 1.4.1 Consent Calendar – Unless extracted, all agenda items in red font are approved in a single consent motion.

#### 1.4.1a Extraction of Consent Calendar Item(s)

No items were extracted from the Consent Calendar.

#### 1.4.1b Approval of Consent Calendar Item(s)

Becky Vought read the list of those items included in the Consent Calendar.

<b>Action Item</b>	Motion to accept the Consent Calendar items on the agenda in red font. (Johnson / Rossow) <i>The Consent Calendar items for this meeting include:</i> <ul style="list-style-type: none"><li>• Agenda item 1.5 Board Meeting Minutes, August 13-14, 2023</li><li>• Agenda item 1.5.1 Summary of Board E-votes since the last meeting (amended)</li><li>• Agenda item 1.6 Biennial (Master) Calendar</li><li>• Agenda item 1.8.3 Executive Assistant Report and Addendum</li><li>• Agenda item 2.1.1 CFP-ISSC Joint Shellfish Committee Report</li><li>• Agenda item 2.2.3 Employee Food Safety Training Committee Report</li><li>• Agenda item 2.2.4 Food Defense Committee Report</li><li>• Agenda item 2.3.2 Evaluation of Intended Use Hazards During Retail Meat Grinding Committee Report</li><li>• Agenda item 2.3.3 Retail Sushi HACCP Plan Standardization Committee Report</li><li>• Agenda item 2.3.4 Safe Use of Reusable Container Committee Report</li><li>• Agenda item 3.5 Issue Committee Report</li><li>• Agenda item 3.9 Publications Committee Report</li><li>• Agenda item 3.11 Strategic Planning Committee Report</li><li>• Agenda item 4.1 Sponsorship Committee Report</li><li>• Agenda item 4.2 ACAC Report</li></ul>
	Motion passed with no objections and no abstentions.

## 1.5 Board Meeting Minutes, July 19, 2022 – previously approved via e-vote

Minutes of the July 2022 special Board meeting were approved by e-vote on 08/12/2022 and are affirmed here by consent. (see agenda item 1.4.1b)

### 1.5.1 Summary of E-votes taken since the April 2022 Board meeting.

E-vote summary dated 09/27/2022 approved by consent. (see agenda item 1.4.1b).

## 1.6 2020 – 2023 Biennial Calendar

Biennial (master) calendar summary (revision date 07/18/2022) approved by consent. (see agenda item 1.4.1b).

## 1.7 Conference Chair Update – Becky Vought

Becky thanked everyone for participating and looks forward to a productive meeting.

## 1.8 Executive Staff Reports

### 1.8.1 Executive Director Report – David McSwane

Dave McSwane, Executive Director (ED), highlighted charges assigned from the July Board meeting have been completed:

- The CFP Travel Subsidy Policy has been updated and posted to the CFP website.
- The ability for livestream attendees to vote during caucus meetings at the 2023 Biennial Meeting has been coordinated through the livestream platform provider, Alliant Event Services.
- Discussions were held with various staff members at ConferenceDirect to investigate “Special Event or Short-term Event Insurance” options and it was determined that this type of insurance typically covers items such as:
  - Severe Adverse Weather (hurricanes, tornados, severe winter storms)
  - Acts of Terrorism (9/11 terrorist attacks, Spain 2004, London 2005)
  - Venue Unavailability (from perils such as fire, structural collapse, gas leaks, flooding)
  - Earthquakes
  - Power Blackouts (like that occurred across the U.S. in 2003)
  - Non-Appearance of a key Speaker or Entertainer (upon request)
  - National Mourning (death of the U.S. President)

It is believed that should any of these events occur and prevent the biennial meeting from being held, the Force Majeure clause in our venue contract would be enforced to relieve CFP from financial liability.

Thanks were stated to Dave and all the Executive Staff for their work.

<b>Action Item</b>	Motion to acknowledge the written Executive Director report. (Johnson / Daniels)
	Motion passed with no objections and no abstentions.

### 1.8.2 Executive Treasurer Report – Cliff Nutt

Cliff Nutt, Executive Treasurer (ET), presented a synopsis of his written report. Finances continue to be healthy, and a third quarter statement will be available soon. Cliff reviewed the 2-year biennium budget; he indicated that all expenses for our online activities have now been grouped, this includes our current website maintenance expenses, Wild Apricot costs for the transition and recurring expenses, and any related software fees. We have now switched to “QuickBooks Online” and this will enable improved access for the Audit Committee.

Regarding the Houston Biennial Meeting budget, audio-visual, livestream, and catering are the largest budgeted items; catering costs have doubled since Richmond in 2018.

Discussion points and questions focused on the livestream option for the 2023 Biennial Meeting:

- A survey conducted after the virtual Biennial Meeting in August 2021 indicated that a lot of attendees liked the online option because it made participation easier.
- The scope and cost of our audio-visual needs have expanded due to livestreaming; we need 112 livestream registrants in 2023 to cover the actual cost of this service but are hoping for over 200.
- Is one-way livestreaming adequate for a biennial meeting or do we need 2-way participation, such as to facilitate caucus voting?
- There were pros and cons noted about individual livestream participants sharing their meeting access with non-registered colleagues. It was recognized that we are unable to prevent this from occurring and that shared access will reduce our revenue, but sharing may also encourage new membership by exposing potential members to the Conference.
- We hope to strike a balance between in-person and livestream registrants; it is hoped that livestream participation will not reduce in-person attendance to the point of impacting our contractual obligations with the Houston meeting venue.
- Conducting an attendee satisfaction survey following each biennial meeting is part of the Strategic Plan Committee’s charges.
  - Should we conduct 2 separate surveys in 2023, one for in-person and another for livestream attendees?

- Do we need to conduct research on a future pricing structure recognizing that “shared” participation will occur with the livestream option?
  - Should we consider “group rates” for registration? Other professional conferences, such as InFORM offer group rates or options such as “buy 4 get 1 free.”  
<https://www.neha.org/news-events/inform>
- Can we assess how many observed the online process without registering?
- How do we ask questions from those using “shared” access and did not register for the event?
- Can we determine if anyone who participated without registering subsequently became a member?
- How many of our members are participating in CFP activities during the biennium?
- What can we do to help members get more involved in CFP?
- Will livestream participation versus in-person attendance have any impact on whether an individual is selected for future committee or council participation?

Cliff was thanked for his work as Executive Treasurer.

<b>Action Item</b>	Motion to acknowledge the written Executive Treasurer report. (Rossow / Dolhanyk)
	Motion passed with no objections and no abstentions.

### **1.8.3 Executive Assistant Report** – Vicki Everly

Written Executive Assistant (EA) report and Addendum acknowledged by consent. (see agenda item 1.4.1b).

## **1.9 Unfinished Business from the April and July 2022 Board Meetings**

*NOTE: Because of ongoing tasks related to grant funded projects, three (3) agenda items previously listed under “Unfinished Business” have been relocated on the agenda and are now included with agenda item 4, “Special Committees and Reports.” Those relocated agenda items include:*

- *Agenda item 4.5 Update on the Retail Food Safety Regulatory Association Collaborative*
- *Agenda item 4.6 Update on NACCHO-CFP Research Project (RFA-FD-22-008)*
- *Agenda item 4.7 NEHA-CFP Retail Program Standards Symposium Update*

### **1.9.1 Executive Staff to present a draft administrative policy and procedure that addresses biennial meeting registration refund and transfers, and eligibility and ineligibility (agenda item 2.4 from July 2022 Board Meeting)**

As requested by the Board, the Executive Staff developed a draft administrative policy to address biennial meeting refunds and transfers by creating a single-page fillable request form that includes the narrative of the actual policy statement at the top of the form.

Discussion points and questions:

- In the past, we did not have many refund requests; however, there was an extraordinary number of requests in 2020-2021.
- Suggested edits to the wording on the draft refund/transfer form were offered:
  - Reword to state “Extenuating circumstances for refunds outside those outlined above may be approved by the Executive Director and Conference Chair.”
  - Reword to state “There is a \$200 non-refundable cancellation fee for each registrant. This includes a \$100 cancellation fee for the conference attendance and \$100 will be retained from each registrant for the CFP membership dues.”
  - Add reference to “Service Fee or Processing/Administrative Fee”? People may understand this better as a cost of doing business – processing fee, staff time, cost to website, etc.
- The Constitution, Bylaws/Procedures (CBP) Committee report includes a request for Board action that may impact this draft form (see agenda item 3.2).

<b>Action Items</b>	Motion to table agenda item 1.9.1 until after the Constitution, Bylaws/Procedures Committee report (agenda item 3.2). (Huffman / Johnson)
	Motion passed with no objections and no abstentions.

<input type="checkbox"/> Executive Staff to incorporate recommended edits from today’s discussion into the draft refund policy/form and provide a revised version for discussion when this item is again brought up for discussion.
Following discussion of the Constitution, Bylaws/Procedures Committee report under agenda item 3.2, motion to remove agenda item 1.9.1 from the table for discussion. (Johnson / Jackson)
Motion passed with no objections and no abstentions.

Based on input following earlier discussion, a revised version of the refund policy was created by the Executive Staff and submitted for Board review. It was explained that the \$100 administrative cancellation fee must be kept separate from the \$100 retained membership dues because registration for the “Workshop only” option does not include CFP membership; therefore, a \$200 grouped cancellation fee would not be appropriate in all situations.

The policy section of the revised draft form reads as follows:

**Cancellation, Refund, and Transfer Policy**

**Requests for refunds or transfers must be submitted using the form below.**

**Cancellations and Refunds:** Each registrant seeking a cancellation or refund for the Biennial Meeting or Workshop will be charged a \$100 administrative processing fee. An additional \$100 will be retained from Biennial Meeting refunds for CFP membership dues for the upcoming biennium (membership valid until the day before the start of the next biennial meeting).

Refund requests that seek a waiver of the above charges must be submitted to and be approved by the Executive Director and Conference Chair.

**Registration Transfers:** A registration may be transferred to another individual; however, once a registrant initiates participation in either the Workshop OR the Biennial Meeting, a transfer will NOT be approved. Any Biennial Meeting transfer includes the transfer of CFP membership to the new registrant.

Discussion points and questions:

- Can the narrative be changed to state “requests for full refunds” rather than referencing a “waiver”? The intent is to require a registrant to justify why they want the cancellation fees waived.
- Without any deadline, the process is too open ended.
- Suggest clarifying the difference between a cancellation and a refund.
- Are there any “extenuating circumstances” that should be referenced? This term has been removed to place the burden of explanation on the individual requesting the refund.

<b>Action Items</b>	Motion to accept the revised final draft (dated 10/05/2022) of the Cancellation, Refund, and Transfer Policy. (Graham / Johnson) <i>Note: The approved policy statement reads as follows:</i> <b><u>Cancellation, Refund, and Transfer Policy</u></b> <i>Requests for refunds or transfers must be submitted using the form below.</i> <i>Cancellations and Refunds: Each registrant seeking a cancellation or refund for the Biennial Meeting or Workshop will be charged a \$100 administrative processing fee. An additional \$100 will be retained from Biennial Meeting refunds for CFP membership dues for the upcoming biennium (membership valid until the day before the start of the next biennial meeting).</i> <i>Refund requests that seek a waiver of the above charges must be submitted to and be approved by the Executive Director and Conference Chair.</i> <i>Registration Transfers: A registration may be transferred to another individual; however, once a registrant initiates participation in either the Workshop OR the Biennial Meeting, a transfer will NOT be approved. Any Biennial Meeting transfer includes the transfer of CFP membership to the new registrant.</i>
	Motion passed with no objections and two (2) abstentions.
	<input type="checkbox"/> Executive Staff to create a final version of the “Cancellation, Refund, and Transfer Policy” form as a fillable PDF, post it to the CFP website in applicable locations, and implement an internal process for handling requests.

**1.9.2 Constitution and Bylaws/Procedures Chair to work with 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 (agenda item 1.8.3 from April 2022 Board Meeting)**

Davene Sarrocco-Smith, Constitution and Bylaws/Procedures (CBP) Chair, stated this charge will be completed for the spring 2023 Board meeting.

<b>Action Item</b>	<input type="checkbox"/> By the spring 2023 Board meeting, the CBP Chair to ensure concerns addressed on pages 3-4 of the April 2022 EA report are merged with activities related to document review and retention.
--------------------	---

**1.9.3 Approval of revised CFP-ANAB Contract – Susan Quam (continuation of items 1.10.1 from April 2022 Board meeting, 1.6.21 from the March 2021 Board meeting, and 5.1 from September 2020 Board meeting)**

Susan Quam, Food Protection Manager Certification Committee (FPMCC) Chair, stated that the revised CFP-ANAB contract is finally ready for approval as all parties have reviewed the document and agreed on the content. Thanks were extended to Jeff Hawley for his leadership in marshalling this document through the review process.

<b>Action Items</b>	Motion to approve the final CFP-ANAB contract draft dated 09/09/2022. (Daniels / Johnson) <i>Note: This contract is a 25-page document titled “Agreement for the Establishment of the ANAB-CFP Accreditation Program for Food Protection Manager Certifiers” and will be co-signed by the Conference for Food Protection and the ANSI National Accreditation Board.</i>
	Motion passed with no objections and three (3) abstentions.
	<input type="checkbox"/> ED to coordinate with the FPMCC Committee Chair to finalize signatures on the contract.

**1.9.4 Compensation Committee Report – Keith Jackson – presented in Executive Session (agenda item 4.4 from July Board meeting)**

The Compensation Committee presented their report in Executive Session in advance of this meeting. CFP Staff do not participate in Executive Sessions, so minutes are not documented.

**2. Council and Council Committee Reports (Binder 2)**

<b>Action Items</b>	<input type="checkbox"/> ED to coordinate official notification of selection to all Council members and alternates. <input type="checkbox"/> Council Chairs to notify the ED of any future changes to their Council roster.
---------------------	--

**2.1 Council I Reports – Thomas McMahan and Rodney Blanchard**

Tom McMahan, Council I Chair, reviewed the process that he and Rodney Blanchard, Council II Vice Chair, followed when selecting their proposed council members. They believe their roster offers a good balance of constituencies and regions.

Discussion points and questions:

- First time council members are identified on the proposed roster with a “yes” or “no” in the right-hand column to indicate previous council experience.
- For purposes of constituency designation, a council applicant from a U.S. Territory would be designated as a “state regulatory” member.

<b>Action Items</b>	Motion to approve Council I roster for the 2023 Biennial Meeting as submitted. (Daniels / Dolhanyk)
	Motion passed with no objections and no abstentions.
	Motion to acknowledge the Council I written periodic report. (Rossow / Johnson)
	Motion passed with no objections and no abstentions.

## 2.1.1 CFP-ISSC Joint Shellfish Committee

CFP-ISSC Joint Shellfish Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b).

## 2.1.2 Foodborne Illness Investigation Committee

Tom McMahan indicated that the requested roster change on the Foodborne Illness Investigation Committee report is to advance a previously approved alternate to a voting position; this action replaces Diane Davis, a local regulator, with Sabrina Salinas, who is also a local regulator.

<b>Action Item</b>	Motion to acknowledge the Foodborne Illness Investigation Committee written periodic report and revised roster. (Rossow / Johnson)
	Motion passed with no objections and no abstentions.

## 2.2 Council II Reports – Courtney Halbrook and Wendy Bell

Courtney Halbrook, Council II Chair, discussed their periodic summary report. They have six (6) active committees, and all are working towards completion of their assigned charges.

Only the Local Regulatory Representation Committee report requires Board discussion; other requested Board action items are roster changes that do not actually require Board action and can be acknowledged in a single motion.

<b>Action Item</b>	Motion to acknowledge the written periodic reports from the Allergen, Digital Engagement, and Food Safety Management System (FSMS) Committees and their current committee rosters. (Johnson / McMahan)
	Motion passed with no objections and no abstentions.

Courtney summarized that the process used to select prospective Council II members seemed to go quickly and smoothly, and she and Wendy Bell, Council II Vice Chair, believe they found a good balance of representation. With few exceptions, all those selected had indicated Council II as their first choice. Because of the potential for receiving many Issues submitted by committees, they were also looking for applicants that had participated on those committees that report to Council II.

Discussion points and questions:

- Are there written guidelines for balancing new versus seasoned members on a council?
- For clarification, council members that step away temporarily are not replaced by an alternate; alternates are only seated when a voting member needs to leave the council for the balance of that biennial meeting.
- Can an alternate serve on two councils? Appointed alternates should be in the council room as much as possible to be ready to step in, if needed; so, serving as an alternate on two councils could be difficult.
  - Due to the challenge of filling council seats for the virtual Biennial Meeting in 2021, a single list of council alternates was maintained and used to fill vacancies as appropriate.
- Academia constituency requirements on councils were discussed: Council II needs a voting member from academia, but Council III does not require a voting academia representative.

<b>Action Items</b>	Motion to approve the Council II roster for the 2023 Biennial Meeting as submitted with the change to add Gina Nicholson Kramer as a voting academia member and remove Ben Chapman. (Huffman / Johnson) <i>Note: Ben Chapman was removed because he was approved as a Council III at-large voting member.</i>
	Motion passed with one (1) objection and no abstentions.
	<input type="checkbox"/> Council II Chair to provide a revised roster to Dave McSwane.

## 2.2.1 Allergen Committee

Allergen Committee written periodic report acknowledged via motion under agenda item 2.2 above.

## 2.2.2 Digital Food Safety System Committee

Digital Food Safety System Committee written periodic report acknowledged via motion under agenda item 2.2 above.

## 2.2.3 Employee Food Safety Training Committee

Employee Food Safety Training Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)

## 2.2.4 Food Defense Committee

Food Defense Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)

## 2.2.5 Food Safety Management System (FSMS) Committee

Food Safety Management System (FSMS) Committee written periodic report acknowledged via motion under agenda item 2.2 above.

## 2.2.6 Local Regulatory Representation Committee

Courtney Halbrook and Joetta DeFrancesco, Vice Chair of the Local Regulatory Representation Committee, led the discussion regarding the committee report.

A survey was conducted to learn about information sharing between state and local agencies. The survey went out only to CFP's local regulatory members because the questions were specific to existing communication from state to local regulators; results indicate a lack of communication between agencies is a primary concern

The committee recognizes that more time will be needed to address their charge to explore methods to "provide representation of local regulators on the Assembly of State Delegates." As a starting point to improve representation, they request expanding an existing information channel by changing a single bullet point on the Board Member Position Description (PD) to help clarify how information is to be shared with members; the committee recommendation is as follows:

**Delete current statement:** "Communicates with and updates their respective constituencies on the progress of CFP."

**Add proposed statement:** "Actively and regularly communicates and reports CFP business and updates to their associated constituency using appropriate venues to include, but not limited to, professional groups, institutions, associations, newsletters, social media groups, and/or presentations to maintain a high level of knowledge on the status of CFP activities and pending issues being addressed."

The Board has the authority to approve changes to PDs; this does not require Issue submission. It was also noted that the committee was charged to report back to the Board, not to the Conference.

Discussion points and questions:

- Have we identified existing gaps in local representation?
- How do we communicate to local regulators CFP's "process" regarding the Food Code? Changes to Food Code are not implemented in states or local agencies until approved in each jurisdiction, so we need to stress involvement in the process.
- We need to encourage more active and regular communication to the general membership from Board members.
  - State representatives on the Board are not responsible for communicating with local regulators.
  - How do other associations handle communication flow?
    - How does AFDO communicate with locals?
    - Should we request that NACCHO push information out on our behalf?
  - Human contact is critical to generate interest; most of us are here because we want to effect change.
  - CFP has a Facebook page that is currently geared towards consumers.
  - Board members could add a statement to their email signature line, such as "Learn about the Conference for Food Protection" with a hyperlink to the CFP website.

- Is there a PD for a State Delegate?
  - The “role” of a Delegate is addressed in governing documents, but we do not address their role outside of the Assembly meeting. We are often unable to get all states to send a Delegate to each biennial meeting.
  - The role of a Delegate is to represent everyone in their state, including locals.
- We need to encourage members to participate in the food safety sections of their local associations to provide education about CFP.
  - We need canned narrative and PowerPoint presentations.
  - The “Great Lakes Conference on Food Protection” could serve as a model for a “regional” approach to information sharing.
  - A revised Board Member PD may help justify participation in associations at the local and state level because it would now be part of the “job description” as a Board member.
- Much of this discussion is appropriate for the Strategic Planning Committee (SPC).
  - What is CFP? What do we do? What have we done?
  - What is pertinent for members and non-members to know?
  - What is our current marketing campaign? How can this strategy roll down to members?
  - How do we communicate CFP general info and how do we communicate the results of the Assembly votes after each biennial meeting? It often seems that only the “inner circle” is aware of what CFP is doing.
  - Should our information outreach be extended beyond CFP members?
    - Current information sharing is restricted to members of CFP. How do we reach those that “should” become involved?
  - We need to put systems in place rather than relying on informal networks.
    - Can we identify what information is appropriate for general communication versus what is appropriate for members only?
  - What group within CFP can best work on an outreach and communication strategy?
    - With an assigned committee, we can recruit from our general membership for those interested in developing and delivering this information.
    - This could be a sub-group within the SPC.
- Support was expressed for this PD edit as it can help new Board members better understand their responsibilities in representing their individual constituency.
- There is no metric to the requested edit to the PD; however, the committee is only asking to expand on a current statement that is also not measurable. They feel the requested edit is in the spirit of the previously approved bullet but helps provide clarity regarding expected tasks.

<b>Action Items</b>	<p>Motion to acknowledge the Local Regulatory Representation Committee report and approve the revised language for the 8<sup>th</sup> bullet of the Executive Board (EB) Member Position Description (PD). (Johnson / Pascucilla)</p> <p><i>Note: this motion amends the 8<sup>th</sup> bullet of the EB Member PD as follows:</i>  <del>DELETE: “Communicates with and updates their respective constituencies on the progress of CFP.”</del>  <del>ADD: “Actively and regularly communicates and reports CFP business and updates to their associated constituency using appropriate venues to include, but not limited to, professional groups, institutions, associations, newsletters, social media groups, and/or presentations to maintain a high level of knowledge on the status of CFP activities and pending issues being addressed.”</del></p>
	<p>Motion passed with no objections and no abstentions.</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Staff to update Executive Board Member Position Description (PD) and post new version to the CFP website.</li> <li><input type="checkbox"/> Council II Chair to share today’s discussion points with the Local Regulatory Representation Committee.</li> <li><input type="checkbox"/> Strategic Planning Committee (SPC) Chair to share relevant discussion points from this meeting with the SPC.</li> <li><input type="checkbox"/> All Board members to consider adding a CFP website hyperlink to their email signature line.</li> </ul>

## 2.3 Council III Reports – Donald Schaffner and Chip Manuel

Don Schaffner, Council III Chair, discussed the process he and Chip Manuel, Council III Vice Chair, used to identify prospective council members.

They recommend removing Ellen Schumacher, as an at-large voting member representing academia because she is already approved as a Council I voting member, and placing Amber English, a local regulator, in that position.

Don explained that a lack of demographic diversity among volunteers often means that there are few options available from some regions or constituencies.

<b>Action Items</b>	Motion to approve the Council III roster for the 2023 Biennial Meeting with the change to remove Ellen Schumacher from an at-large position and add Amber English as a voting local regulatory member. (Johnson / Sparks) <i>Note: Ellen Schumacher was removed because she was approved as a Council I voting member.</i>
	Motion passed with no objections and one (1) abstention.
	<input type="checkbox"/> Council III Chair to provide a revised roster to the ED.

### 2.3.1 Disinfection of Food-Contact Surfaces Committee

Don Schaffner requested approval of a revised Disinfection of Food-Contact Surfaces Committee roster. Chris Hernandez has changed constituency from local to state regulatory. It was noted that there is no local regulatory alternate currently on their roster, so this change is not excluding a volunteer from that constituency.

<b>Action Item</b>	Motion to acknowledge Disinfection of Food-Contact Surfaces Committee written periodic report and approve their revised committee roster. (Johnson / Rossow)
	Motion passed with no objections and no abstentions.

### 2.3.2 Evaluation of Intended Use Hazards During Retail Meat Grinding Committee

Evaluation of Intended Use Hazards During Retail Meat Grinding Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)

### 2.3.3 Retail Sushi HACCP Plan Standardization Committee

Retail Sushi HACCP Plan Standardization Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)

### 2.3.4 Safe Use of Reusable Container Committee

Safe Use of Reusable Container Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)

## 3. Standing Committee Reports (Binder 3)

### 3.1 Audit Committee – Danny Follett

Danny Follett, Audit Committee Chair, provided a verbal overview of the external audit report that is completed every four (4) years. Cliff Nutt, Executive Treasurer, worked with the independent auditing firm to fulfill all their requests. During the audit, our internal accounting policies and practices were reviewed, and we are in compliance.

Cliff stated that there was one item on the audit report that may need attention regarding “at risk” amounts on deposit in a single institution in excess of Federal Deposit Insurance Corporation (FDIC) limits.

Thanks were extended to the Audit Committee and Cliff for their work.

<b>Action Items</b>	Motion to accept the draft version of the “Independent Auditor’s Report” for year ended 12/30/2020 as presented; with the Board’s approval, the audit invoice will be paid, and a final signed document will be provided by the independent auditing firm. (Sanchez / Graham)
---------------------	---

	Motion passed with no objections and three (3) abstentions.
	Motion to acknowledge the verbal Audit Committee report. (Johnson / Rossow)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> ET authorized to pay the audit invoice so we will be provided with a final copy of the audit report for our records.

### 3.2 Constitution, Bylaws/Procedures Committee – Davene Sarrocco-Smith

Davene Sarrocco-Smith, Constitution and Bylaws/Procedures (CBP) Chair, outlined the five (5) Board action items included in her written report:

1. Acknowledgement of Brenda Bacon’s constituency changing from Industry to Emeritus.
2. Approval of draft CFP Biennial Meeting/Procedures document.
3. Rescind unconstitutional action items put in place from April 2022 Executive Board meeting.
4. Approval of draft changes to the CFP Constitution and Bylaws, Article III, Section 4.
5. Approval of draft changes of Constitution and Bylaws, Article XV, Section 1, Subsection 2.

**CBP action item #1: Acknowledgement of Brenda Bacon’s constituency changing from Industry to Emeritus.**

<b>Action Item</b>	Motion to accept a change to the Constitution, Bylaws/Procedures Committee roster to recognize that Brenda Bacon’s constituency has changed from industry to emeritus. (Dolhanyk / Johnson)
	Motion passed with no objections and no abstentions.

**CBP action item #2: Approval of draft CFP Biennial Meeting/Procedures document.**

A draft revision of the “Biennial Meeting/Conference Procedures 2022” document was submitted for Board review and approval.

The CBP Committee approached their review to “demystify” things for a brand-new CFP member, to follow the “flow” of the Conference, and with an emphasis on matching language to the Constitution and Bylaws for consistency. The entire document has been reorganized; everything indicated in blue font is new language. According to Davene, track changes is not technically required when submitting a revision of an existing document for Board review and approval.

The Committee’s suggested changes were summarized as follows:

- Section III, Conference Issues, was submitted to Patrick Guzzle, Issue Chair, and Ann Johnson, Issue Committee Vice Co-Chair, for their review and approval.
- Section IV, Councils, clarity added on how councils conduct business.
- Section VI, Assembly, clarity added.
- Section IX, All Committees, clarity added regarding committee formation.
- Section X; retitled to clarify “Additional Consideration for the Composition and Scope of Council Committees.”
- Section XI, retitled to clarify “Additional Consideration for the Composition and Scope of Standing Committees.”
- Section XII, Conference Recommendations Relating to the FDA Food Code, adds CDC as a federal partner and other edits.

Discussion points and questions:

- Should reference to EPA be added to these procedures? EPA can be added once they begin serving as consultants to councils.
- Section VI A: Is a member of the Assembly of Delegates required to register for the biennial meeting? Words have been omitted from this section creating some confusion.
- Section XII A: The CBP Committee recommends that information about the outcome of Issues should be sent via a single letter to all three (3) federal agency partners because they are all at the table during council deliberation; response back from each agency would then be “as appropriate” depending on the topic of each Issue.
  - Is the intention that the outcome of every single Issue be sent to all agencies or just the Issues that specifically address a federal agency in the “recommended solution”? If all

- Issue recommendations are to be included in the letter, do we need to change Issue guidance to remove reference to “send letter to...” in the Issue recommended solution?
- Letters sent to agency partners and replies are posted on the CFP website.
  - Who should receive the original letters at each agency? Should the letter go to the appointed Board representative from each federal agency, and they forward it to the appropriate person within their agency?
  - The recommendation of a single letter alters our current process which is to send a unique letter to each agency specific to the Issue “Recommended Solutions” approved by the Assembly of Delegates.
    - It was agreed the current process of sending three (3) custom letters will continue with a “carbon copy” of each letter being sent to the other agencies.
  - The section title currently reads “Conference Recommendations Relating to the FDA Food Code”:
    - As this section references all federal partners, remove reference in the title to “FDA Food Code.”
    - Suggestion was made to change this to “correspondence”; however, outcomes of Issues are referred to as a “recommended solution,” so the term “recommendations” needs to remain.

Davene stated that this governing document does not go through the Issue process; only Board approval is required.

<b>Action Items</b>	<p>Motion to approve the current draft of the “Biennial Meeting/Conference Procedures 2022” document, submitted for this meeting as part of the Constitution, Bylaws/Procedures (CBP) Committee report, with the effective approval date of 10/10/2022: (Johnson / McMahan)</p> <ul style="list-style-type: none"> <li>• Section VI A: remove “can be a delegate” at the end of the sentence.</li> <li>• Section XII: title to read “Conference Recommendations for Federal Agencies.”</li> <li>• Section XII A: to read “Conference recommendations that have relevance to federal agencies will be conveyed to the FDA, USDA, and CDC in the following manner.”</li> <li>• Section SII A 1: to read “Within 45 days of the CFP Biennial Meeting, the Conference Chair will send a letter to each federal agency with the Conference recommendations, with a copy to be sent to other federal agencies.”</li> </ul>
	<p>Motion passed with no objections and three (3) abstentions.</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> CBP Chair to make final edits to the “Biennial Meeting/Conference Procedures 2022” document by 10/10/2022; final document to include an approval effective date and shall be provided to the ED.</li> <li><input type="checkbox"/> Executive Staff to coordinate posting of final approved version of the “Biennial Meeting/Conference Procedures 2022” document to the CFP website.</li> </ul>

**CBP action item #3:** *Rescind unconstitutional action items put in place from April 2022 Executive Board meeting.*

According to Davene, she and Sean Dunleavy, CBP Committee Vice Chair, have carefully reviewed the governing documents and believe that the motion passed by the Board in April 2022 is unconstitutional. An Issue will be submitted to the 2023 Biennial Meeting to request the change intended by the April 2022 motion, but the action taken needs to be rescinded.

The April 2022 motion was intended to create a one-time “administrative policy” establishing an effective date for new membership leading up to the 2023 Biennial Meeting; that motion reads as follows:

*Effective with the launch of registration for the 2023 Biennial Meeting:*

- 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.

According to the Constitution and Bylaws, membership in CFP for a new biennium is not effective until the first day of a biennial meeting (which is day one of a new biennium); new members joining through their biennial meeting registration or paying membership dues for a new biennium in advance of the biennial meeting start date, are not entitled to receive any membership benefits until their membership is effective. Because receiving communication from the Conference is a membership benefit, it is unconstitutional to include these individuals on our email distribution list before their membership officially begins. The only information that could be provided prior to that membership effective date is what is directly related to one's biennial meeting registration or membership payment. Davene stated that there is no acceptable temporary stopgap.

Discussion points and questions:

- Does this impact council membership? Is one required to be an active member to apply for council? CFP has not required active membership to submit a council member application; however, biennial meeting registration is required for council members and alternates and that automatically includes membership which is effective at the start of the biennial meeting.
- Can we separate membership from registration within a single transaction, so that "membership" becomes immediately effective?
  - This was a previous point of discussion but was not considered viable because some employers will not pay or reimburse for membership if it is a separate line item or identified separately within the bundle.
  - If the fees are separated and membership were to be immediately effective, that membership would apply only to the current biennium which would end the day before the biennial meeting begins for which that person registered; in that scenario, the registrant's membership would expire at the start of the biennial meeting and they would not be a member in the new biennium.
- Is there an identified problem in providing communication with our "new" members? Who is going to enforce our Constitution and Bylaws if the Board has approved an administrative policy?
  - The intent of the motion in April 2022 was to be inclusive and welcoming to our "new" members as a courtesy, and the Board agreed it was a viable solution pending an Issue in 2023 to update and clarify the Constitution and Bylaws.
  - This policy would not hurt anyone.
  - In the spirit of CFP, we should continue with the intent to allow communication sharing with "new" members prior to their actual membership effective date.
  - It should be reasonable to assume that those that pay their biennial meeting registration should receive the benefits of that payment by receiving correspondence from CFP.
- Are membership benefits specifically addressed in the Constitution and Bylaws? Are there any guardrails that would help us accomplish the spirit of the April action?
  - Article III, Section 3 of the Constitution and Bylaws states:  
*"...members of the Conference and are entitled to be on an official list to receive copies of the CFP Biennial Meeting proceedings and other Conference matters determined by the Board to be of interest to all members of the Conference."*
  - Membership entitles one to be on the official list to receive communication which means that there is to be no communication until the membership effective date.
- Wild Apricot has been built around the April 2022 policy making membership effective immediately upon payment and continuing through the new biennium, but, according to the CBP Chair and Vice Chair, this is unconstitutional and there is no workaround that will not violate the Constitution and Bylaws.
  - Wild Apricot will need to be temporarily redesigned to rescind immediate membership; we will also have to redesign some registration and membership materials to clarify membership effective dates.

- What we have created in Wild Apricot can be saved for implementation should the intended change to the Constitution and Bylaw passes; but some redesign will need to be made in the interim.
- No matter the challenges experienced with the Wild Apricot transition, we cannot postpone registration availability.

<b>Action Items</b>	<p>Motion to rescind action item 1.8.3, part 1 (a, b, and c), from the April 2022 Executive Board meeting as noted below, with the continuance of current processes including the build of Wild Apricot. (Johnson / Sanchez)</p> <p><i>Rescinded motion, originally approved as policy in April 2022, reads as follows:</i></p> <p><i>1. Effective with the launch of registration for the 2023 Biennial Meeting:</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>c. All membership materials and applications will be updated to include this clarification.</i></p>
	<p>Motion passed with one (1) objection and three (3) abstentions.</p>
	<p><input type="checkbox"/> Executive Staff to continue with the transition to Wild Apricot following current processes.</p>

**CBP action item #4: Approval of draft changes to the CFP Constitution and Bylaws, Article I II, Section 4.**

The Constitution and Bylaws, Article III, Section 4 reads as follows:

*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:

- This statement contradicts itself and that is what the “rescinded” policy (noted above) was meant to clarify.
- This point needs to be resolved as soon as possible so that reference to a membership effective date can be included in the 2023 Biennial Meeting registration and outreach materials.
- Final resolution is needed on this point in advance of the Issue submission deadline so an appropriate Issue can be submitted to request a change to the Constitution and Bylaws.

This item needs further discussion and will be resolved by the Conference Chair and Vice Chair, and the CBP Chair, and their recommendation will be submitted to the Board for an e-vote.

<b>Action Item</b>	<p><input type="checkbox"/> Conference Chair and Vice Chair, and CBP Chair, to resolve the contradiction within the Constitution and Bylaws, Article III, Section 4, Membership. Recommendation to be submitted to the Board for an e-vote.</p>
--------------------	---

**CBP action item #5: Article XV. Section 1. Subsection 2. Committees.**

It is recommended that the Constitution and Bylaws, Article XV, Section 1, Subsection 2, be clarified to be inclusive of all agencies; suggested language must be submitted as an Issue to the 2023 Biennial Meeting.

Discussion points and questions:

- As written, this section does not allow an alternate federal consultant to participate in committee activities unless the designated primary alternate is unable to participate.
- On larger committees, sub-committees are formed, and federal agencies may opt to task participation in sub-committees to alternates; at other times, alternates are used to ensure transition planning for standing committees.
- Participation by consultants seems to be handled differently depending on the committee.

<b>Action Items</b>	Motion to move forward with Issue submission language to change the Constitution and Bylaws, Article XV, Section 1. Subsection 2, Committees, with an amendment to clarify that federal agency consultants and alternates may both participate in committee discussions. (Johnson / McMahan)
	Motion withdrawn; no action taken.
	<input type="checkbox"/> CBP Chair to draft Issue language for a Board e-vote to amend Constitution and Bylaws, Article XV, Section 1. Subsection 2, Committees, to clarify that federal agency consultants and alternates may both participate in committee discussions.
	Motion to acknowledge the Constitution, Bylaws/Procedures Committee written periodic report. (Jackson / Johnson)
	Motion passed with no objections and no abstentions.

### 3.3 Finance Committee – Terry Levee

Terry Levee, Finance Committee Chair, presented an overview of the written committee report. He stated that the committee maintains representation on other CFP committees regarding budget and finance.

The Board previously approved asking Jeff Mall, with Northwestern Mutual, to serve as our financial advisor and he has accepted. Communication with Jeff has been ongoing with some members of the committee, but discussions have not yet included the entire Finance Committee. The goal is to have Jeff come to the Board in the spring with an investment recommendation.

Terry is recommending that Steve Oswald be appointed as the Finance Committee Vice Chair with the plan for Steve to eventually move into the Chair position.

Discussion points and questions:

- Cliff Nutt addressed concerns brought up during the audit about having funds in a single institution in excess of Federal Deposit Insurance Corporation (FDIC) limits.
- One option is a “non-managed” account pending investment decisions; Terry will research if this type of account is insured.

<b>Action Items</b>	Motion to acknowledge the Finance Committee written periodic report and to appoint Steve Oswald as Finance Committee Vice Chair. (Graham / McMahan)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Finance Committee Chair to provide a current committee roster to the ED. <input type="checkbox"/> Finance Committee Chair to research “non-managed” account options and to determine if these accounts are insured.

### 3.4 Food Protection Manager Certification Committee – Susan Quam

Susan Quam, Food Protection Manager Certification Committee (FPMCC) Chair, provided a summary of the committee written report. The committee is in the process of preparing Issues for the 2023 Biennial Meeting that will include changes to the Standards and the committee bylaws.

Discussion points and questions:

- Prometric has requested that their accreditation be withdrawn. How do we respond to queries and what is CFP’s responsibility to notify their certificate holders?
  - It was clarified that a Prometric certificate is valid until the expiration date indicated on the certificate; withdrawing accreditation does not make these certificates invalid.
  - Susan will add the question about CFP’s responsibility regarding notification to the agenda for the next committee meeting.

<b>Action Items</b>	Motion to acknowledge the Food Protection Manager Certification Committee written periodic report and approve the roster change to add Melissa Smith with StateFoodSafety. (Graham / Johnson)
	Motion passed with no objections and no abstentions.

	<input type="checkbox"/> FPMCC Committee to provide the ED with any written statement for the CFP website to help clarify the current status of Prometric and the validity of their certificates.
--	---

**3.5 Issue Committee** – Ann Johnson and Linda Zaziski

Issue Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)  
 This action includes approval of the submitted “2023 Issue Preparation & Review – Process & Checklist” document which incorporated recommended edits from the April 2022 Board meeting.

<b>Action Item</b>	<input type="checkbox"/> “2023 Issue Preparation & Review – Process & Checklist” to be amended with final approval date of 10/05/2022 and final version to be posted to the CFP website.
--------------------	--

**3.6 Nominating Committee** – David Lawrence

The Immediate Past Conference Chair serves as the Nominating Committee Chair and David Lawrence provided a verbal report. The committee members included: Amber Daniels, Jason Horn, Todd Rossow, and Becky Vought.

The Nominating Committee offer the following recommendations for Conference leadership for the 2023-2025 biennium: Christine Sylvis, with the Southern Nevada Health District, as Conference Chair, and Keith Jackson, with Performance Food Group, as Conference Vice Chair. Both individuals have received employer approval for their appointment.

<b>Action Item</b>	Motion to approve Christine Sylvis as Conference Chair and Keith Jackson as Conference Vice Chair for the 2023-2025 biennium. (Whiting / McMahan)
	Motion passed with no objections and one (1) abstention.

**3.7 Program Committee** – Ben Chapman

Ben Chapman, Program Chair, provided an overview of the written committee progress report.

The 2023 virtual Workshop is scheduled for March 22-24 and will be 90 minutes each day; sessions will be recorded for later viewing. Topics will be selected from among “hot topics” submitted via the Issue process. A brief information announcement for marketing purposes has been developed for inclusion in the 2023 Biennial Meeting “Information Booklet.” Committee activities regarding logistics will ramp up again following Issue submission.

The Ohio State University (OSU) has given permission to host the 2023 Workshop on their Zoom platform with unlimited attendance and at no cost to CFP; Ashley Cellar will be our contact with OSU. Closed captioning is required by OSU and will be provided via Zoom.

Workshop discussion points and questions:

- Workshop topics:
  - To help prevent the potential appearance of bias on topic selection from submitted Issues, it was suggested to base Workshop topics on science-based Issues from CFP committees.
  - The committee has proactively approached some potential speakers from academia and asked if they would be willing to participate if their topic appears in the submitted Issues; the response has been positive.
- Workshop speaker honoraria:
  - The committee asks if Workshop speakers outside of CFP should be present to discuss Issues onsite in Houston? Up to six (6) speakers/presenters are planned for the 3-day event and the committee would like to offer some form of honoraria.
    - Financial honoraria have not been provided in the past; however, travel expenses have been reimbursed. Workshop speakers have been given complimentary registration for the Workshop only but were required to pay for registration for the biennial meeting if they chose to stay. Speakers who were not part of CFP generally did not stay for the biennial meeting.

- Registration for the biennial meeting could be provided complimentary OR offer a special reduced speaker rate of \$500 (\$695 early registration rate minus the \$195 registration fee for the Workshop).
- Any complimentary biennial meeting registration offered to Workshop speakers should include CFP membership for the new biennium.
- \$10,000 is budgeted for the Workshop and this could be used to provide a travel stipend for speakers if they would like to attend the biennial meeting; this is a line-item budget exclusively for the Workshop and does not include the opening session.
  - How would this funding be allocated?
  - Would all stipends be only for academia?
  - Since OSU is funding the online Workshop platform, can this budget be reallocated to encourage participation by students?
- It was suggested that the \$10,000 budget we used to cover speaker travel expenses should they opt to attend the biennial meeting; approval of expenses should be based on the same criteria that applies to Board member travel for the biennial meeting:
  - Limit reimbursement to \$1,400 per person for travel, lodging, and per diem with receipts required for all expenses.

The discussion expanded into concerns regarding whether closed captioning should be offered for the livestream sessions during the biennial meeting:

- Closed captioning will be provided by OSU via Zoom for the Workshop; however, the livestream platform selected for the 2023 Biennial Meeting (provided by Alliant Event Services) does not automatically provide close captioning.
  - According to Alliant, the quality of closed captioning offered via Zoom is of poor quality.
  - What degradation will we experience with Zoom? Is it quality or dependability?
  - Does Alliant require downloading an app for access? Some employers have restrictions.
  - Closed captioning can help reduce audio transmission problems.
  - Scientific transcription has not been a problem experienced with OSU's livestreaming.
- The question of any applicable ADA requirements needs to be answered.
  - ADA Section 508 requires that federal agency electronic and information technology be accessible to people with disabilities, including employees and members of the public.
  - Does CFP's grant funding from FDA mean that Section 508 requirements apply?
  - We should expand our audience by doing the "right thing" to be inclusive to everyone and not just base our decision on what's "required."
- Closed captioning was not requested during the virtual Biennial Meeting in 2021 nor was it referenced in the post-event survey. The survey did not ask a specific question on this topic, but respondents could have addressed any concerns in the final open-ended question.
  - AFDO has never provided closed captioning.
  - NEHA provides closed captioning via Zoom.
- It was suggested we request a demonstration from the current provider, Alliant Event Services, to allow us to see the service comparison between their platform and Zoom.
- As a reminder, the biennial meeting livestream sessions will be one-way communication; participants will not be able to contribute to the discussion, only listen and observe. The Workshop will be virtual allowing two-way participation between viewers and speakers.

<b>Action Items</b>	Motion to direct the Program Committee to reach out to Council III committees and review past Issues for potential Workshop topics, and to come back to the Board if they need to request any further outreach to CFP members; Council III Chair and Vice Chair are to be included in the committee discussions. (Sanchez / Rossow)
	Motion passed with no objections and no abstentions.
	Motion to provide, at the discretion of the Program Committee, a complimentary 2023 Biennial Meeting registration to Workshop presenters and speakers with a travel subsidy of up to \$1,400 per person. Total travel reimbursements shall not exceed the approved \$10,000 Workshop budget and all reimbursed expenses shall be in accordance with the CFP Travel Subsidy Policy. (Johnson / Sanchez)
	Motion passed with no objections and three (3) abstentions.

	Motion to acknowledge the Program Committee written periodic report. (Sanchez / Johnson)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Program Committee to reach out to Council III committees and review past Issues for potential Workshop topics, and to come back to the Board if they need to request any further outreach to CFP members; Council III Chair and Vice Chair are to be included in the committee discussions regarding Workshop topics. <input type="checkbox"/> ED to reach out to Alliant Event Services to request a demonstration of the difference between closed captioning with their platform and Zoom. <input type="checkbox"/> Follow-up needed to verify if any ADA requirements apply to our biennial meeting livestream sessions because of CFP receiving FDA grant funding.

**3.8 Program Standards Committee – Angie Wheeler**

Angie Wheeler, Program Standards Committee Chair, provided a verbal overview of her committee report and stated that work on their charges is progressing successfully.

A roster change is requested to remove Brianna Davis as she is no longer participating in the committee work.

<b>Action Item</b>	Motion to acknowledge the Program Standards Committee (PSC) written periodic report and accept the roster change to remove Brianna Davis as a committee member. (Johnson / Dolhanyk)
	Motion passed with no objections and no abstentions.

**3.9 Publications Committee – Gina Nicholson-Kramer**

Publications Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)
--

**3.10 Resolutions Committee – Chirag Bhatt**

A report from the Resolutions Committee was not required at this time.

**3.11 Strategic Planning Committee – Keith Jackson**

Strategic Planning Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)
--

**4. Special Committees and Reports (Binder 4)**

*NOTE: Because of ongoing tasks related to grant funded projects, three (3) agenda items previously included as “Unfinished Business” have been relocated and are now included here with “Special Committees and Reports.”*

- Agenda item 4.5 Update on the Retail Food Safety Regulatory Association Collaborative
- Agenda item 4.6 Update on NACCHO-CFP Research Project (RFA-FD-22-008)
- Agenda item 4.7 NEHA-CFP Retail Program Standards Symposium Update

**4.1 Sponsorship Committee – Eric Moore and James O’Donnell**

Sponsorship Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)
---

**4.2 ACAC (ANAB/CFP) Certification Committee – Sheri Morris and Julie Albright**

ANAB/CFP Certification Committee written periodic report acknowledged by consent. (see agenda item 1.4.1b)
--

**4.3 Local Arrangements Committee – Christopher Sparks and Deanna Copeland**

Deanna Copeland and Chris Sparks, Local Arrangements Committee (LAC) Co-Chairs, gave an overview of activities to date.

- The LAC reception venue has been finalized at Saint Arnold’s Brewing Company, a popular craft brewery with a hall that holds up to 300 people. Unlimited beer and wine will be available. The event is scheduled for three (3) hours in total, including round-trip transportation; it is

approximately a 15-minute drive from the meeting venue, and four (4) buses will be hired to accommodate everyone. Appetizer stations will be provided with a variety of food concepts, including Tex-Mex, Cajun, and German foods.

- The committee is extending their outreach for additional support from state and local associations.
- Committee sub-groups have been established to address specific event needs.
- Overflow hotel venues have been established; three (3) are directly across the street from the meeting venue making access very easy.

Discussion points and questions:

- Has unlimited alcohol been provided in the past, and have there been any problems? A couple of past receptions have provided unlimited alcohol and there have been no concerns.
- Will LAC sponsorships be able to cover the full cost of the reception? The committee is currently working on sponsorship recruitment so there is no estimate yet as to what the final sponsorship income might be.

<b>Action Item</b>	Motion to acknowledge the Local Arrangements Committee written periodic report and roster. (Graham / McMahan)
	Motion passed with no objections and three (3) abstentions.

#### **4.4 Digital Engagement Committee – Chirag Bhatt and Vanessa Bussiere**

The Digital Engagement Committee had nothing to report for this meeting.

#### **4.5 Update on the Retail Food Safety Regulatory Association Collaborative – David Lawrence**

David Lawrence provided a verbal summary of the submitted written report regarding the Retail Food Safety Regulatory Association Collaborative (Collaborative). He, Brenda Bacon, and Dave McSwane currently serve as the Board’s appointed liaisons to the Collaborative.

The long-term priorities of the Collaborative include, but are not limited to:

- *Identifying, assessing, and promoting implementation of effective intervention strategies to reduce foodborne illness risk factor occurrence;*
- *Building upon the FDA’s Voluntary National Retail Food Regulatory Program Standards technical assistance strategy to provide a “multiplier effect” to promote participation and implementation of the standards by state, local, tribal, and territorial (SLTT) retail food regulatory programs;*
- *Assessing the application of risk-based inspection methods by SLTT regulatory jurisdictions;*
- *Identifying and issuing joint recommendations with the FDA on emerging retail food safety issues; and*
- *Developing methods to better share information among stakeholders.*

The first face-to-face meeting of the Collaborative since the pandemic was held from 09/27-29/2022 with an option to attend virtually. During the meeting, John Marcello, with the FDA, conducted a series of facilitated strategic planning exercises to address long-term objectives. This identified the need to define an organizational structure and establish rules of engagement; a workgroup with one (1) member from each association has been formed and given this charge.

David reminded everyone that sharing information about the Collaborative is a responsibility we all share. Please visit and promote the Collaborative’s website whenever possible:

[www.retailfoodsafetycollaborative.org](http://www.retailfoodsafetycollaborative.org)

Discussion points and questions:

- Reminder that the point of the Collaborative is to build upon the strengths of each organization; we can do more together. Organizations have been working independently to move retail food safety forward nationwide; the Collaborative brings all these activities together.
- It is critical that we maintain an industry perspective in any future representation on the Collaborative.

<b>Action Item</b>	Motion to acknowledge the Retail Food Safety Regulatory Association Collaborative written update report. (Graham / Johnson)
	Motion passed with no objections and no abstentions.

**4.6 Update on NACCHO-CFP Research Project (RFA-FD-22-008) – David McSwane**

Activities of this research project are separate from those of the Retail Food Safety Regulatory Association Collaborative addressed above.

Dave McSwane reviewed the strategy for the NACCHO-CFP research project as outlined in the written summary and highlighted the objectives and outcomes for each specific aim:

*Specific Aim 1: Develop a national Food Code adoption strategy, including the Food Code Adoption Tool Kit*

*Specific Aim 2: Improve the regulatory approach, competency, and food safety culture in the regulatory community.*

*Specific Aim 3: Increase enrollment and active participation in and application of the Voluntary Retail Food Regulatory Program Standards (Program Standards) by state, local, tribal, and territorial retail food regulatory programs.*

*Specific Aim 4: Improve foodborne outbreak investigation methods.*

*Specific Aim 5: Increase number of establishments that have well-developed and implemented Food Safety Management Systems.*

*Specific Aim 6: Develop a strategy to enhance communication and better tell our story.*

The written summary includes activities that the CFP research staff will undertake during the current project year. The application submitted to the FDA was approved for three (3) years, but funding was only provided for the first (current) year of the application period.

Good progress was made in the project’s first two (2) years establishing a foundation to identify resources from all participating organizations. CFP’s diverse membership is unique because we represent constituencies not represented by other organizations.

Discussion points and questions:

- Are behavioral and mental health issues of retail food safety professionals part of this project?
- Additional CFP contract staff have been brought on board for these projects because of their specific skills.
- How much work is being asked of Executive Staff on this project? How is this quantified?
  - Research project service agreements are separate from those for the CFP Executive Staff; time spent on the grant project will not conflict with tasks assigned as Executive Staff.

<b>Action Item</b>	Motion to acknowledge the written summary on the NACCHO/CFP research project. (Graham / Johnson)
	Motion passed with no objections and no abstentions.

**4.7 NEHA-CFP Retail Program Standards Symposium Update – David Lawrence**

David Lawrence provided a brief overview of his written report on the NEHA-CFP Retail Program Standards Symposium project.

The first Retail Program Standards Symposium (RPSS) was held in a virtual format. Following that event, a survey was conducted, and results are included as an attachment to the Program Standards Committee (PSC) report (agenda item 3.8). Survey results indicate there is continued interest in offering future events; therefore, the project group is laying plans for an in-person or hybrid RPSS for the spring of 2024.

CFP provides a support role for this project via a contract service agreement with the National Environmental Health Association (NEHA) and our scope of work includes administrative duties using pass-through funds to compensate project staff. Effective 10/30/2022, Angie Wheeler and Carrie Pohjola will serve as project staff.

<b>Action Item</b>	Motion to acknowledge the NEHA-CFP Retail Program Standards Symposium Update written report. (Johnson / Tewksbury)
	Motion passed with no objections and no abstentions.

**4.8 Federal Agency Reports**

**4.8.1 FDA – Glenda Lewis**

Glenda Lewis reviewed details from her written report outlining updates on the FDA’s retail program activities and accomplishments. Topics addressed in the written report include:

- Traceability Rule published 10/23/2020 <https://www.fda.gov/food/food-safety-modernization-act-fsma/fsma-proposed-rule-food-traceability>
- FDA’s New Era of Smarter Food Safety: [www.fda.gov/SmarterFoodSafety](http://www.fda.gov/SmarterFoodSafety)
  - Goal 3.1: New Business models and food e-commerce:
    - Clarify regulatory scope to ensure oversight of food sold through e-commerce and identifying FDA’s federal regulatory jurisdiction.
    - Enhance food safety education across the e-commerce food sector, from industry to consumers; stakeholder engagement for education, outreach and data gathering.
  - Goal 3.2: Retail Modernization included:
    - Rollout of the FDA Retail Food Flexible Funding Model.
    - Retail Food Safety Regulatory Association Collaborative (AFDO, CDC, CFP, FDA, NACCHO, NEHA); establishing a platform for retail food safety resources and best practices.
    - FDA-CDC MOU
- Retail Program Updates:
  - Newest edition of Food Code to be released by end of calendar year 2022.
  - Food Code is turning 30!
  - Consumer written notification of major food allergens in unpackaged food at retail will move forward based on Issue 2020-II-015.
  - Sesame to be listed as the ninth (9<sup>th</sup>) major food allergen recognized in the U.S.
- Publications Update:
  - 2022 Retail Program Standards released 08/24/2022: <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/voluntary-national-retail-food-regulatory-program-standards-november-2022>
  - Main landing page for the Retail Program Standards: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>
  - Summary of Changes for the 2022 Retail Program Standards: <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/voluntary-national-retail-food-regulatory-program-standards-november-2022>
- Research study on norovirus transmission; key findings are available in a factsheet: <https://www.fda.gov/food/cfsan-risk-safety-assessments/risk-assessment-norovirus-transmission-food-establishments>

Discussion points and questions:

- The FDA does not anticipate any delay in publishing a revised Food Code in advance of the Issue submission deadline.
  - CFP should add a notification on our website referencing the Food Code timeline in reference to the Issue submission deadline.
- Industry will assist in providing a consistent narrative to help consumers communicate the risks with allergens at retail, and regulators will assist with developing an enforcement implementation strategy.

<b>Action Items</b>	Motion to acknowledge the FDA written report. (McMahan / Tewksbary)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Executive Staff to coordinate with FDA to include a Food Code publication notification on the CFP website.

#### 4.8.2 USDA-FSIS – Melvin Carter

Melvin Carter provided an overview of the written USDA report.

- Continue to actively participate on multiple CFP committees.
- Continue to work to enhance federal outreach related to *Listeria monocytogenes (Lm)* deli best practices. <https://www.fsis.usda.gov/inspection/compliance-guidance/retail-guidance>
- Enhance Federal outreach related to grinding record requirements and intended use. <http://www.foodprotect.org/media/guide/CFP%20Beef%20Grinding%20Log%20Template%20Guidance%20Document%20-%208-8-2014.pdf>
- FSIS posed two (2) charges to the National Advisory Committee on Meat and Poultry Inspection (NACMPI) in 2021:

1. How FSIS should clarify the Agency's positions on the custom and retail exemptions to ensure that meat and poultry produced under the exemptions are safe, wholesome, and correctly labeled and packaged.
2. What actions FSIS should take to prevent and reduce illnesses associated with the handling or consumption of frozen, raw, stuffed not ready-to-eat (NRTE) poultry products, which may be breaded and par-fried and may appear ready-to-eat (RTE) to consumers.

In response to the NACMPI recommendations, FSIS is considering changes to recognition of *Salmonella* as an adulterant in poultry products that appear to be RTE.

- FSIS continues to meet monthly with FDA to harmonize the language in the Food Code and Food Code Annex as it pertains to intact and non-intact meat.

<b>Action</b>	Motion to acknowledge the USDA written report. (Daniels / Huffman)
<b>Item</b>	Motion passed with no objections and no abstentions.

#### 4.8.3 CDC – Adam Kramer

Adam Kramer provided an overview of the written CDC report and included reference to the following:

- Competencies for Environmental Health Practitioners that Investigate Foodborne Illness: a framework and training roadmap to connect environmental health professionals with trainings by competency. <https://foodsafetycoe.org/wp-content/uploads/product/COEHcompetencies.pdf>
- Foodborne Illness Outbreaks Reported to National Surveillance: characteristics of the state health departments and foodborne outbreaks reported during 2009-2018. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9155876/>
- Foodborne Outbreak Rates Associated with Restaurant Inspection Grading: association with restaurant grading and reduced foodborne outbreak reports. <https://meridian.allenpress.com/jfp/article/85/7/1000/477931/Foodborne-Outbreak-Rates-Associated-with>

Don Sharp, a longtime CDC consultant to Council III, is retiring at the end of 2022.

<b>Action</b>	Motion to acknowledge CDC written report. (Graham / Tewksbary)
<b>Item</b>	Motion passed with no objections and no abstentions.

## 5. New Business

### 5.1 Discussion of format and potential keynote speaker(s) for the 2023 Biennial Meeting – Dave McSwane

Plans for a 2023 keynote speaker and presentation format have not been made, so suggestions from the Board are requested. A roundtable format was originally planned for 2020 but that was not possible using the virtual format. This opening session in 2023 will be livestreamed. We do not budget for honoraria for keynote speakers; we can cover travel expenses, if needed.

Federal agency reports have been removed from the opening session and moved to the Tuesday morning "Reports/Updates" session.

Discussion of possible keynote session topic ideas:

- 30<sup>th</sup> Anniversary Celebration of the Food Code.
  - What's changed in food safety since the first Food Code was published 30 years ago?
  - Allow each constituency to highlight their milestones over the years.
  - Follow food safety through the decades.
  - From the Food Code to the New Era of Food Safety.
  - Professional video to pull the decades together followed by a panel discussion.
  - Is there a benefit to presenting the Food Code in a different format? Do we need an app? What technology is most applicable?
- "TED talk" format allowing 7 to 10 minutes for each speaker.
- Carl Winter's food safety songs.
- David Staley - futurist
- Post Covid – how our professional lives have changed.

- What was of critical importance to food safety in 1971 when CFP first met?

<b>Action Items</b>	Motion to create an ad hoc keynote speaker committee charged with developing a format and potential speaker and topic list for a “30 <sup>th</sup> Food Code anniversary celebration” and report back to the Board by mid-November. Ad hoc committee members include Ann Dolhanyk, Glenda Lewis, Tom McMahan, Gina Nicholson Kramer, Michael Pascucilla, and Linda Zaziski. (Johnson / Graham)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Ad hoc Keynote Speaker Committee to develop a suggested format and potential speaker and topic list for a “30 <sup>th</sup> Food Code anniversary celebration” and report back to the Board by mid-November 2022.

## 5.2 Updates for Executive Staff Position Descriptions – Dave McSwane

Dave McSwane provided a brief history of the need to update the Position Description (PD) documents for all three (3) Executive Staff. Many tasks have changed and expanded since 2020 when these documents were last approved by the Board. The Executive Staff collaborated to ensure that the duties and descriptions in all three (3) revised PDs were as consistent and inclusive as possible, and that enough detail was added to provide context where needed. Many tasks from the 2020 version were simply reorganized to group by subject and to follow a logical sequence; in other cases, language was added, modified, or clarified.

Minimal reference to grant funded projects has been included, but these PDs documents are not intended to include tasks that are funded via a separate Service Agreement (SA) for grant projects.

Discussion points and questions:

- How does the PD review process occur with the Constitution, Bylaws/Procedure (CBP) Committee?
  - The Board was reminded that the CBP Committee is charged with reviewing PDs and that step has not been followed; review of PDs is currently given a lower priority than other governing documents.
  - Concerns were expressed by the CBP Chair that inconsistent terminology is used in the submitted draft PDs and that the number of tasks does not match what is referenced in the approved governing documents.
  - The revised PDs are the tasks that the Executive Staff currently perform for the Board and the CFP members; the governing documents that reference assigned Executive Staff tasks are the documents that are most likely outdated.
- Is this a “scope of services” and does the word “position” in the title add confusion regarding any question of employee versus contractor?
  - Each Executive Staff member has a signed SA that states they are an “independent contractor” and includes reference to the most recent version of the PD approved by the Board for assigned tasks.
  - Is there reference to compliance with labor law requirements in the SAs?
- Can the Board approve these PDs contingent upon the CBP Committee reviewing and approving the documents? If approval is not given today, when would the PDs become effective?

<b>Action Items</b>	Motion to approve the final drafts of the Position Descriptions (PDs) for the Executive Director, Executive Treasurer, and Executive Assistant as submitted and effective this date (10/05/2022) and charge the CBP Committee to review these documents first in their review of PDs. (Johnson / Whiting)
	Motion passed with no objections and two (2) abstentions.
	<input type="checkbox"/> Executive Staff to place an effective date on the approved PDs and upload the approved documents to the CFP website. <input type="checkbox"/> CBP Committee to place all three (3) Executive Staff PDs as a priority in their review of PDs.

**5.3 Discussion of potential sites for the 2025 Biennial Meeting – Dave McSwane and Karen Peña**

Karen Peña, with ConferenceDirect, presented an overview of potential sites for the 2025 Biennial Meeting in Colorado, Michigan, and Minnesota. A total of 26 venues were sourced and 7 ultimately submitted bids.

The recommended venues and available dates are as follows:

- Grand Hyatt in Denver, CO – Thursday, March 20 to Sunday, March 30, 2025.  
These dates are currently being held for CFP. This hotel was our original venue for the 2020 Biennial Meeting, and it was noted that they forgave CFP all penalties when we cancelled the onsite meeting due to the pandemic.
- Hyatt Regency in Minneapolis, MN – Thursday, March 6 to Sunday, March 16, 2025.
- Doubletree in Bloomington, MN – Thursday, March 13 to Sunday, March 23 OR Thursday, March 20 to Sunday, March 30, 2025.
- Radisson Blu Mall of the Americas, Bloomington, MN – Thursday, March 6 to Sunday, March 16 OR Thursday, April 24 to Sunday, May 4, 2025.

Many venues are already fully booked in April 2025 due to the compression of rescheduled meetings that were cancelled during the pandemic; this means that there is less flexibility on available dates than in previous years.

Multiple venues in Detroit, Lansing, and Kalamazoo, MI were also reviewed but, for a variety of reasons related mostly to facility size, are currently not recommended.

Discussion points and questions:

- Downtown Minneapolis venues are great.
- Concerns were expressed about potential extreme weather in March that could hinder travel.
- Does a March meeting date impact the Issue submission calendar?
- We should aim to have the meeting conclude by the end of April; however, we once had our meeting extend into May.
- Due to the availability challenges for 2025 dates, perhaps we should begin a search for 2027 venues.
- An audio-visual (AV) bid had already been finalized at the time we cancelled the 2020 Biennial Meeting, and that vendor is still working at the Denver property. This will simplify any future AV proposal; however, now that we are including a livestream option for some sessions, the scope of our AV bid will need to be expanded.

<b>Action Item</b>	Motion to hold the 2025 Biennial Meeting in Denver and request that we try to secure dates in April (avoiding Easter); if that is not possible, the dates of March 20-30, 2025 are acceptable. (Sanchez / Pascucilla)
	Motion passed with one (1) objection and three (3) abstentions.
	<input type="checkbox"/> ED to follow up with ConferenceDirect regarding the contract with the 2025 Denver host facility.

**5.4 Draft of “Information Booklet” for the 2023 Biennial Meeting and Workshop – Dave McSwane and Vicki Everly**

Dave McSwane briefly reviewed the content of the 10-page “Information Booklet” for the 2023 Biennial Meeting. This is designed primarily as a marketing and information piece. The intent is to get the event on everyone’s calendars and to provide the basic information needed to make travel plans.

The narrative on page 9 related to cancellations and refunds will be updated based on the policy document approved during this meeting, and a hyperlink will be added once the final form is uploaded to our website.

Discussion points and questions:

- Suggestion to add a box on page 5 to reference Industry Issue review sessions, like the box promoting the AFDO regulatory sessions.

- Monday, December 19 is incorrectly listed as Sunday on page 7.
- “Virtual” versus “livestream” is somewhat confusing; the Workshop is virtual (2-way) and the Biennial Meeting is livestreamed (1-way).
  - We need to add narrative that states “Livestream option is “VIEW ONLY” in red font or otherwise highlighted to draw attention to that information.

<b>Action Items</b>	Motion to approve the final draft of the 2023 Information Booklet with the following edits: (Johnson / Tewksbary) <ol style="list-style-type: none"> <li>1. Add a box on page 5 to reference Industry Issue review sessions.</li> <li>2. Add narrative to page 5 in red font that states “Livestream option is ‘VIEW ONLY.’”</li> <li>3. Correct page 7 to state that December 19 is Monday (not Sunday).</li> <li>4. Update refund information box on page 9 to reflect the policy approved on 10/05/2022.</li> </ol>
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Executive Staff to update the 2023 Information Booklet to reflect edits and corrections to pages 5, 7, and 9. <input type="checkbox"/> EA to upload the 2023 Information Booklet to the CFP website, and to extract and copy relevant information from to update various pages on the website.

**5.5 Spring 2023 Executive Board Meeting – April 24-28, 2023, at the Westin Galleria Hotel in Houston, TX**

The spring 2023 Board meeting was not discussed.

<b>Action Items</b>	Motion to charge the Resolutions Committee with preparing a resolution for Brian Nummer and forwarding it to his family as soon as possible and including a copy in the resolution packet prepared for the 2023 Biennial Meeting. (Johnson / Graham)
	Motion passed with no objections and no abstentions.
	<input type="checkbox"/> Resolutions Committee to prepare a resolution for Brian Nummer as soon as possible and provide to the ED for forwarding to Brian’s family. <input type="checkbox"/> ED to ensure that the resolution for Brian Nummer is included with the resolution packet prepared for the 2023 Biennial Meeting.

**6. Adjournment**

<b>Action Item</b>	Motion to adjourn the meeting of the Executive Board at 2:05 PM (EDT). (Sparks/ McMahan)
	Motion passed with no objections and no abstentions.

## Action Item Summary

Tasks listed below are extracted from the pages of these minutes and organized 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, and there may be charges assigned via the Issue process, or charges/tasks assigned via CFP governing documents.

This summary is not intended to document the ongoing status of each task; that status is currently tracked and monitored by the Conference Chair.

### EXECUTIVE BOARD

#### Conference Chair:

- Conference Chair and Vice Chair, and CBP Chair, to resolve the contradiction within the Constitution and Bylaws, Article III, Section 4, Membership. Recommendation to be submitted to the Board for an e-vote. [See agenda item 3.2](#)

#### Conference Vice Chair:

- Conference Chair and Vice Chair, and CBP Chair, to resolve the contradiction within the Constitution and Bylaws, Article III, Section 4, Membership. Recommendation to be submitted to the Board for an e-vote. [See agenda item 3.2](#)

#### All Board Members:

- All Board members to consider adding a CFP website hyperlink to their email signature line. [See agenda item 2.2.6](#)

### COUNCILS

#### ALL Council Chairs:

- Council Chairs to notify the ED of any future changes to their Council roster. [See agenda item 2](#)

#### Council II Chair:

- Council II Chair to provide a revised roster to Dave McSwane. [See agenda item 2.2](#)
- Council II Chair to share today's discussion points with the Local Regulatory Representation Committee. [See agenda item 2.2.6](#)

#### Council III Chair:

- Council III Chair to provide a revised roster to the ED. [See agenda item 2.3](#)

### STANDING COMMITTEES

#### Constitution, Bylaws/Procedures (CBP) Committee:

- By the spring 2023 Board meeting, the CBP Chair to ensure concerns addressed on pages 3-4 of the April 2022 EA report are merged with activities related to document review and retention. [See agenda item 1.9.2](#)
- Conference Chair and Vice Chair, and CBP Chair, to resolve the contradiction within the Constitution and Bylaws, Article III, Section 4, Membership. Recommendation to be submitted to the Board for an e-vote. [See agenda item 3.2](#)
- CBP Chair to make final edits to the "Biennial Meeting/Conference Procedures 2022" document by 10/10/2022; final document to include an approval effective date and shall be provided to the ED. [See agenda item 3.2](#)
- CBP Chair to draft Issue language for a Board e-vote to amend Constitution and Bylaws, Article XV, Section 1. Subsection 2, Committees, to clarify that federal agency consultants and alternates may both participate in committee discussions. [See agenda item 3.2](#)
- CBP Committee to place all three (3) Executive Staff PDs as a priority in their review of PDs. [See agenda item 5.2](#)

**Finance Committee:**

- Finance Committee Chair to provide a current committee roster to the ED. *See agenda item 3.3*
- Finance Committee Chair to research “non-managed” account options and to determine if these accounts are insured. *See agenda item 3.3*

**Food Protection Manager Certification Committee (FPMCC):**

- FPMCC Committee to provide the ED with any written statement for the CFP website to help clarify the current status of Prometric and the validity of their certificates. *See agenda item 3.4*

**Issue Committee:**

- “2023 Issue Preparation & Review – Process & Checklist” to be amended with final approval date of 10/05/2022 and final version to be posted to the CFP website. *See agenda item 3.4*

**Program Committee:**

- Program Committee to reach out to Council III committees and review past Issues for potential Workshop topics, and to come back to the Board if they need to request any further outreach to CFP members; Council III Chair and Vice Chair are to be included in the committee discussions regarding Workshop topics. *See agenda item 3.5*

**Resolutions Committee:**

- Resolutions Committee to prepare a resolution for Brian Nummer as soon as possible and provide to the ED for forwarding to Brian’s family. *See agenda item 5.5*

**Strategic Planning Committee (SPC):**

- Strategic Planning Committee (SPC) Chair to share relevant discussion points from this meeting with the SPC. *See agenda item 2.2.6*

**SPECIAL COMMITTEES and UNASSIGNED TASKS**

**Ad hoc Keynote Speaker Committee:**

- Ad hoc Keynote Speaker Committee to develop a suggested format and potential speaker and topic list for a “30<sup>th</sup> Food Code anniversary celebration” and report back to the Board by mid-November 2022. *See agenda item 5.1*

**Unassigned Task(s):**

- Follow-up needed to verify if any ADA requirements apply to our biennial meeting livestream sessions because of CFP receiving FDA grant funding. *See agenda item 3.7*

**CFP EXECUTIVE STAFF**

**All Executive Staff (ED, ET, and/or EA, as appropriate):**

- Executive Staff to incorporate recommended edits from today’s discussion into the draft refund policy/form and provide a revised version for discussion when this item is again brought up for discussion. *See agenda item 1.9.1*
- Executive Staff to create a final version of the “Cancellation, Refund, and Transfer Policy” form as a fillable PDF, post it to the CFP website in applicable locations, and implement an internal process for handling requests. *See agenda item 1.9.1*
- Executive Staff to update Executive Board Member Position Description (PD) and post new version to the CFP website. *See agenda item 2.2.6*
- Executive Staff to coordinate posting of final approved version of the “Biennial Meeting/Conference Procedures 2022” document to the CFP website. *See agenda item 3.2*
- Executive Staff to continue with the transition to Wild Apricot following current processes. *See agenda item 3.2*
- Executive Staff to coordinate with FDA to include a Food Code publication notification on the CFP website. *See agenda item 4.8.1*

- Executive Staff to place an effective date on the approved PDs and upload the approved documents to the CFP website. *See agenda item 5.2*
- Executive Staff to update the 2023 Information Booklet to reflect edits and corrections to pages 5, 7, and 9. *See agenda item 5.4*

**Executive Director (ED):**

- ED to coordinate with the FPMCC Committee Chair to finalize signatures on the contract. *See agenda item 1.9.3*
- ED to coordinate official notification of selection to all Council members and alternates. *See agenda item 2*
- ED to reach out to Alliant Event Services to request a demonstration of the difference between closed captioning with their platform and Zoom. *See agenda item 3.7*
- ED to follow up with ConferenceDirect regarding the contract with the 2025 Denver host facility. *See agenda item 5.3*
- ED to ensure that the resolution for Brian Nummer is included with the resolution packet prepared for the 2023 Biennial Meeting. *See agenda item 5.5*

**Executive Treasurer (ET):**

- ET authorized to pay the audit invoice so we will be provided with a final copy of the audit report for our records. *See agenda item 3.1*

**Executive Assistant (EA):**

- EA to upload the 2023 Information Booklet to the CFP website, and to extract and copy relevant information from to update various pages on the website. *See agenda item 5,4*