

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Program Committee

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: [Click here to enter a date.](#) **Date amended (if applicable):** [Click here to enter a date.](#) **Date accepted by Executive Board:** [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

REPORT SUBMITTED BY: Richard Linton and Ben Chapman, co-chairs

COMMITTEE CHARGE(S):

Issue # _____

1.

2.

Issue # _____

1.

2.

COMMITTEE WORK PLAN AND TIMELINE:

I committee plans to have the final program content planned for the August 2019 Board meeting.

COMMITTEE ACTIVITIES:

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

2. **Overview of committee activities:**

Committee membership has been determined, survey has been completed by committee to establish program ideas, potential content, and delivery mechanisms.

3. **Charges COMPLETED and the rationale for each specific recommendation:**

a.

b.

4. **Status of charges still PENDING and activities yet to be completed:**

a.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. Approve committee membership

2. Have executive board members complete online survey (will be sent by email to CFP chair) that helps our committee establish program content and delivery ideas by executive board members.

ATTACHMENTS:

1. **Content Documents:**

a. **Committee Member Roster:** *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.

b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

2. **Supporting Attachments (OPTIONAL):** *Not applicable*