

## Conference for Food Protection – Committee Progress Report

Committee **Progress** Reports are considered **DRAFT** until accepted by the Executive Board

Approved 7/13/21

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility, and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, documents) become the property of the Conference.

COMMITTEE NAME: Publications 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:

COMMITTEE CHARGE(S):

**Issue # 1**

1. The Publications Committee shall report to the Board and make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

**Issue # 2**

1. Make recommendations to the Board to address how Conference for Food Protection publications are disseminated to ensure that all publications are distributed and communicated equally and adequately to reach the applicable constituency groups
2. Oversee dissemination of approved publications following said recommendations

COMMITTEE WORK PLAN AND TIMELINE:

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:  
11-29-21, 1-10-22, 2-14-22, and 3-21-22: unless a schedule change is needed the meetings are held the second Tuesday of the month.
2. Overview of committee activities:
  - a. A Google document has been created to list all of the applicable constituency groups. This is a working list which contains the name, constituency group and basic contact information.
  - b. A blanket charge has been created that can/could be added to any committee report asking for publications be reviewed/posted by CFP.
3. Charges **COMPLETED** and the rationale for each specific recommendation:
  - a. To this point Issue #1 has been completed because all publications from the last biennial meeting are posted to the CFP website
  - b.
4. Status of charges still **PENDING** and activities yet to be completed:
  - a. The Google document is being fine tuned
  - b. The Publication committee currently is overseeing the publications being posted in the CFP website, but is looking for other outlets to get the information out to the masses.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1.

2.

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/](http://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*  
**Google document**  
**Blanket charge language**

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