

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

COMMITTEE NAME: Ad Hoc Committee on Reducing Board Costs

COUNCIL (I, II, or III): Executive Board

DATE OF REPORT: February 22, 2016

SUBMITTED BY: Brenda Bacon (Chair Ad Hoc Committee on Reducing Board Costs)

COMMITTEE CHARGE:

Charge: To investigate ways to reduce costs of conducting Executive Board meeting and make recommendations to the Executive Board.

COMMITTEE'S REQUESTED ACTION FOR BOARD:

The Ad Hoc Committee on Reducing Board Costs would like the Board to consider the following:

- Replace the face to face spring meeting with three webinars, 2 hours each to be scheduled within one week. Have a clear agenda and a facilitator to keep on track with the daily agenda. Estimated savings: \$ 10,000 per meeting
- Lower the maximum reimbursement for travel expenses to \$600.00 per meeting basis. Estimated savings: \$950.00 per meeting
- Consider the location of the meetings and seek to find locations that have easy access and less expensive lodging. Conference Direct indicated places in the South and areas that struggle to fill hotels may be considered. Estimated savings: Unknown
- Request that industry/trade association and government volunteer to host a meeting. Estimated savings: \$10,000 per meeting
- Reduce or eliminate breakfast and provide only beverages. Estimated savings: Unknown

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

The Ad Hoc Committee on Reducing Board Costs had conference calls on January 18 and February 5, 2016. Participation was a quorum.

This report contains the final recommendations for the CFP Executive Board and this Ad Hoc committee's work is complete.