

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Strategic Planning Committee

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

Date submitted: 7/12/2016

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: Tom Ford

COMMITTEE CHARGE(S):

Issue # _____

1. To develop a strategic plan which includes better ways to market the Conference as well as short-range and long-range strategic issues using the mission and vision of the Strategic Plan as guidance

2.

Issue # _____

1.

2.

COMMITTEE WORK PLAN AND TIMELINE:

A PROPOSED MEETING CYCLE OF EVERY OTHER MONTH IS SUGGESTED

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** Since the submission of the SPC Final report at the 2016 Conference in April, The full SPC met on May 17 and the SWOT subcommittee met twice on June 7 and June 13.

2. **Overview of committee activities:**

The Committee will continue working on the SWOT analysis which began in 2015 and the analysis of the University of Houston member survey which was completed in 2016 and present at the 2016 conference.

The committee will continue the analysis of the effectiveness of the navigator program including issuing a follow-up survey to the first time attendees of the 2016 Biennial Meeting.

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. The Committee would like the Executive Board to consider and approve Elizabeth Nutt as Vice Chair of the SPC committee and the attached roster of committee 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*