

Conference for Food Protection – Committee FINAL Report

Template approved: 04/20/2016

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COMMITTEE NAME: Sponsorship Committee

DATE OF FINAL REPORT: April 6, 2018

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Janice Buchanon

COMMITTEE CHARGE(S):

Issue # N/A

- 1.
- 2.

Issue # N/A

- 1.
- 2.

COMMITTEE WORK PLAN AND TIMELINE:

1. DISCUSS SPONSORSHIP NOTIFICATIONS BY 3/1. DONE
2. SEND THANK YOU EMAILS TO PRIOR SPONSORS. DONE
3. PROVIDE SPONSORSHIP INFORMATION TO ATTENDING MEMBERS WHO WERE NOT SPONSORS DURING THE 2014-2016 CONFERENCE. DONE
4. SEND OUT FINAL SPONSORSHIP REMINDER PRIOR TO 2016-2018 CONFERENCE. DONE
5. DRAFT ISSUE REGARDING SUSTAINING MEMBER BY 9/2017. DONE
6. SUBMIT ISSUE TO CFP BY 1/2018. DONE

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** 7/22/16, 8/5/16, 2/6/17, 7/6/17, 7/27/17, 9/27/17
2. **Overview of committee activities:** Committee Chair was appointed in late June 2016. Committee members were selected (see attached roster).

The committee has convened six conference calls.

The committee created a new sponsorship payment structure with contribution ranges (Titanium @ \$5000 or higher, Gold @ \$3000 - \$4999, Silver @ \$2000 - \$2999 and Bronze @ \$1000 - \$1999) that also enabled sponsors to make annual contributions (split their sponsorship payments across two calendar years) rather than a one-time contribution during the biennium. This measure was approved by the Executive Board and the payment structure was set up.

Through the office of the Executive Director, the committee issued letters thanking all 2016 sponsors for their continued support of the Conference.

The committee issued three separate sponsorship opportunity announcements and reminders through the office of the Executive Director and the Sponsorship Committee Chair between 2016 and 2018.

The committee vetted a proposal brought to the Executive Board by Gina Nicholson Kramer at the 2016 biennium to create a Sustaining Member level of contribution to the CFP with annual contribution potential. A draft proposal for consideration was advanced to the Executive Board at the August 2017 meeting. During the August meeting the Executive Board charged the sponsorship committee with the Executive Director to flesh out methods of donations to the CFP and come back by the end of the year with draft language to create a sustaining membership category in the Constitution and Bylaws through the issue process. The issue was submitted directly to the Constitution and Bylaws Committee and Council II. An update on this matter was provided to the Executive Board in December 2017 (attached) and the Board approved the creation of a Sustaining Supporter of the Conference for Food Protection via electronic vote.

The Conference has received, fifteen (15) Titanium Sponsorships (two at \$6000), twenty-three (23) Gold Sponsorships (one at \$3500), thirteen (13) Silver Sponsorships, and four (4) Bronze Sponsorships. This results in total Sponsorship revenue to date of \$178,000. (\$8,000 to be collected)

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 Executive Board action at this time; all committee requests and recommendations are included as an issue submittal

- 1.
- 2.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Issue #1: Report – Committee Name:
 - a. List of content documents submitted with this Issue:
 - (1) Committee Member Roster: See attached PDF No changes to previously approved roster
 - (2) Other content documents:
 - b. List of supporting attachments: Not applicable
2. Committee Issue #2: