

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: 7/27/2018 **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, Chair and Elizabeth Nutt, Vice-Chair

COMMITTEE CHARGE(S):

1. Issue # 2018 II-026 (Established the Constitutional Charges to the Strategic Planning Committee in Article XV, Section 10)

The Strategic Planning Committee shall report to the Executive Board. The Strategic Planning Committee shall provide an active leadership role in developing both long term and short term goals that will enhance and sustain the relevance and viability of the Conference for Food Protection. To accomplish these goals the SPC will include such activities as:

- a) Anticipate changing business and regulatory environment.
- b) Assess membership satisfaction of the CFP and its processes.
- c) Identify changing expectations of CFP members.
- d) Explore ways to build membership.
- e) Assist in efforts to communicate more effectively with membership.
- f) Expand outreach to collaborate and partner with organizations of similar public safety goals.
- g) Search for viable funding sources to ensure long term financial sustainability.

2. 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.

COMMITTEE WORK PLAN AND TIMELINE:

The committee held one wrap up call at the conclusion of the Biennial meeting. Tentatively discussed 18-20 membership. Most current members agreed to continue with the Committee.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** Conference Call held 5/11/2018 to with current Committee membership
2. **Overview of committee activities:** Current members all stated they were interested in continuing with the committee. Looked over the Biennial meeting committee sign-up roster. Developed new roster for Executive Board approval (attached).
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. None
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. Not Applicable

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

1. Approval of 2018-2020 Membership Roster
2. Guidance on implementation of Strategic Plan submitted at 2018 Biennial Meeting

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**