

Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Strategic Planning Committee

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: June 19, 2015

SUBMITTED BY: James Mack (Chair) Thomas Ford (Co-Chair)

COMMITTEE MEMBER ROSTER:

see attached roster for updated member listing and Executive Board approval

COMMITTEE CHARGE(s): Set Strategic Goals for the Conference for Food Protection

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

Approve a link be added to the information for delegates (CFP – Rule of Engagement) on CFP website

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. *Progress on Overall Committee Activities*

Strategic Planning Committee March 23, 2015

Attendees

James Mack, David McSwane, Jessica Fletcher, Thomas Ford, Elizabeth Nutt, Kelli Whiting, Todd Rossow, Kevin Smith, Darryl Booth, Darin Detwiler, Susan Grooters, and Becky Stephens-Grobbelaar.

SPC Navigator Program

Jessica along with Elizabeth reviewed the most recent Navigator Program draft and Sample Letter.

Navigator Doc – Some of the comments captures were:

- Remove the first point under item 7
- Place a version number on the doc

Strategic Planning Committee

June 19, 2015

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- Should “Newbie” be used or some other term? Ideas shared were First Time Attendee or Freshman.
- It would be nice to provide some form of recognition for the Navigators
- Under line 7 the navigator will either email, call or use the attached letter to communicate with the first time attendee. Line item 4 will be removed.

Sample Letter (see attached document)

There was discussion around the use of the sample letter with the CFP logo. It was the consensus of the group to leave the sample letter as is and not include the CFP logo.

For the 2016 registration we should be prepared to act on the modified navigator process. James will present at the April EB meeting for review and approval with the changes made by Jessica and Elisabeth. A copy of the changes will be sent to the committee and James concurrently. Any significant concerns should be shared with James as soon as possible.

The SPC accepted the minor adjustments discussed and a final document will be sent to all members before James presents to the Executive Board. All should share comments quickly with the group once the update has been shared.

SPC Event Task Force (See attached document)

Dr. Neal and Dr. Draper have been sent the survey tool with feedback from the Event Task Force for review and consideration. This includes recent comments from the SWOT Task Force. This needs to be sent to the larger SPC for review after Dr. Neal and Dr. Draper's review.

This survey is around the CFP Bi-Annual meeting and conferences in general and will need to be clearly defined in the survey questions.

James will provide an update to the Executive Board in April, however, nothing for them to approve at this time.

Work is done at this point and waiting for feedback from Dr. Neal and Dr. Draper. Once received James will send the survey tool with their comments back to the entire SPC. The plan is to implement the Event survey at the 2016 biennial meeting.

Update: July 2015

The questionnaire is complete and has been reviewed by CFP executive board as well as SPC membership.

Dr. Draper submitted the questionnaire for University of Houston Institutional Review Board (IRB) approval as required by protocol. IRB review indicated no issues with questionnaire/survey tool. Dr. Draper was sent listing of membership for data collection purposes. The data collection process will begin shortly.

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.The SWOT information will be reviewed for insight and shared with the SPC. (There was discussion with how effective this SWOT will be as part of the Event survey).

SWOT (internally delivered) – It was discussed to possibly put a separate survey tool out to the CFP leadership, (Board Members, Council and Committee Chairs/Co-Chairs and Vice Chairs) to understand SWOT from their perspectives. The SWOT team will meet before the next full committee meeting to develop some draft questions to share with the SPC prior to the May meeting. The group reached consensus on adding SWOT questions to the Event Survey conducted by University of Houston.

b. Questions were devised by James and shared with members of the SWOT Task Force to review. Changes were made and submitted to Houston for evaluation.

Added the following to the survey questions. Q13 "The strategic planning committee (SPC) would like your input to help the CFP improve the work of the association and the conference in the future". Please provide your perspective relating to the Conference for Food Protection on the strengths, weaknesses, opportunities and threats to the organization.

James indicated he received the following from Dr. Draper :

"We discussed this briefly today. I think this is an interesting idea. However, I am not familiar with any studies that ask attendees, tourists, etc. for their SWOT analysis. My thought is to spend a bit of time seeing if we can locate any study(s) that have done so. How the question(s) are asked will dictate how we can analyze and something for us to consider before asking to ensure we address what is sought. I hope that makes sense. I searched a bit for studies and not found much yet, but will spend some more time and get back to everyone if that is okay?"

Strategic Planning Committee May 5, 2015

Attendees

Darryl Booth, Jessica Fletcher, James Mack Elizabeth Nutt, h, Todd Rossow, Chuck Seaman and Kevin Smith.

CFP Rules of engagement for a committee

James and Dr. McSwane discussed this during the Spring Board meeting. We are not required to use these rules unless needed. The members of this call felt the current process being used was acceptable.

James suggested and the group discussed taking a break until September. SPC has been going full throttle since its inception. James appreciates the work comitement mrmbers have to SPC. The group agreed. In the meantime the Event and SWOT sub teams will continue to meet.

SPC Navigator Program

Jessica reviewed the most recent Navigator Program draft. This is the same document and version reviewed at the Spring Board Meeting. There were no substantial changes.

Strategic Planning Committee
June 19, 2015

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There is a need for more information to be shared with the delegates and how the CFP process works. It would be preferred that all understand the CFP-Rules for Engagement. It may be beneficial to add a link to this document on the website along with other relevant materials specifically to aid new members.

More printed information is needed for new attendees to understand rules of engagement and limits to Issue presenters. Additional information may be needed. Possibly put this information on the CFP website.

Issue presenter rules might be set by the Council Chair at the beginning of the meeting. This helps all understand the expectations.

We would like to have a link added to the information for delegates (CFP – Rule of Engagement). This and other relevant information regarding the CFP process is in the New Member Orientation presentation.

A flow diagram of the Navigator process will be developed by Elisabeth and Jessica. Provide the website and links to specific parts of the website into the flow diagram for the Navigator's use.

SPC Event Task Force

In terms of Q2 - #14 where the wording was questioned below. The original article the item came from is "Financial support availability from my organization". The current wording was from a comment on the original draft of the questionnaire. This I mentioned I would follow up on as I revised things.

In terms of the registration fee question mentioned below...I did not use the word "fee" and put it as Q9 in the questionnaire. This places it after the emphasis of the study and before demographic type questions. If it might be controversial, it is probably a good place for this type of question. Other changes discussed have been made.

We discussed the most recent questions and feedback for further discussion with Dr. Neal and Dr. Draper

Q2 - #14 Financial Support available from my employer's organization. Is this worded correctly?

Q2 - #16 Conflicting schedule of other conferences. Possibly add "Conflicting".

Q2 – Consider adding "That it is a requirement of my job"

Q2 - Add "Do you prefer the registration fee that includes, breaks, meals, social at a higher rate? Or at a lower registration fee without breaks, meals and social?" Should this be 1 or a 2 part question?

Q4 - Suggested that "Other" be added for the person to write in a response

Q6 - Somewhat likely and Somewhat unlikely should be removed

Q11- Years of work experience in food safety or food protection?

Q12 - Why is this question needed?

SWOT Task Force

SWOT met with Dr. Neal and Dr. Draper regarding whether the SWOT questions would not be added to the Event Survey. The SWOT will be conducted in a separate questionnaire. They will help structure a separate survey for the SWOT and use a small controlled group and not 400 plus members. The target audience would be a focus group, TBD.

SAMPLE LETTER

[CFP LOGO]

Welcome Newbies!!!

My name is [Elizabeth Nutt] and I work for [the Tulsa Health Department in Tulsa OK.] I am your Navigator for the upcoming Conference for Food Protection Biennial Meeting in [Orlando FL]. I have been involved with CFP since [1992 and have served on many committees and Councils. I am a member of the Executive Board representing the Southwest Region Local Regulators constituency and proudly served as Conference Chair in 2008].

My goal is to serve you. We would like to make your first experience with the Conference a memorable one so you will want to return year after year! I encourage you to become familiar with the CFP website, www.foodprotect.org and to review the Issues submitted to the three Councils. I hope you will also attend the workshop. In looking at the agenda please note that there is a New Attendee Orientation on [Sunday, May 4th at 11:00]. I strongly encourage you to attend this informative session if at all possible.

Upon arrival [to the beautiful Buena Vista] I hope to meet each of you, show you around and answer any questions you may have. Let's make a date to get together as a group on [Saturday at 3:30 pm right after the workshop ends in front of the Great North Hall] prior to the Opening General Session. I have attached a selfie so you will know who to look for. Please let me know if you can make it to this meeting. If not we can work something else out. Feel free to call/text me on my cell [918-271-1420] with any questions.

I am so excited to be involved with the important food safety work soon to be accomplished at the Conference and look forward to meeting each of you! See you soon.

Regards,
Elizabeth

Conference for Food Protection_2014/2015

The Conference for Food Protection has partnered with the University of Houston's Conrad N. Hilton College to conduct a study to better understand your motivations for attending the biennial conference. You are one of (approximately ???) Conference for Food Protection attendees being sent the request to participate in this important study. The amount of time to complete the online questionnaire should take no more than 10-15 minutes. In order to accurately represent Conference for Food Protection attendees like you, we need as many completed questionnaires as possible. Your input will be helpful to the biennial conference committee to incorporate attendee attributes into the planning of future conferences. Your participation in this project is confidential. Also, your participation is voluntary and you may refuse to participate or withdraw at any time. You may also refuse to answer any question. All results will be reported in aggregate form. The results of this study may be published in professional and/or scientific journals. It may also be used for educational purposes or for professional presentations. However, no individual subject will be identified. If you have any questions or concerns about this study or if any problems arise, please contact Dr. Jason Draper at the University of Houston at 713-743-2416 or jadraper@uh.edu. Any questions regarding your rights as a research subject may be addressed to the University of Houston committee for the protection of human subjects (713-743-9204). To provide your input about the Conference for Food Protection, please click the "NEXT PAGE" button below to agree to participate and continue to the online questionnaire. Jason Draper, Ph.D. University of Houston Conrad N. Hilton College

Q2 For each item below please indicate how important it is in deciding to attend a biennial meeting of the Conference for Food Protection

	Not at all Important (1)	Somewhat Unimportant (2)	Neither Important nor Unimportant (3)	Somewhat Important (4)	Extremely Important (5)
Developing professional network (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My personal financial situation (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fulfilling my desire to learn (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Topics of the workshop (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extra opportunities available at the destination city (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time required to travel to the biennial meeting destination (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous positive experience at the meeting destination (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total cost of attending the meeting (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety and security situation at the meeting destination (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeping up with changes in my	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

profession (10)					
Time availability (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attractive image of the meeting destination (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My involvement with the association (13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial support availability from my employer's organization (14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easy access to the meeting destination (15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedules of other conventions (16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining recognition from peers (17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serving on a council or committee involvement (18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My health conditions for travel (19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weather at the meeting destination (20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Chance to visit friends or relatives at the meeting destination (21)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listening to respected speakers at the workshop (22)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities for family activities during the meeting (23)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participating in the social and recreational activities as part of the meeting (24)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal interactions with colleagues and friends (25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting away from my routine work and schedule (26)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reputation of the meeting organizers (27)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunity to visit the meeting destination (28)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeing people I know in my field (29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Quality of issues and topics addressed at the meeting (30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industry involvement (31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeking employment opportunity (32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Length of the meeting (33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of travel within the meeting destination (34)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spouse and guest program (35)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other people attending from my organization (36)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling a sense of a global food safety community (37)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novelty of the meeting destination (38)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending money on other items (39)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flight schedules (40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q3 Please rank the following day patterns you most prefer for the Conference for Food Protection biennial meeting by typing a 1 for the most preferred thru 3 for the least preferred in the boxes below.

- _____ Monday (workshops) thru Friday (assembly of delegates meeting) (1)
- _____ Wednesday (workshops) thru Sunday (assembly of delegates meeting) (2)
- _____ Saturday (workshops) thru Wednesday (assembly of delegates meeting) (3)

Q4 Which of the following months would you prefer the Conference for Food protection biennial meeting be held?

- April (1)
- May (2)

Q5 Please indicate which of the following years you attended the Conference for Food Protection. (Please check all that apply)

- 2014 (1)
- 2012 (2)
- 2010 (3)
- 2008 (4)
- 2006 (5)
- 2004 (6)
- 2002 (7)
- 2000 (8)

Q6 Please indicate how likely you are to attend the Conference for Food Protection in the following upcoming years.

	Very Unlikely (1)	Unlikely (2)	Somewhat Unlikely (3)	Undecided (4)	Somewhat Likely (5)	Likely (6)	Very Likely (7)
2016 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2018 (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2020 (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q7 Please indicate the type of member or attendee you are for the Conference for Food Protection.

- Regulator (1)
- Industry (2)
- Academia (3)
- Consumer (4)

Q8 What is your zip code?

Q9 Which of the following types of companies or businesses do you work for?

- Federal government (1)
- State government (2)
- Local government (3)
- Retail industry (4)
- Grocery industry (5)
- Manufacturing industry (6)
- Vending industry (7)
- Foodservice industry (8)
- Other industry (please specify) (9) _____
- Public university/college (10)
- Private university/college (11)
- Consumer (please specify) (12) _____
- Non-profit (please specify) (13) _____

Q10 Please indicate the highest level of education you have completed.

- Grade school or some high school (1)
- High school diploma or GED (2)
- Technical, vocational, or trade school (3)
- Some college (including junior college) (4)
- Four-year college degree (B.A., B.S., B.F.A.) (5)
- Masters degree (M.A., M.S., M.F.A., M.B.A.) (6)
- Ph.D./Professional (M.D., J.d., D.V.M., D.D.M.) (7)

Q11 Approximately how many years of experience do you have in the food protection industry?

Q12 Do you have a Food Protection Manager Certification?

- Yes (1)
- No (2)

Q13 Are you:

- Female (1)
- Male (2)

Q14 What is your age?

Q15 Which of the following best describes your ethnicity?

- White (1)
- Hispanic (2)
- African American (3)
- Asian (4)
- Other (please specify) (5) _____

Q16 Is there anything else you would like to share about the Conference for Food Protection biennial meeting?



the
Conference
for FOOD
PROTECTION

November 24, 2014

Dr. Jason Draper and Dr. Jay Neal
University of Houston
229 C.N. Hilton College
Houston, TX 77204-3028

Dear Dr. Draper and Dr. Jay:

The Conference for Food Protection (CFP) is pleased to support your research project to assess the needs and desires of our organization's members regarding the biennial meeting. We look forward to providing input for questionnaire development as you work through the process. We believe that this research will greatly benefit the Conference for Food Protection as we plan future biennial meetings.

The University of Houston research team will provide the Conference for Food Protection a report of the study findings. Once the report is delivered the University of Houston research team has the right to pursue academic articles and conference proceedings from the study. We understand that the privacy of CFP members is guaranteed and data will be reported in an aggregate form.

Thanks for partnering with the Conference for Food Protection to conduct this study on our behalf.

Sincerely,

John M. Luker
Chair

David McSwane
Executive Director

30 Elliott Court, Martinsville, IN 46151-1331 • Telephone: 317-696-0573
E-mail: dmcswane.cfp@gmail.com • Web site: www.foodprotect.org
Remit Payment To: 4307 SE Oak Street, Portland, OR 97215

Conference for Food Protection_2014/2015

Q1 The Conference for Food Protection has partnered with the University of Houston's Conrad N. Hilton College to conduct a study to better understand your motivations for attending the biennial conference. You are one of 400 Conference for Food Protection attendees being sent the request to participate in this important study. The amount of time to complete the online questionnaire should take no more than 10-15 minutes. In order to accurately represent Conference for Food Protection attendees like you, we need as many completed questionnaires as possible. Your input will be helpful to the biennial conference committee to incorporate attendee attributes into the planning of future conferences. Your participation in this project is confidential. Also, your participation is voluntary and you may refuse to participate or withdraw at any time. You may also refuse to answer any question. All results will be reported in aggregate form. The results of this study may be published in professional and/or scientific journals. It may also be used for educational purposes or for professional presentations. However, no individual subject will be identified. If you have any questions or concerns about this study or if any problems arise, please contact Dr. Jason Draper at the University of Houston at 713-743-2416 or jadraper@uh.edu. Any questions regarding your rights as a research subject may be addressed to the University of Houston committee for the protection of human subjects (713-743-9204). To provide your input about the Conference for Food Protection, please click the "NEXT PAGE" button below to agree to participate and continue to the online questionnaire. Jason Draper, Ph.D. University of Houston Conrad N. Hilton College

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Seeing people I know in my field (29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Quality of issues and topics addressed at the meeting (30)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industry involvement (31)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeking employment opportunity (32)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Length of the meeting (33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of travel within the meeting destination (34)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spouse and guest program (35)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other people attending from my organization (36)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling a sense of a global food safety community (37)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novelty of the meeting destination (38)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spending money on other items (39)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flight schedules (40)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q3 For which of the following reasons do you attend the Conference for Food Protection biennial meeting?

- My employer encourages me to attend (1)
- My employer requires me to attend (2)
- It is one of a number of conferences I choose from to attend (3)
- Other (please specify) (4) _____

Q4 Please rank the following day patterns you most prefer for the Conference for Food Protection biennial meeting by typing a 1 for the most preferred thru 3 for the least preferred in the boxes below.

- _____ Monday (workshops) thru Friday (assembly of delegates meeting) (1)
- _____ Wednesday (workshops) thru Sunday (assembly of delegates meeting) (2)
- _____ Saturday (workshops) thru Wednesday (assembly of delegates meeting) (3)

Q5 Traditionally, the Conference for Food Protection biennial meeting has been held in April or May, which do you prefer?

- April (1)
- May (2)

Q6 If the Conference for Food Protection biennial meeting were to be held in a month other than April or May, which month(s) would be acceptable? (Please check all that apply)

- January (1)
- February (2)
- March (3)
- June (4)
- July (5)
- August (6)
- September (7)
- October (8)
- November (9)
- December (10)

Q7 Please indicate which of the following years you attended the Conference for Food Protection. (Please check all that apply)

- 2014 (1)
- 2012 (2)
- 2010 (3)
- 2008 (4)
- 2006 (5)
- 2004 (6)
- 2002 (7)
- 2000 (8)

Q8 Please indicate how likely you are to attend the Conference for Food Protection in the following upcoming years.

	Very Unlikely (1)	Unlikely (2)	Undecided (3)	Likely (4)	Very Likely (5)
2016 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2018 (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2020 (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q9 In the past 12 months, approximately how many conferences have you attended?

Q10 Currently registration for the Conference for Food Protection meeting includes breaks, meals, social events, etc. Would you like a registration option where breaks, meals, social events, etc. were a la carte options?

- Yes (1)
- No (2)

Q11 Which of the following best describes who pays for you to attend the Conference for Food Protection meeting?

- My employer/company pays the full amount (1)
- Partially paid by my employer/company and partially paid by me (2)
- I pay the full amount (3)

Q12 Please indicate the type of member or attendee you are for the Conference for Food Protection.

- Regulator (1)
- Industry (2)
- Academia (3)
- Consumer (4)

Q13 What is your zip code?

Q14 Which of the following types of companies or businesses do you work for?

- Federal government (1)
- State government (2)
- Local government (3)
- Retail industry (4)
- Grocery industry (5)
- Manufacturing industry (6)
- Vending industry (7)
- Foodservice industry (8)
- Other industry (please specify) (9) _____
- Public university/college (10)
- Private university/college (11)
- Consumer (please specify) (12) _____
- Non-profit (please specify) (13) _____

Q15 Please indicate the highest level of education you have completed.

- Grade school or some high school (1)
- High school diploma or GED (2)
- Technical, vocational, or trade school (3)
- Some college (including junior college) (4)
- Four-year college degree (B.A., B.S., B.F.A.) (5)
- Masters degree (M.A., M.S., M.F.A., M.B.A.) (6)
- Ph.D./Professional (M.D., J.d., D.V.M., D.D.M.) (7)

Q16 Approximately how many years of work experience do you have in the food protection/safety industry?

Q17 Are you:

- Female (1)
- Male (2)

Q18 What is your age?

Q19 Which of the following best describes your ethnicity?

- White (1)
- Hispanic (2)
- African American (3)
- Asian (4)
- Other (please specify) (5) _____

Q20 Is there anything else you would like to share about the Conference for Food Protection biennial meeting?

Conference for Food Protection



Introduction: The Conference for Food Protection is held once every two-years, and is comprised of three bodies: Councils, Assembly of State Delegates and an Executive Board. The main purpose of the Conference is to provide a nationally representative forum for the review of food issues related to the FDA Model Food Code. Issues that are accepted by both the Councils and State Delegates are submitted to the Food & Drug Administration (FDA) for consideration in the Model Food Code.

Councils: Three Councils meet every other year during the Conference for Food Protection to review proposed actions that are submitted by industry, regulatory, or by consumers. The Councils include:

Council I – Laws and Regulations

Council II – Education, Certification, and Administration

Council II – Science and Technology

Each council may vote to either refer an issue to another council, deliberate, or take one of the following actions:

- ❖ ACCEPT AS WRITTEN
 - The issue goes to the Assembly of State Delegates as it was submitted.
- ❖ ACCEPT AS AMENDED
 - The issue goes to the Assembly of State Delegates as amended with recommended action from the council.
- ❖ NO ACTION
 - The issue goes to the Assembly of State Delegates with a recommendation for “NO ACTION” from the council.

Executive Board: The Board is a non-profit body consisting of 23 voting members from industry, regulatory agencies, academia and consumers, and ex officio members such as council and committee chairs, an executive director, treasurer and an executive assistant. The Board meets twice each year to carryout duties that include preparing for upcoming Conferences, managing CFP membership, selecting committee members, and reviewing committee reports.

Assembly of State Delegates: The Assembly consists of designated delegates from food regulatory agencies representing 50 states, 6 territories, and the District of Columbia. Each state has one vote, which may be divided equally among concerned agencies in states with multiple food regulatory programs, while the 6 territories and the District of Columbia each have ½ vote. The assembly convenes on the last day of the Conference and is conducted by the Conference Chair. Each Council Chair will present a report from that council to the assembly. A quorum (2/3 of the designated delegates in attendance) must be present to adopt an issue. A 2/3 vote is required to change procedures from previous CFP meetings or change the constitution and by-laws. Only designated Delegates may vote or address the assembly.

Conference for Food Protection

Rules of Engagement: Robert's Rules of Order are adhered to during a Conference when Councils meet, when the Assembly of State Delegates meet to vote on issues from the three Councils, and during Executive Board meetings (see Table 1).

Presenting to a Council: Any attendee may address a Council on an issue. To address a Council use the following:

- Obtaining the Floor: To address a Council concerning an issue a participant must be recognized by one of the Council members. It is acceptable practice for those wishing to address the Council to speak to a Council member during a Council break to request to be recognized for a particular issue.
- When addressing a Council: One should rise and address the Chairman by stating, "Mr. Chairman or Madame Chair" then after being recognized state his/her name and the issue being addressed. Those addressing the Council should speak clearly, be concise, and courteous at all times.

Executive Board Meetings: The Chair presides over the meetings and follows a fixed order of business that includes: Calling the meeting to order, roll call, reading of minutes, treasurer report, committee reports, special orders, unfinished business, new business, announcements and adjournment. Motions are made in the following manner (Robertsrules.org. n.d.):

- Wait to be recognized by the Chair;
- Make a motion by stating, "I move that we ...";
- The Chair will ask for someone to second the motion;
- After the motion receives a second the Chair will open the motion for discussion;
- The Chair asks if the Board is ready to vote on the motion, and
- If there is no more debate then a vote is taken.

(Reference: Robert's Rules of Order. n.d. Retrieval date June 3, 2015. <http://www.robertsrules.org/rulesintro.htm>)

State Delegate Voting: The Chair of the Executive Board presides over the Assembly. During the Assembly each Council Chair presents the actions taken on the issues: *Accepted as Written*, *Accepted as Amended*, and those with *No Action*. However, State Delegates may "extract" an issue from No Action, or move an Accepted, or No Action. To change the status of an issue the following steps are used:

- Prior to the Assembly, State Delegates meet to discuss the issues and the decisions made by the Councils. During this pre-Assembly meeting Delegates decide to "extract" a No Action issue, or an Accepted issue. Delegates decide who will request to "extract" an issue and if any "experts" will present to the Assembly prior to voting (Note: Experts presenting at the Assembly must be recognized by a State Delegate).
- Issues relating to procedures for the Conference or the constitution and by-laws are automatically extracted for discussion.
- Each Council report is voted on for acceptance without the issues which have been extracted.
- Extracted issues are then considered and voted on individually (Note: A **Yes** vote on an extracted issue means a Delegate agrees with a Council's decision of No Action and a **No** vote means a Delegate disagrees with a Council's decision and wants an issue extracted).

Conference for Food Protection

Table 1 Robert's Rules of Order

Move:	May You Interrupt?	Need Second?	Debatable?	Amendable ?	Required Vote?	Reconsider It?	Exceptions (*)
To Adjourn	NO	YES	NO	NO	Majority Vote	NO	
To Amend	NO	YES	YES *	YES	Majority Vote	YES	*unless original motion is not debatable
To Appeal Chair's Decision	YES	YES	YES	NO	Majority Vote	YES	
To Avoid Consideration	YES	NO	NO	NO	2/3 Vote	YES *	*affirmative votes may not be reconsidered
To Introduce An Issue	NO	YES	YES	YES	Majority Vote	YES	
For a Point of Information	YES	NO	NO	NO	No Vote Required	NO	
For Point of Order	YES	NO	NO	NO	No Vote Required *	NO	*unless not covered by rules and sent to assembly
For Point of Privilege	YES	NO	NO	NO	No Vote Required	NO	
To Postpone	NO	YES	YES	YES	Majority Vote	YES	
The Previous Question [End Debate]	NO	YES	NO	NO	2/3 Vote	YES *	*until an actual vote has begun on the question
To Recess	NO	YES	NO *	YES	Majority Vote	NO	*If there is no question pending it may be debated
To Reconsider Action	NO	YES	YES *	NO	Majority Vote	NO	*unless original motion is not debatable
To Refer To Committee	NO	YES	YES	YES	Majority Vote	YES *	*unless the committee has already accepted the issue
To Suspend The Rules	NO	YES	NO	NO	2/3 Vote	NO	
To Table An Issue	NO	YES	NO	NO	Majority Vote	YES *	*affirmative votes may not be reconsidered
To Take From The Table	NO	YES	NO	NO	Majority Vote	NO	
To Vote By Division [Hand Vote / Standing]	YES	NO	NO	NO	No Vote Required	NO	