

Conference for Food Protection
Council *indicate I, II, or III* Periodic Summary Report

Approved May 7, 2014

Date of Report: _____ (if an addendum report is submitted, so indicate and include addendum date)

Submitted By: _____, Council Chair
_____, Council Vice Chair

Committee Charges and Activities: *See individual committee reports for details*

Requested Executive Board (EB) Action:

1. Committee requested action items:

- a. List all committee names in alpha numeric order (include any appropriate committee name acronym)
Chair or Co-Chairs – first and last name(s) (constituency)
Vice Chair (if appropriate) – first and last name (constituency)
 - i. indicate specific requests as stated in each committee report (details do not need to be duplicated but should be referenced with specific report name, page number, and item number)
 - ii. if there is no requested action at this time for this committee, so indicate

2. Council leadership requested action items:

- a. indicate specific problems or challenges identified by council leadership (e.g., incomplete or missing periodic reports, lack of progress on charges)
- b. include any council related activities required of the EB (e.g., approval of council membership)

This report is required to be submitted in advance of each Executive Board (EB) meeting. Council leadership is responsible for obtaining and reviewing their assigned committees' periodic reports in order to prepare this document.

The purpose of this report is to facilitate EB discussion by providing a summary of items requiring action – it is not intended to replace or duplicate information within individual committee reports.

Notes:

- *Red font indicates information to be completed and updated for each report submittal.*
- *Please keep action item information in multilevel outline format to facilitate discussion and for ease of reference in EB meeting minutes; please minimize use of bullets.*