

**Conference for Food Protection  
2016 Issue Form**

**Issue: 2016 II-029**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

*All information above the line is for conference use only.*

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**Issue History:**

This is a new Issue.

**Title:**

Establish a CFP Standing Finance Committee

**Issue you would like the Conference to consider:**

The Conference for Food Protection (CFP) Executive Board's ad hoc Finance Committee seeks constitutional assignment to the Executive Board as a standing committee. The committee requests Council II's approval of proposed amendments to the language of both the *CFP Constitution and Bylaws* and the *CFP Biennial Meeting/Conference Procedures* where standing committees are addressed to include the Finance Committee as a standing committee with a statement of a defined purpose and function.

**Public Health Significance:**

For background, the Executive Board created an ad hoc Finance Committee following the 2014 Biennial Meeting to assess the financial health and sustainability of the Conference.

A constitutional assignment of the Finance Committee as a standing committee of CFP was recommended by the ad hoc Finance Committee and approved by the Executive Board as an effective way to manage and sustain the financial viability and sustainability of The Conference.

**Recommended Solution: The Conference recommends...:**

modified language to the CFP Governing Documents be incorporated as follows: (new language is underlined; language to be deleted is in strikethrough):

1.) Amending the CFP Constitution and Bylaws *Article XIV Committees* by adding a new subsection in Secton 2. and subsequent renumbering as follows:

Section 2. The following standing committees shall be established:

*Subsection 1.* Audit Committee;

*Subsection 2.* Constitution and Bylaws/Procedures Committee;

*Subsection 3.* Finance Committee

*Subsection 3.* 4. Issue Committee;

*Subsection 4.* 5. Managers Training, Testing and Certification Committee;

*Subsection 5.* 6. Nominating Committee;

*Subsection 6.* 7. Program Committee;

*Subsection 7.* 8. Program Standards Committee;

*Subsection 8.* 9. Resolutions Committee; and

*Subsection 9.* 10. Strategic Planning Committee.

2.) Amending the CFP Constitution and Bylaws *Article XV Duties of the Committees* by adding new language in Section 8, and subsequent renumbering of Sections 8-9. The new Section is as follows:

Section 8. The Finance Committee shall report to the Executive Board. The Finance Committee shall provide financial oversight for the Conference. Duties of the Finance Committee shall include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Finance Committee will include 5-7 members from the Executive Board. The Finance Committee membership should be reflective of the Conference membership and members will serve a term of at least two years.

Subsection 1. The Finance Committee responsibilities include:

a. Budgeting and Financial Planning

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the CFP's Executive Board for approval.

b. Reporting

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the full board.

c. Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

3.) Amending the Biennial Meeting/Conference Procedures Manual by adding new language in Section VIII B.1. The new Section will read as follows:

VIII. Committees

B. Standing Committees

1. The following standing committees shall be established: the Audit Committee; Constitution and Bylaws/Procedures Committee; Finance Committee; Issues Committee; Managers Training, Testing, and Certification Committee; Nominating Committee; Program Committee; Program Standards Committee; Resolutions Committee; and Strategic Planning Committee.

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*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*