



CONFERENCE FOR FOOD PROTECTION, INC.

SPECIAL EXECUTIVE BOARD MEETING

Thursday, October 14, 2021

1:00 to 5:00 p.m. Eastern time

This Executive Board Meeting will be conducted using the MS Teams Meeting

**Rebecca Vought will send an invitation to participate to
all Board members prior to the meeting.**

Notes:

- *This is a special meeting of the Executive Board. Due to the limited time available for this virtual meeting, this agenda has been abbreviated to include only those items that need to be addressed immediately; therefore, the numbering of agenda items here may not match earlier agendas of this Board.*
- *All agenda items **in red font** are part of the “Consent Calendar” and will be addressed under agenda item 1.4.1.*

1.0 Opening – Conference Chair Rebecca Vought, Presiding (Binder 1)

- 1.0 Call to Order – Rebecca Vought
- 1.1 Anti-trust Policy – Todd Rossow
- 1.2 Roll Call / Acknowledgement of Board Members - Becky Vought and Todd Rossow
 - 1.2.1 Acknowledgement of Guests
- 1.3 Agenda Review – Opportunity to add new items or move items forward
 - 1.3.1 Consent Calendar – *All agenda items in red font will be approved with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so will mean that item is discussed separately at the point indicated on this agenda.*
 - 1.4.1a Extraction of Consent Calendar item(s)
 - 1.4.1b Approval of Consent Calendar items _
- 1.4 Board Meeting Minutes, August 17 and 20, 2021 – (previously approved via E-ballot)
 - 1.4.1 Summary of Board E-votes taken since the August 2021 Board Meeting
- 1.5 Executive Staff Report
 - 1.5.1 Executive Treasurer – Cliff Nutt, Budget Review
 - 1.5.2 Executive Director – Dave McSwane, Report on CFP Biennial Meeting and Survey
- 1.6 NACCHO-CFP Retail Food Safety Collaborative Grant Project – Kala Wekenborg-Tomka
 - 1.6.1 Collaborative Grant Project Update for year 2.

2.0 Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership Rosters

2.1 Council I Report – Tom McMahan, Rodney Blanchard

- 2.1.1 Approval of Council I committee membership
 - 2.1.1a Joint Shellfish Committee
 - 2.1.1b Foodborne Illness Investigation Committee

2.2 Council II Report –Joetta DeFrancesco and Courtney Halbrook

- 2.2.1 Approval of Council II committee membership
 - 2.2.1a Food Defense Committee
 - 2.2.1b Local Regulatory Representation Committee
 - 2.2.1c Allergen Committee

Item 1.3

- 2.2.1d Digital Food Safety System Committee
- 2.2.1e Employee Food Safety Training Committee
- 2.2.1f Food Safety Management System Committee

2.3 Council III Report –Christine Applewhite and Dr. Don Schaffner

- 2.3.1 Approval of Council III committee membership
 - 2.3.1a Evaluation of Intended Use Hazards During Retail Meat Grinding Committee
 - 2.3.1b Retail Sushi HACCP Standardization Committee
 - 2.3.1c Disinfection of Food-Contact Surfaces Committee
 - 2.3.1d Safe Use of Returnable Container Committee

3.0 Standing Committee Reports

3.1. Approval of Rosters for Standing Committees for the 2021-2023 Biennium

- 3.1.1 Audit – Daniel Follette, Chair
 - 3.1.1a Recommendation for Accounting Firm to perform the 4-year audit
- 3.1.2 Constitution, Bylaws/Procedures – Davene Sarrocco-Smith, Chair and Sean Dunleavy, Vice-Chair
- 3.1.3 Finance Committee – Terry Levee, Chair
- 3.1.4 Food Protection Manager Certification – Jeff Hawley, Interim Chair and Susan Quam, Vice-Chair
- 3.1.5 Issue – Patrick Guzzle, Chair, Ann Johnson and Linda Zaziski, Co-Vice Chairs
- 3.1.6 Nominating – David Lawrence, Chair
- 3.1.7 Program –Dr. Benjamin Chapman, Chair and Veronica Byrant, Vice-Chair
- 3.1.8 Program Standards Committee – Angie Wheeler, Chair; Kenesha Williamson and Andre Pierce Co-Vice Chairs
- 3.1.9 Resolutions – Chirag Bhatt, Chair
- 3.1.10 Publications – Gina Nicholson Kramer and Tim Tewksbary, Co-Chairs
- 3.1.11 Strategic Planning – Dr. Keith Jackson and Amber Daniels, Co-Chairs

4.0 Special Committees and Reports

Note: No reports required for this special meeting of the Executive Board

5.0 New Business (Binder 5)

- 5.1 Published Board Rosters – content that appears in the roster that is posted on the CFP website - Vicki Everly
- 5.2 TEAMS account – Use of TEAMS account for meetings, replacement of Pragmatic - David McSwane
- 5.3 Filling vacancy for Local Representative from the Northeast Region. - Becky Vought
- 5.4 Options for the Fall 2022 Board Meeting (Date, Virtual or In-person, Location)
- 5.3 The Spring 2022 Executive Board Meeting is scheduled to be held on April 26-27, 2022, at the Westin Galleria Houston hotel, 5060 West Alabama, Houston, TX 77056

6.0 Adjournment