



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

August 13-14, 2019

Diversey Headquarters
1300 Altura Road, Suite 125
Fort Mill, SC 29708

Lunch will be provided both days in the meeting room.

*Your room reservation at the Crowne Plaza includes
breakfast on Tuesday and Wednesday.*

Snacks and beverages will be provided during breaks.

1. Opening – Conference Chair David Lawrence, Presiding (Binder 1)

- 1.1. Call to Order 8:30 AM on August 13, 2019
- 1.2. Anti-trust Policy
- 1.3. Roll Call / Acknowledgement of Board Members
 - 1.3.1. Acknowledgement of Guests
- 1.4. Agenda Review – Opportunity to add new items
- 1.5. Board Meeting Minutes, April 2-3, 2019 – (previously approved via E-ballot)
 - 1.5.1. Summary of Board E-votes taken since the April 2019 Board Meeting
- 1.6. 2018-2020 Biennial Calendar
- 1.7. Chair’s Update – David Lawrence
- 1.8. Executive Staff Report
 - 1.8.1. Executive Director – David McSwane
 - 1.8.2. Executive Treasurer – Cliff Nutt
 - 1.8.3. Executive Assistant Report – Vicki Everly
- 1.9. Unfinished Business

Executive Board action items pending from the April 2019 Board Meeting:

 - 1.9.1. Update from Executive Treasurer on options for promoting the Amazon “Smile” program to CFP membership. – **Cliff Nutt** (continuation of agenda item 1.8.2 from April 2019 Board Meeting)
 - 1.9.2. Report on offline discussion to determine if there is a need to capture data regarding conference calls using platforms other than Pragmatic and if that data should be included in committee periodic reports. – **David Lawrence** (continuation of agenda item 1.8.3 from April 2019 Board Meeting)
 - 1.9.3. Review the Issue management process to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting and provide a recommendation at the August 2019 Board Meeting. – **CB&P Committee** (continuation of agenda item 1.9.1 from April 2019 Board Meeting)
 - 1.9.4. Define the term “student” as it relates to the student constituency with regard to registration purposes for the two-year cycle and report back at August 2019 Board Meeting. – **CB&P Committee** (continuation of agenda item 1.9.2 from April 2019 Board Meeting)
 - 1.9.5. Revised draft and update on MOU with NACCHO – **David Lawrence** (continuation of agenda item 1.9.10 from April 2019 Board Meeting) Draft MOU with NACCHO – **David Lawrence**
 - 1.9.6. Create an ad-hoc Board level committee to review the proposals about Committee Membership from the CB&P Committee and bring a single proposal to the August 2019 Board Meeting addressing committee constituency size and at-large membership. – **Brenda Bacon** (continuation of agenda item 3.2 from April 2019 Board Meeting)

2. Council and Council Committee Reports (Binder 2)

- 2.1. Council I Report – **Todd Mers and Thomas McMahan**
 - 2.1.1. Food Recovery Committee
- 2.2. Council II Report – **Sharon Wood and Joetta DeFrancesco**
 - 2.2.1 Allergen Committee (To be presented on Tuesday morning)
- 2.3 Council III Report – **Dr. Keith Jackson and Christine Applewhite**
 - 2.3.1 Product Assessment Committee
 - 2.3.2 Produce Wash Committee
 - 2.3.3 Direct To Consumer Delivery Food Safety Committee (formerly Mail Order Food Safety Committee)
- 2.4 Approval of Members and Alternates for Councils for the 2020 Biennial Meeting – **Council Chairs**

3. Standing Committee Reports (Binder 3)

- 3.1 Audit – **Daniel Follette**
 - 3.1.1 – Progress Report
- 3.2 Constitution, Bylaws/Procedures – **Davene Sarrocco-Smith**
Committee action items pending from the April 2019 Board Meeting:
 - 3.2.1 Progress Report
 - 3.2.2 Council Member Position Description
 - 3.2.3 Charge from Issue 2018-II-024: Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual."
 - 3.2.4 A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance. *(continuation of agenda item 2.3.1 from April 2019 Board Meeting)*
 - 3.2.5 Allow the CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” See full list of documents attached to the CB&P Committee written report. *(continuation of agenda item 3.2 from April 2019 Board Meeting)*
 - 3.2.6 Allow the CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues. *(continuation of agenda item 3.2 from April 2019 Board Meeting)*
- 3.3 Finance– **Terry Levee and Steve Moris**
- 3.4 Food Protection Manager Certification – **Sean Dunleavy and Sharon Wood**
- 3.5. Issue – **Patrick Guzzle and Becky Krzyzanowski**
Committee action items pending from the April 2019 Board Meeting:
 - 3.5.1 Issue Chairs to continue discussions with the CB&P Chair to explore the need to create a code of conduct for Issue submitters to ensure that the integrity of the Issue is maintained prior to Conference deliberations and bring a recommendation to the Board in August 2019. *(continuation of agenda items 1.9.1 and 3.5 from April 2019 Board Meeting)*
- 3.6 Nominations – **Patrick Guzzle**
Committee action items pending from the April 2019 Board Meeting:
 - 3.6.1 Volunteers from the Executive Board, in addition to Donna Garren and Amber Daniels, are needed to work with the Nominations Committee Chair to discuss nominations for the positions of Conference Chair and Vice Chair for the 2020-2022 biennium. *(continuation of agenda item 3.6 from April 2019 Board Meeting)*
- 3.7 Program – **Dr. Richard Linton and Dr. Benjamin Chapman**
Committee action items pending from the April 2019 Board Meeting:
 - 3.7.1 Progress Report
 - 3.7.2 Update the workshop agenda with changes proposed at the April Board Meeting.

- 3.7.3 Draft Letter to Speakers
- 3.7.4 The Executive Treasurer will reach out to FDA Grant Office to determine any challenges in the grant approval process if we include edible cannabis on the workshop agenda. – **Cliff Nutt** (*continuation of agenda item 3.7 from April 2019 Board Meeting*)

- 3.8 Program Standards – **Angie Cyr, Amanda Douglas and Andre Pierce**
 - 3.8.1 Progress Report
 - 3.8.2 Committee Roster
 - 3.8.3 Crosswalk – Requirements for FBI Training Programs
 - 3.8.4 PSC Subcommittee Minutes – 2/19
 - 3.8.5 PSC Subcommittee Minutes – 3/21
 - 3.8.6 PSC Subcommittee Minutes – 5/1
 - 3.8.7 PSC Subcommittee Minutes – 5/30
 - 3.8.8 Plan Review Draft Document
 - 3.8.9 Standard 8 Summary
 - 3.8.10 Standard 8 PowerPoint
 - 3.8.11 PSC Subcommittee 3 Minutes Meeting 5
 - 3.8.12 PSC Subcommittee 3 Minutes Meeting 6
 - 3.8.13 PSC Subcommittee 3 Minutes Meeting 7
 - 3.8.14 PSC Subcommittee 3 Minutes Meeting 8
 - 3.8.15 Clearinghouse Submission
 - 3.8.16 PSC Subcommittee #5 Notes 6/21/19

- 3.9 Publications – **Brian Nummer and Joell Eifert**

Committee action items pending from the April 2019 Board Meeting:

 - 3.9.1 Committee Progress Report
 - 3.9.2 Committee Roster
 - 3.9.3 Draft Publications Guidance Document
 - 3.9.4 A subcommittee of the Food Recovery Committee is seeking direction from the Publications Committee in formatting their guidance document to ensure consistency with CFP guidelines. (*continuation of agenda item 2.1.1 from April 2019 Board Meeting*)
 - 3.9.5 Confirm the importance of publications and an internal publication process to the mission and goals of CFP. (*continuation of agenda item 3.9 from April 2019 Board Meeting*)
 - 3.9.6 Reaffirm that the Publications Committee continue working on the charges with regard to publishing CFP work to external publications and provide a progress report of information for the EB’s review at the August 2019 Board Meeting. (*continuation of agenda item 3.9 from April 2019 Board Meeting*)
 - 3.9.7 Continue working on the Committee’s original charges. (*continuation of agenda item 3.9 from April 2019 Board Meeting*)
- 3.10 Resolutions – **Chirag Bhatt** (No report required at this time)
- 3.11 Strategic Planning – **Tom Ford and Elizabeth Nutt**
 - 3.11.1 Committee Progress Report

Committee action items pending from the April 2019 Board Meeting:

 - 3.11.2 Provide report to show how recommendations of the Board in April 2019 have been implemented. (*continuation of agenda item 3.11 from April 2019 Board Meeting*)
 - 3.11.3 Report from ad hoc committee on Mobile App. (*continuation of agenda item 1.9.7 from April 2019 Board Meeting*)
 - 3.11.3A Mobile App Committee Roster
 - 3.11.4 Report on ad hoc committee on communication with first time biennial meeting attendees.

4. Special Committees and Reports (Binder 4)

- 4.1 Sponsorship – Eric Moore and James O’Donnell, Co-Chairs
- 4.2 Safe Handling and Cooking of Roaster Pigs – Erika Stapp-Kamotani and Susan Shelton, Co-Chairs
- 4.3 ACAC Report – Joyce Jensen

- 4.4 Local Arrangements Committee Report – Troy Huffman
- 4.5 AFDO Report – Steve Moris
- 4.6 CFP-ISSC Shellfish Ad hoc Committee Report – Glenda Lewis and Julie Henderson
- 4.7 Update Issue on 2018-I-027 - Consumer Purchase (Shopper Card) – Glenda Lewis
- 4.8 Federal Agency Reports
 - 4.8.1 FDA – Glenda Lewis
 - 4.8.2 USDA – Kristi Barlow
 - 4.8.3 CDC – Dr. Adam Kramer

5. New Business (Binder 5)

- 5.1. Proposed Revision to CFP-ANSI Contract – Jeff Hawley (**To be presented on Tuesday Morning**)
- 5.2. Review of Articles of Incorporation – Finance Committee (**To be reviewed as part of the Finance Committee Report**)
- 5.3. Retail Food Association Summit Strategic Plan – David Lawrence and Brenda Bacon (**To be presented as part of the Conference Chair’s Report**)
- 5.4. Draft Information Booklet for the 2020 Biennial Meeting – David McSwane
- 5.5. Revised CFP Travel Subsidy Policy – David McSwane
- 5.6. Ad Hoc Board Committee for Review of Archiving and Retention Policies – Vicki Everly (**See item 1.8.3D in Binder 1**)
- 5.7. Conference-Developed Guides and Documents Template – Vicki Everly (**See item 1.8.3E in Binder 1**)
- 5.8. Spring 2020 Board Meeting – David McSwane

6. Adjournment – Approximately 2:00 PM on August 14, 2019