



CONFERENCE FOR FOOD PROTECTION, INC.

SPECIAL EXECUTIVE BOARD MEETING

July 13, 2021

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

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

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

- 1.1 Call to Order – David Lawrence
- 1.2 Anti-trust Policy – Brenda Bacon
- 1.3 Roll Call / Acknowledgement of Board Members
 - 1.3.1 Acknowledgement of Guests
- 1.4 Agenda Review – Opportunity to add new items or move items forward
 - 1.4.1 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 _
- 1.5 Board Meeting Minutes, March 23, 2021 – (previously approved via E-ballot)
 - 1.5.1 Summary of Board E-votes taken since the March 2021 Board Meeting
- 1.6 Executive Staff Report
 - 1.6.1 Executive Treasurer – Cliff Nutt
- 1.7 Unfinished Business

Executive Board action items pending from previous Board Meetings:

 - 1.7.1 April 2018 – CFP invoice approval policy revision – David McSwane and Cliff Nutt
 - 1.7.2 September 2020 – Item 1.9.7
 - 1.7.2a - *Committee report templates to be revised to include a method to indicate if a verbal report is needed or if the report can be placed on the consent calendar.*
 - 1.7.2.a. – *Council & Standing Committee Periodic Report Template*
 - 1.7.2.b – *Council & Standing Committee Final Report Template*
 - 1.7.3 *Updating the Council Committee Roster and Instructions (former Item 1.9.6)*
 - 1.7.4 Report on Hiring Wild Apricot for Membership Services Management – David McSwane
- 1.8 2020 Biennial Meeting Planning
 - 1.8.1 Update on Virtual Meeting Platform – David Lawrence
 - 1.8.2 Retail Program Standards Session – Angie Wheeler

Date: July 8, 2021

2. Council and Council Committee Reports (Binder 2)

Note: Council Committee Final Reports have been submitted as attachments to Issues.

2.1 Final Council Rosters for the 2020 Biennial Meeting in August 2021

2.1.1 Council I – Ann Johnson and Thomas McMahan

2.1.2 Council II – Sharon Wood and Joetta DeFrancesco

2.1.3 Council III – Dr. Keith Jackson and Christine Applewhite

3. Standing Committee Reports (Binder 3)

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

4. Special Committees and Reports (Binder 4)

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

5. New Business (Binder 5)

5.1 “Finalized” Late Breaking Issue submissions presented to the Board for review. Those accepted by the Board will be assigned to a Council – Becky Vought and Patrick Guzzle

5.2 Proposal to establish an Employee Food Safety Training Committee new committee at the 2022 Biennial Meeting per Issue 2018-II-001. This would be a Council II committee that is charged with reviewing the Employee Food Safety Training Guidance Document for possible updates – Vicki Everly

5.3 Appointment of Representatives to the Retail Food Safety Regulatory Association Collaborative for the next biennium that will start in August 2021 and end in April 2023. – David Lawrence

6. Adjournment