



## MEMORANDUM

**To:** CFP Executive Board (EB)  
**FROM:** Vicki Everly, Executive Assistant  
**DATE:** 08/06/2021  
**SUBJECT:** Executive Assistant (EA) Report

Due to the extraordinary workload involved in planning and staging the virtual Biennial Meeting, this report is brief with the primary purpose to share Biennial Meeting registration and membership status.

### I. CFP SUMMARY INFORMATION

| CONSTITUENCY<br><i>(self-designated by member)</i><br><i>NOTE: Emeritus members are included in the voting category of their most recent employer.</i>  | MEMBERSHIP EXPIRING<br><i>not yet renewed for new biennium</i> | WORKSHOP ONLY Registrants<br><i>does not include membership</i> | DUES ONLY Renewals | BIENNIAL MEETING Registrants | Estimated Membership for NEW BIENNIUM |
|---|--|---|--------------------|------------------------------|---------------------------------------|
| Academia  | 19   | 1   | 2                  | 15                           | 17                                    |
| Consumer (organizations)  | 8  |   |                    | 7                            | 7                                     |
| Food Industry – Food Service  | 38   | 4   | 4                  | 67                           | 71                                    |
| Food Industry – Processing  | 6  |   |                    | 4                            | 4                                     |
| Food Industry – Retail Food   | 52   | 13  | 11                 | 73                           | 84                                    |
| Food Industry – Support   | 54   | 4   | 14                 | 69                           | 83                                    |
| Food Industry – Vending / Distribution  | 3  |   |                    | 9                            | 9                                     |
| Regulator – District / Territory / Tribal   | 1  |   |                    | 2                            | 2                                     |
| Regulator – Federal   | 15   | 4   | 2                  | 85                           | 87                                    |
| Regulator – Local **  | 35   | 16  | 20                 | 100                          | 120                                   |
| Regulator – State **  | 63   | 15  | 41                 | 124                          | 165                                   |
| Student   | 1  | 1   |                    | 2                            | 2                                     |
| Comp Registration – w/out membership  |  |   |                    | 5                            |                                       |
| <b>Total *</b>  | <b>295</b>   | <b>58</b>   | <b>94 *</b>        | <b>562 *</b>                 | <b>651 *</b>                          |
| * <i>CFP membership status and Biennial Meeting registration changes almost daily; numbers presented here as FYI only. Data regarding a breakdown of “Biennial Meeting ONLY” and “Package” registration is NOT available at the time of this report. A final membership report will be available after all Biennial Meeting data has been reconciled, after all refunds are processed and verified, and after a new membership database is established with the transition to Wild Apricot.</i> |  |   |                    |                              |                                       |
| <b>** Regulatory Regional Biennial Meeting Registration</b>   |  |   |                    |                              |                                       |
|   | State  | Local   |                    | State                        | Local                                 |
| Mid-Atlantic  | 20   | 12  | Midwest            | 23                           | 9                                     |
| Northeast   | 14   | 6   | Pacific            | 20                           | 28                                    |
|   |  |   | Southeast          | 26                           | 13                                    |
|   |  |   | Southwest          | 21                           | 32                                    |

Usage of MS Teams meetings and Pragmatic conferencing were not tracked for this report period.

### II. REQUESTED ACTIONS FOR EXECUTIVE BOARD

No requested action at this time. For documentation purposes only, unresolved EA agenda items from previous EB meetings are included at the end of this report as “future agenda items.”

### III. EA ACTIVITIES

#### A. Summary of major activities since last EA report (March 2021)

1. Biennial Meeting registration.
  - Monitored biennial meeting registrations for all categories.
  - Responded to queries regarding individual registration status and researched discrepancies.

- Triaged and forwarded to ET any requests for vendor applications, invoices, receipts, and other payment documentation; tracked payments, deposited checks, notified ED/ET with each deposit.
  - Created registrant master list based on Eventbrite records, paper registrations, and countless transfers and changes to individual attendees' registration status.
    - Developed a spreadsheet identifying "ribbon" assignments, voting credentials, and caucus meeting permissions for each registrant for uploading to Pathable.
2. Worked with Conference Leadership in preparing/updating materials for the Biennial Meeting.
    - Worked with Conference Leadership and ConferenceDirect with details for the Pathable site.
    - Uploaded/updated information on the CFP website as it became available.
  3. Committee support.
    - For review and approval by Conference Leadership, developed draft committee recruitment message and timeline for new biennium; this remains in draft status due to other higher priority tasks (*see below: tasks to complete immediately following the Biennial Meeting*).
    - Issue:
      - Reviewed all finalized Issues assigned to Councils to create a list of "content documents" for possible posting on CFP website.
      - Posted EB approved late-breaking Issues to the CFP website.
      - Created an "Issue Status" Excel spreadsheet to post on Pathable.
    - Sponsorship: (*recruitment of Sponsors was discontinued in February 2021*)
      - Maintained "sponsorship and event/service donor" spreadsheets.
      - Communicated with Sponsors to obtain "re-direct" hyperlinks for posting on Pathable.
  4. Assisted Conference Leadership with administrative tasks, including but not limited to:
    - Maintained list of "Outstanding EB Action Items" from 2018-2021 for carryover to new biennium.
    - Created fillable "Information Template" for descriptive narrative for documents approved via the Issue process to be uploaded to the CFP website (*per EB action in September 2020*).
    - Researched date of last written report submitted by all committees.
    - Provided NACCHO-CFP Retail Food Safety Collaborative Grant Project support and committee participation as requested. (*Note: Tasks are separate from EA assigned duties; documentation of tasks/time are submitted to ED for approval and reimbursement of time is via grant funding.*)
  5. Routine tasks/assignments, including but not limited to:
    - Prepared draft July 2021 EB minutes; uploaded final meeting documents to CFP website.
    - Maintained CFP membership database and current EB roster.
    - Reviewed numerous emails each day via "customer service" and "information" links from the CFP website: deleted spam and inappropriate messages; responded directly to legitimate queries within the authority of the EA; referred other queries to the appropriate person. (*Note: most messages are spam or unrelated cold-call queries.*)

**B. Major EA projects pending (in addition to routine tasks).**

1. Tasks to complete as soon as possible following the August Biennial Meeting:
  - Work with Conference Leadership to initiate the committee membership application process for the new biennium; recruitment to include Council and Standing Committees and volunteers willing to serve as a committee chair.
  - Work with ET to verify status of all refund requests and refunds for duplicate membership fees.
  - Coordinate with ED a reminder message regarding expiring membership.
  - Update CFP website with Biennial Meeting documents as information becomes available.
  - Update all CFP webpages and online applications with relevant dates for the new biennium.
  - Coordinate purchase and delivery of Executive Board recognition gifts.
2. Work with Conference Leadership to migrate membership to Wild Apricot by end of 2021.
3. Future Agenda Items (included for information purposes only to maintain continuity):
  - **Resubmit no later than August 2022:** Request to establish a cut-off date or other method to determine when a membership dues payment applies to current or upcoming biennium (e.g., dues paid in the months leading up to a Biennial Meeting).
  - **Resubmit at the direction of Conference Chair:** Re-visit temporary suspension of "Record Retention Policy" (*dated August 2006*) and "Archiving CFP Documents" policy (*dated August 2014*). Motion passed at the September 2020 EB meeting suspended these policies until the Spring 2021 Executive Board meeting.