



MEMORANDUM

To: CFP Executive Board (EB)
FROM: Vicki Everly, Executive Assistant
DATE: 04/01/2022
SUBJECT: Executive Assistant (EA) Report

I. CFP MEMBERSHIP

CONSTITUENCY Membership <i>(based on constituency indicated on membership application or biennial meeting registration form)</i>	MEMBERS as of 09/2021	CURRENT MEMBERS as of date of this report
Academia	17	21
Consumer (organizations)	8	11
Emeritus	6	10
Food Industry – Food Service	78	85
Food Industry – Processing	8	14
Food Industry – Retail Food	121	127
Food Industry – Support	87	91
Food Industry – Vending / Distribution	9	9
Regulator – District / Territory / Tribal	2	2
Regulator – Federal	94	96
Regulator – Local	131	129
Regulator – State	174	182
Student	3	3
No designation	--	--
Total Members *	738	780

Summary data from above:

	as of 09/2021	CURRENT
All Food Industry Members – summary total from above	303	326
All Regulatory Members – summary total from above	401	409

Region Designation for Regulatory Members <i>(Counts do NOT include Federal Regulators)</i>	District / Territory		Local		State	
	as of 09/2021	CURRENT	as of 09/2021	CURRENT	as of 09/2021	CURRENT
Mid-Atlantic	2	2	14	14	59	59
Midwest			15	14	23	25
Northeast			8	9	14	13
Pacific			35	33	24	24
Southeast			14	13	30	32
Southwest			45	46	24	29
<i>summary total</i>	2	2	131	129	174	182

II. REQUESTED ACTIONS FOR EXECUTIVE BOARD (EB)

There are currently two (2) requested action items from earlier EA reports that remain outstanding:

- **Clarify when payment of membership fees apply to the current or upcoming biennium, and clarify when a new (or non-contiguous) member is to be placed on the membership list.**
 - *Note: The current transition to Wild Apricot as our online platform for membership and biennial meeting registration requires immediate decisions related to membership.*

Per the Constitution and Bylaws (C&B, Article III, Section 4):

Conference membership begins at the time of payment of the membership fee. Membership paid as part of the CFP Biennial Meeting registration begins on the first day of one CFP Biennial Meeting and ends the day prior to the next CFP Biennial Meeting.

Applications for new members (and renewals) are accepted on an ongoing basis; however, there is no established point in time when membership fees (paid separate from biennial meeting registration) are to be applied to the current biennium or to the upcoming biennium. This lack of clarity requires follow-up to determine if a payment is for the current or new biennium (note: contiguous renewals are automatically applied to the new biennium). Membership is required to serve as a Delegate, Council Member, or Committee Member; therefore, regardless of the date paid, any payment based on these requirements would apply to the biennium in which the person will serve.

The “benefits” of CFP membership are basically limited to the right to serve in various CFP roles, and to receive outreach and information sharing emails. Interpretation of the C&B, Article III, Section 4 impacts when new (and non-contiguous) members are to be placed on the “active” CFP membership list which serves as the basis for our outreach. Per the C&B:

- Membership is immediate when fees are paid separate from the biennial meeting...
...implying that ALL membership fees are to be applied to the biennium in which the payment is made, and that membership will expire on the day before the upcoming biennial meeting.
- Membership paid as part of the biennial meeting registration is effective beginning on the first day of the biennial meeting...
...implying that first-time (and non-contiguous) registrants are not placed on the CFP membership list until the first day of the biennial meeting and would, therefore, not receive outreach emails until that date (exceptions would be messaging specific to the biennial meeting for which they are registered).

As a historical note, the EB approved a one-time cut-off date via e-vote in advance of the 2020 Biennial Meeting:

Date	07/17/2020	Maker / Second	Johnson / Whiting
Motion	Approve the following short-term actions regarding CFP memberships: 1. <i>Extend existing 2018-2020 memberships until the 2020 Biennial Meeting (rescheduled for 2021); and</i> 2. <i>Make any membership dues paid after January 1, 2020 effective from the date of payment to include the new biennium that begins at the 2020 Biennial Meeting (rescheduled for April 2021) until the 2022 Biennial Meeting (rescheduled to 2023).</i>		

Clarification is requested so that our Wild Apricot web pages can be correctly formatted, so clarity can be added to the CFP website and application forms, and to help ensure consistency from one biennium to the next. Options for consideration include but are not limited to:

- a) Charge the CB&P Committee to address this concern and bring to the EB a recommendation and any suggested governing document language changes by a specified date.
- b) Designate a specific, permanent date (e.g., January 1 of each odd year) as a membership effective date for each upcoming biennium with an expiration date of the last day of that biennium (i.e., expiration on the day prior to the start of the following biennial meeting).
 - *This option would mean membership (whether paid separately or with biennial meeting registration) would apply to part of one biennium and the entirety of the next biennium.*
 - *This option would require a change to the governing documents.*
- c) Amend membership application forms (online and PDF) to add a mandatory checkbox where the applicant selects the specific biennium to apply their membership fee.
 - *This option will require creating new application forms and amending the Wild Apricot site each biennium to list specific dates for which the membership fee applies (based on the exact date of each biennial meeting).*

- **Appoint an ad hoc committee to review suspended documents titled “Record Retention Policy” (dated August 2006) and “Archiving CFP Documents” (dated August 2014) and make recommendations for EB consideration.**
 - *Note: A final decision on this should be made in advance of any redesign of the CFP website to help determine (and potentially reduce) the volume of documents to move or reorganize in a new website.*

A motion was passed at the September 2020 EB meeting to suspend these two (2) policies until the Spring 2021 EB meeting; no action has been taken since that time.

- The “Record Retention Policy” states that Proceedings, Issues and outcomes, and Assembly transcripts are maintained on the website in perpetuity, but retention of other documents is limited to current and two (2) previous Conference cycles, and the discard of “retired” documents is to occur six (6) months following each biennial meeting.
 - ✓ The current Conference cycle is 2021-2023.
 - ✓ The two (2) previous Conference cycles were 2018-2021 and 2016-2018.
 - ✓ This means that many documents dated prior to the April 2016 Biennial Meeting are to be discarded.

Current practice is that nothing is deleted from the website unless specifically requested or replaced with a newer version of the same document. Adherence to this policy as currently written would result in permanently deleting a large amount of information currently on the CFP website.

- The “Archiving CFP Documents” policy outlines a specific process and procedure for handling Issue “content documents” after Council deliberation and may not match current practice.

For the Board’s consideration, included below is a recommendation for ad hoc committee membership and suggested charges:

1. Create an ad hoc EB committee for the review of policy and procedure related to document handling, archiving, and record retention. Committee members to include:
 - a. Audit Committee Chair;
 - b. Constitution, Bylaws, and Procedures (CB&P) Committee Chair;
 - c. Issue Chair;
 - d. Publications Committee Co-Chairs;
 - e. CFP Executive Team (ED, ET, and EA); and
 - f. Other EB members as appointed by the Conference Chair.
2. Ad hoc Committee charges to include:
 - a. Review CFP’s existing “Record Retention Policy” (dated August 2006 http://www.foodprotect.org/media/policy/Policy_Record_Retention.pdf) and “Archiving of CFP Documents” (dated April 2014 <http://www.foodprotect.org/media/policy/Archiving%20of%20CFP%20Documents.pdf>), and any other related documents, with a comparison to current practice and procedure.
 - b. Use the following documents as resources:
 - i. “CFP Documents Inventory” submitted for the August 2019 meeting listing information on the CFP website as of that date (inventory list intended for internal CFP use only and *not* intended to have a prominent posting on the website). <http://www.foodprotect.org/media/reportdate/1-8-3a-aug-2019-ea-attachment-1-cfp-document-inventory.pdf>
 - ii. An untitled document approved by EB e-vote on 11/01/2019, submitted by the CB&P Committee, placing various CFP documents into three (3) categories: governing, administrative, and educational. *Document also attached as a content document to CB&P Committee final report submitted as Issue 2020-II-005.* http://www.foodprotect.org/issues/packets/2020Packet/attachments/II_005_content_d.pdf
 - iii. Publications Committee report dated 08/04/2020 and submitted by David Lawrence to the EB. This document lists Publication Committee charges and an EB approved Publications Committee Work Plan. As a resource, this document will help minimize any duplication or overlap of efforts between this ad hoc committee and the Publications Committee.
 - c. Suggest language for revising or consolidating CFP policy and procedure regarding document handling (paper and electronic), record retention, archiving, and discard; document management and maintenance related to website posting, and the

transfer/copying or linking of CFP information from other online platforms hosting CFP documents (e.g., Pathable, Wild Apricot). Topics to address include but should not be limited to:

- i. Tax and financial records.
 - ii. Conference governing documents, administrative policies and procedures, and position descriptions.
 - iii. EB meeting materials, committee reports, and meeting minutes.
 - iv. Biennial meeting information:
 - ✓ General meeting materials (e.g., program booklet, registration materials and forms, attendee lists, Council and Delegate rosters, workshop materials, letters to federal agencies, resolutions);
 - ✓ Issue documents:
 - a) Finalized Issues and attachments assigned to Councils for deliberation;
 - b) Corrected and late-breaking Issues and attachments;
 - c) Issue recommendations from Councils; and
 - d) Assembly of Delegates final Issue recommendations.
 - ✓ Assembly of Delegates proceedings.
 - v. Conference-developed guides and documents (i.e., content documents approved via the Issue process), including a process to ensure any Council edits are accurately captured in the final version.
 - vi. Other educational materials such as training sessions, PowerPoint presentations, and documents created for virtual meetings and events hosted on platforms other than the CFP website (e.g., documents for the August 2021 Biennial Meeting currently posted on Pathable).
 - vii. Partner document or hyperlink postings on the CFP website.
 - viii. Retired CFP committee information.
 - ix. Other CFP records and documents, including but not limited to historical information, templates, forms, and paper records.
- d. Develop a recommended process for:
- i. Approval and authorization to post new or revised documents to the CFP website.
 - ii. Periodic review and update of existing documents, including but not limited to a target review cycle and assigned reviewer for each type or category of document.
- e. Provide any other best-practice recommendations to help streamline Conference document maintenance of both paper copies and electronic documents.
- f. Report back committee progress and recommendations to the EB by a specified date.

III. SUMMARY OF EA ACTIVITIES

- *The last EA report of activities is dated 03/15/2021; due to a crowded agenda for the October 2021 meeting, the Conference Chair requested that EA activity information not be submitted at that time.*
- *Please note that the EA workload has averaged just over 70 hours per month over the 40-months since my start date in December 2018 (hours supporting the NACCHO grant project are tracked separately from EA tasks and are not included in this average). At the time of hire, it was estimated the EA position would average 40 hours per month. The lowest monthly workload was 7 hours in May 2020 (following postponement of the 2020 Biennial Meeting) and the highest workload exceeded 265 hours per month in both June and July 2021 (preparing for the virtual Biennial Meeting).*

Summary of activities conducted since the last written EA report

1. Prepared and finalized EB meeting minutes; uploaded approved documents to CFP website.
2. Worked with ED, ET, Conference Leaders, and NEHA representatives to manage database of attendees and online access for the April 2021 Workshop.
3. Worked with ED, ET, and Conference Leaders in planning, organizing, and staging the virtual Biennial Meeting in August 2021. Tasks included but were not limited to the following:
 - Repeatedly updated promotional and registration materials to reflect postponements, changes, and conversion of format to virtual meetings.

- Working with the ET to track numerous refund requests due to postponement of meeting.
 - Worked extensively with ED and Conference Chair and Vice Chair to oversee the development and organization of the CFP Pathable site and MeetingPulse (voting app) by ConferenceDirect representatives to ensure the online platforms met the unique needs of our biennial meeting.
 - Worked directly and extensively with ConferenceDirect representatives to create, organize, and maintain a database of over 620 Biennial Meeting participants on the Pathable site. Participant database included:
 - Online “ribbon” lists designating participation level and role in the Conference and the Biennial Meeting for each person.
 - Registrants’ Biennial Meeting credentials and MeetingPulse credentials for Caucus and Council voting.
 - Clarification of access credentials for invited guests (non-registrants) and complimentary registrations.
 - Delegate and Council lists and confirmation of registration.
 - Coordinated with Sustaining Sponsors for redirect links from the Pathable site to sponsoring company websites.
 - Provided support and assistance to ED in development and design of digital program booklet.
 - Provided constituency/regional membership lists to each EB member with an expiring term.
 - At request of Conference Leaders, developed the following “new” documents and resources to help explain various stages of the biennial meeting process:
 - Draft “process” for Council debate.
 - Draft motions for advance preparation of MeetingPulse (voting app) messaging.
 - Draft “voting script” for use during Council deliberation.
 - “Guide to Issue Process” (final version posted to Pathable).
 - Pathable “document library” of CFP information for ready reference by attendees.
 - “Breaking News” for posting to Pathable.
 - Simplified flowchart outlining the Issue deliberation process in Council (final version reviewed and approved by the Lead Parliamentarian).
 - Provided support related to Issue management:
 - Uploaded documents for late breaking Issues.
 - At request of Council Chairs, confirmed registration for all Issue submitters.
 - During Council deliberations, monitored status of Issues and reviewed Attendify (mobile app) posts multiple times each day to verify accuracy of Issue status update on Pathable.
 - Post biennial meeting activities included:
 - Developed a reference list of “content documents” approved via the Issue process.
 - Created a single resource document listing all assigned committee charges (including Standing and Council Committees).
 - Compiled a 7-page “hot wash” shared with ED and Conference Leaders on 11/17/2021 of observations and suggestions for improving future biennial meetings.
4. Provided committee support: completed assigned tasks and provided support as requested.
- Worked with ED and Conference Leaders to complete all tasks related to committee volunteer recruitment and the online application process.
 - Developed and managed the online Eventbrite committee volunteer application process.
 - Created master list of volunteers with a separate Excel spreadsheet for each committee.
 - Drafted a 2021-2023 Committee Contact list.
 - Issue support:
 - Provided editable Issue review documents to Issue Chair.
 - Sponsorship support:
 - Created a preliminary database to track “sponsorship and event/service donor” status for the upcoming 2023 Biennial Meeting.
 - ✓ Will provide periodic status reports to Sponsorship Committee Co-Chairs, ED, ET, Conference Chair, and Conference Vice Chair once sponsorship recruitment begins.

5. Assisted ED, ET, and Conference Leaders with administrative tasks, including but not limited to:
 - Collaborated with ED to maintain outstanding “*Action Item*” lists from previous EB meetings. As of August 2021, the Conference Chair took over the task of tracking and maintaining this list of outstanding EB action items.
 - Coordinated purchase of recognition gifts as requested by the ED.
 - Researched dates of last submitted Standing Committee reports.
 - Researched status of last official audit of CFP financial records.
 - Developed a database of previous Council membership (since 2014).
 - Compiled a list of resolutions previously passed by the Assembly of Delegates.
 - Researched guidance on use of “unanimous consent” under Robert’s Rules of Order.
6. Completed routine EA tasks/assignments, including but not limited to:
 - Maintaining CFP membership list, including a list of members from the 2018-2021 triennium that have NOT renewed their membership.
 - Renewal reminder sent in September 2021 to those from the 2018-2021 triennium with expired membership (to date, 242 members from the past triennium did not renew; 45 of those have undeliverable email addresses).
 - Maintaining and posting current EB roster in two formats: one for internal use and one for publication on the CFP website.
 - Providing region/constituent sorted membership lists to EB members on request; other requests for membership information are approved by the ED on a case-by-case basis.
 - Reviewing numerous queries each day via “customer service” and “information” email links from the CFP website: responding directly to queries within the authority of the EA and referring other legitimate queries to the appropriate person. (Note: most messages received via the CFP website are spam, unrelated cold-call queries, or phishing.)
7. Provided NACCHO-CFP Retail Food Safety Collaborative Grant Project support on request. (Note: Collaborative grant project 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.)

C. Major EA projects pending completion by the next EB meeting (in addition to routine tasks)

1. Ongoing – Continue to work with representatives from NewPath Consulting, and the ED and ET on the Wild Apricot transition. Tasks include:
 - Educating NewPath Consultants on the significant differences between CFP and other organizations; these differences make it extremely challenging to mesh our needs with the “standard” set-up within Wild Apricot.
 - Working with the consultants to create separate customized web pages within Wild Apricot for CFP membership fee payment, biennial meeting registration (paid and complimentary), and Council and Committee applications.
 - Creating a customized CFP membership database within Wild Apricot and standard reports for extracting and sorting membership information.
 - Migrating all current CFP information from multiple Excel spreadsheets into Wild Apricot. The Wild Apricot transition is a much more challenging and time-consuming task than anticipated; guidance and support has been requested from Conference Leadership.
2. June 2022 – Create and manage online application process for Council Membership.
 - If the Wild Apricot transition is not completed by this date, Eventbrite will be used once again for the submittal of Council applications.
3. Summer 2022 – Work with the Sponsorship Committee to develop online and PDF information and applications for Sustaining Sponsorship and event/service donations.
4. Early Fall 2022 – Prepare draft registration documents for the Houston 2023 Biennial Meeting; these documents are listed on the Master Calendar to be available online by mid-October.