MEMORANDUM

TO:	CFP Executive Board (EB)
FROM:	Vicki Everly, Executive Assistant
DATE:	07/12/2019
SUBJECT:	Executive Assistant (EA) Report

Please see requested action for the EB on page 4 of this report.

Conference membership as of the date of this report:

Constituency	# of members on April 2019 report	# of current members
Academia	23	24
Consumer (organization)	7	9
Emeritus	9	9
Food Industry – Food Service	62	63
Food Industry – Processing	11	11
Food Industry – Retail Food	88	95
Food Industry – Support	102	106
Food Industry – Vending and Distribution	12	11
Regulator – District / Territory / Tribal	2	2
Regulator – Federal	49	49
Regulator – Local	88	90
Regulator – State	160	161
Student	4	4
Membership – Total	**617**	**634**

Pragmatic conference call usage: from 04/04/2019 *(day after last EB meeting)* to the date of this report

Pragmatic Conference Calls *Please note: some committee chairs convene meetings using a different service provider or via email; statistics on Pragmatic calls are provided ONLY as a single indicator of Conference activity.*	**03/07/19 to 07/12/19**
Total # of conference calls *count does NOT include 11 calls with only 1 participant*	73
# of conference calls convened by a committee chair	65
# of conference calls convened by Conference Chair or Executive Team	8
Average length of call	43 minutes
# of conference calls less than 30 minutes in duration	16
# of conference calls from 30 to 59 minutes in duration	28
# of conference calls from 1 hour to 90 minutes in duration	29
# of conference calls greater than 90 minutes	0
Average # of participants *range was 2 to 37 participants*	10 *(rounded up)*
Total # of moderators using Pragmatic conference call service provided by CFP	14

Primary EA activities conducted since the last EB meeting:

a. Collaborated with ED to develop *"Action Item"* lists from the April 2019 and 2018 EB meetings.

b. Created and posted on the CFP website a *"Committee Contact List"* with information extracted from approved rosters or provided by ED *(document approved by ED and Conference Leaders prior to posting)*. http://www.foodprotect.org/reporting/

c. Created a *"CFP Documents Inventory"* to support the assigned EA task to "manage" information on the CFP website *(see EA report attachment #1)*; please note this inventory is a working document for internal CFP use only and is *not* intended for publication.
    - Drafts of this inventory list were reviewed by the ED and Conference Leaders; requested columns for "target review cycle" and "assigned reviewer" were added.
    - Two (2) existing CFP policies make managing information on the website challenging:
        - Adherence to the *"Record Retention Policy"* *(see EA report attachment #2)* would result in deleting a large amount of information currently posted on the website *(e.g., retention of documents limited to current and 2 previous Conference cycles; discard of "retired" documents 6 months following each biennial meeting)*.
        - The procedure in the *"Archiving CFP Documents"* policy *(see EA report attachment #3)* does not match current practice.
    - Continued discussion with the ED and Conference Leaders resulted in a recommendation to request formation of an ad hoc Board committee to review/update the 2 policies in question.
        - A 3-part draft motion was developed proposing committee membership, specific charges, and a temporary suspension of the 2 policies under review *(see EA report attachment #4)*.
    - See agenda item 5.6 and requested EB action item #1 on page 4 of this report.

d. Created a draft *"Conference-Developed Guides and Documents Information Template"* *(see EA report attachment #5)*. The intent of this document is to enhance the narrative on the CFP website describing Assembly approved documents. Current information for most documents is very limited and generally requires the reader to download and review the entire document to determine its content. http://www.foodprotect.org/guides-documents/
    - Draft template was provided to ED, Conference Leaders, and Council Leaders for review and comment.
        - Page 1 provides an explanation of how documents are currently posted on the CFP website.
        - Page 2 outlines the information requested of a Committee Chair once a committee document has been approved by the Assembly of Delegates via the Issue process.
    - See agenda item 5.7 and requested EB action item #2 on page 4 of this report.

e. Managed the online Council application process.
    - Coordinated the launch of Council membership applications via Eventbrite; worked with ED and Conference Leaders to update and clarify application questions.
    - Worked with ED and Conference Chair to augment the CFP website narrative with information explaining the Council formation process and Council member duties. http://www.foodprotect.org/forms/council-member-application/
        - Posted informational tools to assist Council members (posting of documents approved by ED and Conference Chair):
            - ✓ CFP *"Rules of Engagement"* (revised 2016)
            - ✓ *"Editing Issues in Council"* (approved by EB April 2018)
    - Worked with ED and Conference Leaders to develop a standard format for Council rosters.
    - A total of 128 Council applications were received; membership of all applicants was verified.
        - Created Excel database of applicants sorted by Council preference for use by Council Leaders to establish proposed rosters.
        - Sent emails to applicants who were *not* current CFP members explaining the membership requirement to serve on Council; notified Council Leaders with any change in status.

f. Assisted with Committee activities:
    - Sponsorship:
        - Worked with Sponsorship Committee Co-Chairs, ED, and Conference Leaders to develop sponsorship and event donor narrative for the CFP website; posted on July 1. http://www.foodprotect.org/forms/sponsorship-information/

- □ Currently developing a separate application and payment process for Sustaining Sponsorship and Event/Service Support Donations:
  - ✓ Creating fillable PDF forms to download/print for payments made by check – one form for Sustaining Sponsors and a second for Event/Service Support Donations.
  - ✓ Developing two separate online application processes on Eventbrite for payments made by credit card – one process for Sustaining Sponsors and a second for Event/Service Donations. Development process includes narrative introduction, customized application forms, and narrative for auto-generated email receipts.
- ▪ Issue:
  - □ Updated the *"Issue Reviewer Notebook"* and provided it to new Issue Chairs along with other editable Issue related documents requiring update for the 2020 Biennial Meeting.
    - ✓ The *"Issue Reviewer Notebook"* is *not* intended for publication; it is a working document bringing together examples from previous biennial meetings, suggestions for improvement, and lessons learned.
  - □ Added new Issue Chairs as authorized users of the Issue Management Program (IMP).
  - □ Currently working with CFP webmaster to establish an Issue submission beta test site to allow Issue Chairs the opportunity to become familiar with the online process.
  - □ Coordinating with ED and Conference Chair to conduct a second Issue Chair orientation session for Monday evening prior to the August EB meeting; agenda to include the *"Issue Reviewer Notebook"* and practice Issue submission and review using the beta test site.

g. Assisted the ED/ET with administrative tasks, including but not limited to:
- ▪ Creating a CFP "receipt" document to acknowledge sponsorships and donations.
- ▪ Continued development of a detailed list of executive team tasks/responsibilities, organized by month.
- ▪ Providing limited "office" coverage during ED vacation; activities included conducting an e-vote and sending an approved email announcement to all CFP members.
- ▪ Reviewing a CFP PowerPoint for presentation by the ED at the 2019 IAFP meeting.

h. Routine tasks/assignments, including but not limited to:
- ▪ Maintaining CFP membership list.
- ▪ Providing region/constituent sorted membership lists to EB members on request.
- ▪ Participating in monthly executive team conference calls with the ED and ET.
- ▪ Reviewing and updating the CFP website, such as:
  - □ Corrected/standardized usage (and capitalization) of "Conference" vs. "Biennial Meeting."
  - □ Updated broken hyperlinks.
  - □ Alphabetized document and committee listings.
  - □ Posted "news" related to CFP on the website home page.
  - □ Identified inactive email addresses posted on various pages of the website for "customer service," "information," and for members of the executive team.
    - ✓ After consultation with the ED/ET, worked with CFP webmaster to reestablish auto forwarding of any emails from these addresses to the appropriate person.
    - ✓ Oversight of these links will be added to the EA task list to ensure required updates are made in the event of changes in staff or assignments.

In addition to routine tasks, the following major projects are EA priorities in the coming months:

a. Assist the ED in developing materials for the 2020 Biennial Meeting; upload information to the CFP website as it becomes available.
b. Develop Eventbrite online "registration" for the 2020 Biennial Meeting and Workshop.
- ▪ Develop and maintain an Excel registration database.
- ▪ Prepare registration reports as needed.
c. Maintain a 2020 "sponsor/donor" database.
- ▪ Provide routine reports to ED/ET, Conference Leaders, and Sponsorship Committee Co-Chairs.
- ▪ Coordinate "complimentary" registrations provided to Sustaining Sponsors.
d. Provide support to Issue Chairs regarding online Issue submission and review.
- ▪ Work with ED and CFP webmaster to post finalized Issues by the mandated deadline.
- ▪ Prepare flash drives of finalized Issues and all supporting documentation for each Council.

Requested action for Executive Board:

1. ***Agenda item 5.6 – Ad hoc Board Committee for Review of Archiving and Retention Policies***
   (see EA report attachment #4, and item "c" under "primary EA activities" on page 2 of this report)

   Review and approve the attached draft 3-part motion to:
   a) Create an "Ad hoc Board Committee for the Review of Document Archiving and Record Retention Policies."
   b) Establish committee charges.
   c) Temporarily suspend the 2 CFP policies under review while the ad hoc committee completes its charges.

2. ***Agenda item 5.7 – Conference-Developed Guides and Documents Template***
   (see EA report attachment #5, and item "d" under "primary EA activities" on page 2 of this report)

   Review and approve the use of the attached 2-page draft titled *"Conference-Developed Guides and Documents Information Template"* to enhance the narrative posted on the CFP website describing Assembly approved guidance documents.