



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

April 21-22, 2015

The Grove Hotel
245 S. Capitol Blvd.
Boise, ID 83702

Cedar Room, Second Floor

**A continental breakfast will be served from 7:30 - 8:30 a.m. each day.
Please do NOT eat breakfast prior to the meeting.**

Opening – Conference Chair John Luker, Presiding (BINDER 1)

- Call to Order 8:30AM, April 21, 2015.
- Anti-trust Policy Reminder (*Should the name and title of the ED be updated on this document?*)
- Roll Call/Acknowledgement of Board Members
- Acknowledgement of Guests
- Board Meeting Minutes, August 26-27, 2014 – (previously approved via E-ballot)

Executive Staff Report

- Executive Director – David McSwane
- Executive Treasurer – Eric Pippert
- Executive Assistant Report – Aggie Hale

Old Business

- Report from the ad hoc Committee on Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications – Donna Garren
- Developing a list of specific reasons that Councils should choose from when recommending "No Action" on an issue. – Kevin Smith
- Issues accepted by the Assembly of Delegates at the 2014 biennial meeting had a recommended solution of "Let FDA figure out what to do." There is concern that such a vague recommendation could result in the issue not being addressed. – Dr. Brian Nummer
- Instruction Sheet for State Delegates – Marlene Gaither
- Identifying the role of voting and non-voting (at-large) committee members during meetings and calls – Lee Cornman

Council Reports (BINDER 2)

- Council I Report – Chris Gordon, Rick Barney
 - Reports of Council I Committees
 - Food Recovery
 - Ice Maker Equipment Cleaning and Sanitizing
 - Plan Review
 - Unattended Food Establishments
 - Oyster Committee

- Council II Report – Susan Quam, David Lawrence
 - Reports of Council II Committees
 - Certification of Food Safety Regulatory Professionals
 - Demonstration of Knowledge
 - Employee Food Safety Training
 - Interdisciplinary Foodborne Illness Training
- Council III Report – Todd Rossow, Davene Sarrocco-Smith
 - Reports of Council III Committees
 - Hand Hygiene
 - Listeria Retail Guidelines

Standing Committee Reports (BINDER 3)

- Audit – Angela Nardone – *Wednesday at 9:30 a.m. Mountain time*
- Constitution, Bylaws/Procedures – Lee Cornman
- Food Protection Manager Certification – Jeff Hawley/ Christine Hollenbeck – *Wednesday at 9:00 a.m. Mountain time*
- Issue – Vicki Everly/Cassandra Mitchell
- Program – Dr. Julie Albrecht
- Program Standards Committee – David Lawrence
- Strategic Planning – James Mack

Demonstration of Adobe Connect (time arranged for 3:00 p.m. local time)

Tour of 2016 biennial meeting facilities, hotels and downtown Boise (Wednesday morning)

- Conducted by Lisa Edens (Boise Convention and Visitors Bureau) – 10:00 – 11:30 a.m.

Special Committee Reports

- 2016 Local Arrangements Committee – Patrick Guzzle and Jodi Callister
- Sponsorship Committee – Gina Nicholson Kramer – *Wednesday at 8:30 a.m. Mountain time*
- Financial Study Committee – Donna Garren
- Discussion of the Purchase of Adobe Connect License
- ANSI/CFP Certification Committee (ACAC) – Lee Cornman

Federal Agency Reports

- FDA – Kevin Smith
- USDA – William Shaw, Jr.
- CDC – Kristin Delea

New Business

- Do Rightly App. for managing crises in retail food establishments
- Fall 2015 Executive Board Meeting – August 11-12, 2015 in Park City, Utah

Adjournment – Approximately 2:00 p.m. on April 22, 2015