

Template approved: 04/20/2016

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COMMITTEE NAME *Strategic Planning Committee*

DATE OF FINAL REPORT: 6/2/2020

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Tom Ford, Chair and Elizabeth Nutt, Vice-Chair

COMMITTEE CHARGE(S):

Constitutional Charge(s):

1. The Strategic Planning Committee (SPC) shall report to the Executive Board. The SPC shall provide an active leadership role in developing both long term and short term goals that will enhance and sustain the relevance and viability of the Conference for Food Protection. To accomplish these goals, the CPS will include such activities as:
 - a. Anticipate changing business and regulatory environment.
 - b. Assess membership satisfaction of the CFP and its processes.
 - c. Identify changing expectations of CFP members.
 - d. Explore ways to build membership.
 - e. Assist in efforts to communicate more effectively with membership.
 - f. Expand outreach to collaborate and partner with organizations of similar public safety goals.
 - g. Search for viable funding sources to ensure long term financial sustainability.

Charges from the Executive Board:

1. Provide report to show how recommendations of the Board in April 2019 have been implemented. (*continuation of agenda item 3.11 from April 2019 Board Meeting*)
2. Report on ad hoc committee on Mobile App. (*continuation of agenda item 1.9.7 from April 2019 Board Meeting*)
3. Report on ad hoc committee on communication with first time biennial meeting attendees.

COMMITTEE WORK PLAN AND TIMELINE:

Scheduled to meet monthly on the second Friday of the month.

COMMITTEE ACTIVITIES:

Dates of committee meetings or conference calls:

The SPC has met on the following dates since the last report: September 13, October 11 November 15, December 13, January 10, and February 14

1. Overview of committee activities:

- *Eventbrite and Digital engagement* committee, Chirag Bhat and Vanessa Bussiere as the leadership team successfully developed the conference app.
- Jessica Fletcher and Kelli Whiting developed and updated the first-time attendee's process, including a desk area near registration as a method to engage FTAs as they register at the conference, updating the first-time attendee's orientation meeting.
- Submitted revised the SPC objectives listed in the Constitution and Bylaws that were agreed to by the Board at the April 2019 meeting, were noted as not fully integrated during the August 2019 Board meeting. These revisions will be a proposed amendment of the Constitution & Bylaws and submitted as an Issue for 2020.

2. Charges COMPLETED and the rationale for each specific recommendation:

- a.
- b.

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3. Charges INCOMPLETE and to be continued to next biennium:

4. Status of charges still PENDING and activities yet to be completed:
 - a. Met and have approval with University of Houston to conduct the SPC member survey. Dr. Draper h has final approval from the university, has our questions and will work with David on sending the survey to the members, this process was suspended due to the pandemic and can be reactivated post conference.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

1. Acknowledge SPC periodic report.
2. Recognize Tom Ford and Elizabeth Nutt would like to step down from leadership roles of the SPC and will work on transition options.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

h. **Issue #1: Report – Committee Name:** List of content documents submitted with this Issue: **Committee Member Roster:** See attached PDF No changes to previously approved roster

"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ (Committee roster to be submitted as a PDF attachment to this report.)

(1) **Other content documents:**

- i. List of supporting attachments: Not applicable
1. **Committee Issue #2:**
 2. **Committee Issue #3:**
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