

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

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COMMITTEE NAME: Issue Committee

DATE OF FINAL REPORT: August 9, 2021

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Patrick Guzzle and Rebecca Vought, CO-Chairs

COMMITTEE CHARGE(S):

1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting.
2. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Issue # 2012 II-008

3. Continuation of Charge 3(b) from Issue 2012 II-008 Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
 - i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
 - ii. Roles and responsibilities for each biennium.

Charge from April 2019 Executive Board Member agenda item 1.9.1

4. Review the Issue management process to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting and report back to the August 2019 Board meeting with a recommendation.

COMMITTEE WORK PLAN AND TIMELINE:

1. August 2019: Work with Vicki regarding Issue Management System and Issue Reviewer Notebook.
2. September, 2019: Issue Co-Chairs will host a conference call with the Council Chairs and Standing Committee Chairs and Co-Chairs to discuss Pre-Issue guidance.
3. October, 2019: Issue Pre-Submission forms and Guidance will be released.
4. November 1, 2019: Final Committee reports and anticipated Issues due to Council Chairs for preliminary review.
5. November 8, 2019: Feedback by Council Chairs and Conference Chair and Co-Chair due to Committee Chairs and Co-Chairs.
6. November 18, 2019: Revised final Committee Reports and Issues submitted to Issue Co-Chairs for preliminary review.
7. December 1, 2019: Issue Submission opens.
8. December 31, 2019: Issue Submission closes.
9. February 12, 2020: Target date for Issue Committee to finalize review of Issues and assign each to a Council for deliberation.
10. February 19, 2020: Mandated date for Issue Packets to be made available by Executive Director.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**
 - a. 1/10/19 – Issue Chair and CBPC Chair call; discussion for charges above.
 - b. 1/28/19 – Issue Committee Call; information regarding roles, responsibilities and timelines
 - c. 9/20/19 – Issue Chairs Conference Call with Standing Committee and Council Committee Chairs; information provided regarding Issue Submission process
 - d. 10/1/19 – Issue Chairs and Board Leadership call; clarification of Issue Submission question from committee chairs

- e. 10/28/19 – Issue Committee Call; update on committee issue review process
- f. 11/11/19 – Issue Committee Call; review of Committee Issues submitted and process for review
- g. 2/3/19 - Issue Committee Call; preparation for Issue assignment to Council
- h. 2/7/19 – Issue Chairs and Council Chairs call; final Council Assignment
- i. 2/14/19 – Issue Chairs and Council Chairs call; final Council sequencing.

2. Overview of committee activities:

- a. Pre-issue Review process of Standing Committee and Council Committee reports and Issues to be submitted occurred between November 1 through November 28, 2019. Issue Committee divided into 4 sub-committees to review the reports, content documents, and Issues. Subcommittees for Commercialism & Comity, Links & Citations, Food Code References, and Formatting reviewed and documented needed changes in a shared spreadsheet. Issue Chairs then responded to all Committee prior to the Dec 1, 2019 deadline for Issue Submission.
- b. Issue Submission began Dec 1, 2019. On Dec 30, 2019, with only ~60 Issues submitted, it was decided by Conference leadership to extend the date of Issue Submission until Jan 6, 2020. With the additional timeline we received ~40 more Issues in the online system.
- c. Issue Review by Committee Chairs began Jan 6, 2020 and communications with Issue submitters continued until Feb 4, 2020. Final edits were completed by early Feb and all 102 Issues finalized to before creating a packet for Issue Committee to assign Issues to Council. There were problems with creating the working Issue Packet, so our IT Kevin Hamstra was contacted for assistance. The Issue Committee was able to proceed with the downloaded packet for the remainder of the process for Issue Assignment and sequencing. The Issue Committee (including Council Chairs) made Council assignments of Issues by February 8, 2020. Council Chairs and Issues Chairs reviewed the preliminary results of Council assignments and made only minor changes. Issues were finalized into respective Councils on Feb 14th and final sequencing was done on Feb 15th. The Final Issue Packet and Scribe Packet was created on February 16th, 2020, but the problem with ability to download still existed, Kevin Hamstra was once again asked to assist. Kevin was able to create new coding for the Final Packet (program coding needed to be changed to allow for additional supporting documents), and the Final Issue Packer and Scribe Packet were posted on our website and advertised to membership on Feb 17, 2020.

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

- All Issues were reviewed, revised to meet the Issue acceptance criteria specified in the Conference Procedures Manual by Feb 4, 2020. Charge completed as required
- All Issues were assigned for Council deliberation and Issue assignments made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1 on Feb 17, 2020. Charge completed as required

Issue # 2012 II-008

- Charge completed by the Constitution, Procedures and Bylaws Committee and Issues were submitted for Council II consideration at the 2020 Biennial meeting. Charge completed.
Charge from April 2019 Executive Board Member agenda item 1.9.1
- Charge completed by Board Action August 2019.

4. Charges INCOMPLETE and to be continued to next biennium: All Charges Completed for this Biennium.

5. Additional Information: The following is added to update the Executive Board on activities related to the 2021 biennial meeting.

- a. Seven Late-Breaking Issues (LBI) were submitted for Board consideration prior to the 2021 biennial meeting. The Issue Co-Chairs recommended that three of the seven LBI's be assigned to a Council for deliberation. The Executive Board assigned one of the LBIs to Council II and two of the LBIs to Council III.
- b. The Issue Co-Chairs have set up and delivered training to the Council Scribes in preparation for the virtual biennial meeting.
- c. Becky Vought, Issue Co-Chair set up shared file space within the CFP site to allow the Scribes and the Issue Chairs to review Council actions. It is believed that this will expedite the process of having the Council Chairs agree with the recommended actions approved and voted on by the Council members.
- d. The Issue Co-Chairs will sponsor a training session for Issue submitters. This session will also be attended by Council Chairs. This session will help prepare Issue submitters for what to expect during the Issue deliberation of the Council.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

No requested Executive Board action at this time;