

**Standing 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: 4/4/2023

COMMITTEE ASSIGNMENT:  Council I  Council II  Council III  Executive Board

REPORT SUBMITTED BY: **Patrick Guzzle, Issue Chair**

COMMITTEE CHARGE(S):

1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the CFP Biennial 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,
3. Review and, if necessary, recommend edits to "Issue Preparation and Review – Process and Checklist" Guidance and associated documents.

COMMITTEE WORK PLAN AND TIMELINE: THE ISSUE COMMITTEE DIVIDED INTO THREE (3) WORKGROUPS AND EACH WORKGROUP REVIEWED AN EQUAL NUMBER OF ISSUES. WORKGROUPS WERE LED BY PATRICK GUZZLE, (ISSUE CHAIR), ANNE JOHNSON (ISSUE CO-VICE CHAIR), AND LINDA ZAZISKI (ISSUE CO-VICE CHAIR). COMMENTS AND QUESTIONS WERE SENT TO ISSUE SUBMITTERS AND NECESSARY REVISIONS WERE MADE.

IN SOME CASES, ISSUE SUBMITTERS DID NOT RESPOND TO EMAIL AND PHONE REQUESTS TO REVISE OR AMEND THE ISSUE AS IT HAD BEEN ORIGINALLY SUBMITTED. IN THOSE CASES, THE ISSUES WERE FINALIZED IN THEIR CURRENT FORMAT AND STATE. THIS WAS DONE TO MEET THE MANDATED DEADLINE OF HAVING ISSUES AVAILABLE FOR ALL MEMBERS AT LEAST 90 DAYS PRIOR TO THE BIENNIAL MEETING.

117 ISSUES WERE SUBMITTED AND RECOMMENDATIONS WERE MADE TO COUNCIL CHAIRS RELATIVE TO WHICH COUNCIL SHOULD DELIBERATE EACH ISSUE. THE FINAL DECISIONS AND NUMBERS WERE:

COUNCIL I	32 ISSUES
COUNCIL II	53 ISSUES
COUNCIL III	32 ISSUES

COMMITTEE ACTIVITIES:

1. *From Close of Issue Submission process (January 23, 2023) through March 10, 2023, Issue Committee members met on an ad-hoc basis. Frequently, there were daily meetings, phone calls, zoom chats, emails, or other communications.*
2. *All Charges have been completed.*

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.  
 Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.