



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

MAY 14-15, 2013

Buena Vista Palace Hotel and Spa - Islander I/II/III

Orlando, FL

Continental Breakfast at 8:00 a.m. both days

Meeting will start at 8:30 a.m. both days

Opening – Conference Chair Lori LeMaster, Presiding

- Call to Order
- Anti-trust Policy Reminder/Opening remarks
- Roll Call/Acknowledgement of Board Members
- Acknowledgement of Guests
- Board Meeting Minutes, August 7-8, 2012 – (previously approved via E-ballot)

Executive Staff Reports

- Executive Director – David McSwane
- Executive Treasurer – Eric Pippert
- Executive Assistant – Lisa Wright

Old Business

- Matters pending from August, 2012 meeting
 - 2012-II-38 Consumer Scholarships - Klein
 - 2012-I-021 Notification of Consumers of Recall – Girard
 - Ad Hoc Committee on standards for documents published for CFP website - Schaffner

Biennial Meeting Planning Update

- LaDonna Pettit, Conference Direct
 - Replacement for the Owyhee Plaza hotel in 2016

2014 Biennial Meeting

- Local Arrangements Committee – Michael Roberson and Lee Cornman
 - Orlando LAC Budget
 - Timeline
 - Job Assignments
 - Tour of Hotel and Convention Center Facilities (Time TBD)
 - Council Formation

Council Reports – (Committee status reports and updated rosters)

- Council I Report –Brenda Bacon and Christopher Gordon
 - Plan Review
 - Wild Mushrooms
 - Meat and Poultry Processing at Retail
 - Beef Grinding Log

- Council II Report –Patrick Guzzle and Susan Quam
 - Interdisciplinary Foodborne Illness Training
 - Program Standards
 - Certification of Food Safety Regulation Professionals
 - Standardized Data Collection and Electronic Reporting of Inspections

- Council III Report –David Gifford/Todd Rossow
 - Emergency Action Plan
 - Hand Hygiene
 - Listeria Guidelines
 - Time as a Public Health Control

Standing Committee Reports

- Constitution and Bylaws – Lee Cornman
- Food Protection Managers Certification, Testing and Certification – Jeff Hawley and Christine Hollenbeck
- Strategic Planning – James Mack
- Program – Julie Albrecht
- Compensation Committee – Larry Eils
- Sponsorship Committee – Greg Orman
- Issue – Vicki Everly/Aggie Hale
- Audit – Terry Levee

Special Committee Reports

- Food Allergy Research & Education (FARE) – Mike Spigler

Federal Agency Reports

- FDA – Kevin Smith
- USDA – John Hicks
- CDC – Carol Selman

New Business

- Plans for conducting a search for staff vacancy – Transition Committee
- 2016 Biennial Meeting – Boise, ID, April 16-20, 2016
- Fall Meeting – August 13-14, 2013 - Yum Global and KFC Headquarters, Louisville, KY. Board members will stay at the Seelbach Hilton hotel in downtown Louisville. **You should call 800-333-3399 to make your reservation, and you will need to identify yourself as a member of CFP to receive the \$97 per night rate. The cut-off date for making a reservation is July 15, 2013.**

Adjournment

Individuals wanting to participate in the Executive Board meeting via conference call should dial 1-877-394-5901 and use access code 4908186.