



CONFERENCE FOR FOOD PROTECTION, INC. EXECUTIVE BOARD MEETING MINUTES

August 26-27, 2005

Riverdale (USDA) and College Park (FDA), MD

Voting members present: Buchanon, Hedman, Girard, Williams, Gifford, Gerzonich, Coffill, Gale, Nutt, Luedeman, Reimers, Daniels, Ferko, Wright, Smyly, Linton, Feldstein

Nonvoting members present: Yiannas, Cornman, Everly, Gurrisi, Kohl, Ludwig, Robbins, Eils, Hayes

Voting members absent: Anderson, Lancaster, Christy, Rein, Sharar

Nonvoting members absent: None

Guests: Dr. Robert Brackett (Director, CFSAN/FDA), Carole Spencer (FSIS/USDA), Glenda Lewis (CFSAN/FDA), Dr. Roy Swift (ANSI), Dr. Sharon Goldsmith (ACAC), Roger Hancock (Chair, MTTC Committee), Steve McAndrew (Chair, Strategic Planning Committee), Charles Otto (Chair, Website Redesign Committee)

NOTE: *Because we adjusted agenda due to schedules and jumped between some topics, I combined like elements and may have reported discussions out of order – LW.*

The meeting was called to order by Janice Buchanon, Conference Chair, at 830 am. The Chair thanked everyone for their commitment to the process, especially Faye Feldstein and Glenda Lewis. Ms. Buchanon introduced guests. Roll call was taken.

Trevor Hayes, Executive Director, reminded assembled attendees of Conference anti-trust policy.

Comments from Dr. Robert Brackett – Director of CFSAN/FDA

Dr. Brackett stated that he and his agency are supportive of the Conference for Food Protection. He acknowledged that the 2005 FDA Food Code contains many of CFP's recommendations. Dr. Brackett stated that cooperative programs are more important than ever due to budget constraints. CFSAN and all agencies are going through belt-tightening; CFSAN has lost 100 people – he predicts the loss of 100 more. With shifting resources, they have to reassign and reassess resource applications, looking closely at public health-related activities. Dr. Brackett is hoping 2009 will allow them to get back to levels they think are more appropriate.

A research kitchen has been built at CFSAN so real-life problems can be looked at to supply data for policies and decisions. Yellow book priorities (deliverables) are coming for 2006. Finally, Dr. Brackett offered himself as a resource for the Board.

Executive Director Report – Trevor Hayes

Hayes reminded Board members that meeting minutes from the April meeting in Columbus, OH were approved electronically.

Budget Review – We have CD's totaling \$88,515, maturing in October 2005. Some money will be moved to our checking account. Checking account balance is \$26,548 for a total balance of \$115,063.

The Conference Brochure was completed and was passed around for all to see. Copies are available for presentations, and Hayes can provide copies to Board members to introduce people to the Conference. The brochure provides a very basic, fundamental introduction to the Conference.

APHA will now be financial contributors to Crumbine so we now have 9 co-sponsors. No physical meetings will take place – business is handled via conference call. Hayes congratulated San Diego (CA) County for receiving the most recent award.

The Board Travel Policy has been circulated electronically and a few changes were made based upon member suggestions. Hayes asked do we extend this policy to the 2 people who represent the Board at the ACAC meeting (Jim Lewis and John Marcello)? It was agreed to place a reference to these representatives in the policy. Minor edits were suggested and will be made to the Travel Policy, and it will be circulated for final approval.

Robbins asked if consideration of payment of her expenses beyond \$500 would be considered and by whom. Several comments were made about how to handle expenses for certain positions. Since Board approval can be made in exceptional situations, it was felt that the policy should remain as is and not call out special arrangements.

There was no formal vote taken regarding the Travel Policy.

Hayes thanked the Board for approving the position of Executive Assistant. Executive Assistant Report – April meeting minutes were completed and posted to the websites along with all reports to the Board. Same information will be placed on the website by the end of September for this meeting. Design of membership database on Access has been completed. Currently, there are 406 paid members, 42 unpaid members. Blast email worked; there are still 14 “missing” paid members. Wright reminded the Board that committee members must be dues-paying members; exceptions can be granted by the board. Robbins voiced having one agency member's membership fee waived. Discussion didn't support doing so. The Agency representative for this person stated that this issue would be explored within the Agency.

Over 50 new members have signed on this year. Wright worked with Sterling to give members the ability to submit contact information changes through website. This feature generated over 80 updates once it was announced via email. Wright is developing ability to maintain committee rosters but will rely on Council Chairs to provide up-to-date names of committee members 30 days in advance of Board meetings or as known. Ludwig suggested we streamline membership updates at CFP by allowing direct entry in Database.

There was no formal vote taken to accept this report.

Board Member Retirement - Hayes stated that Reimers will retire from HEB next Friday and asked the Board to consider Fred's continued ability to represent the food store industry. Fred is an "At Large" Board member (through 2010), not a retail food store member; Hedman is the retail food store representative to the Board. The Board indicated that Reimers should continue to serve on the Board, and he would address this issue with his constituency at the Conference in April.

There was extended philosophical discussion of how one determines what constituency one represents. Thirty per cent of CFP members fall into "Other" category because they are not employed by a regulatory agency or a retail food company. Does NEHA represent Regulators? Does Ecolab represent industry? No formal conclusions were made.

Canadian representative for CFP Board – Anne McKenzie was approached and declined to participate because of her commitments. James Drew represents the provincial level not federal; we are having difficulty identifying what entity to approach. The same applies to finding a representative from Mexico. Gale suggests going back to Drew to get a federal referral.



Reimers suggested **Hayes** may wish to approach David Tharp of IAFP for assistance in identifying appropriate candidates. **Hayes and McAndrew** agreed to work together to identify a Mexican representative to the Board.



There was general agreement that we do need to change the by-laws to reflect accurately the structure of Canadian and Mexican governments. **Eils** will take this task back to the Constitution and ByLaws Committee.

FDA Retail Food Program Resource Guide and Audit Manual – Hayes commented that he has experienced problems with linking to FDA website for the material provided on the CD supplied by FDA. Feldstein commented that there will be a new one coming out before the Conference.



Hayes asked **Lewis and Feldstein** to provide us with a link so we can make the link available through our website to FDA's website where the most recent information will be maintained.

Review of Conference Master Calendar – Hayes developed a proposal that was circulated among Board members that would alleviate concerns that general membership does not have sufficient time to review Issues before a conference and that Issues Committee does not have sufficient time to review Issues following Issue deadline. Robbins indicated that 70% of Issues are submitted in the last 72 hours. There followed a lengthy discussion of the impact of this on both the Issue committee and submitters. Electronic submission will expedite the issues being available on the website and may help with the general membership concern.



Gifford moved and Williams seconded motion that the Constitution and ByLaws Committee prepare and submit an Issue to the 2006 Conference to change the Master Calendar as follows:

- Registration/Delegate notification changed from 120 to 150 days
- Issue Deadline changed from 75 to 90 days
- Issue Distribution to Members from 30 to 45 days.

These changes would impact 2008 Conference. Motion carried unanimously.

Discussion ensued on how to count days – by calendar or by work days. It was generally agreed that calendar days should apply but that if a deadline should occur on a weekend or holiday, we have some flexibility to grant a later deadline as a procedural course of action. This would not require a constitutional change.

Robbins brought up the problem with Issues being submitted at the last minute. She wants an understanding that Issue chair can make no substantial changes on an Issue after final Issue submission date.

Committee Conference Calls – Hayes reported that he has had 35 separate requests for conference calls by committees; expenditure is currently around \$1800 out of budgeted \$10,000. The system is working very well and a request for a call can be set up in 5 minutes.

Hayes asked how the Online Council Application Process worked for Council Chairs; they responded it worked very well. We received 110 applications for 60 slots. Everly stated it would help to get a master list of all applicants to each Council Chairs and would like to get all applications as other Councils may have a candidate that another Council can use. Buchanon stated there would also be a benefit to having all Council Chairs use the same forms for council selection process and had positive comments for that used by Everly.



Hayes will make a request of the Local Arrangements Committee that Council Room Sign-up Sheets be tabulated electronically.

Conference Chair Report – Janice Buchanon

Buchanon discussed mutual Board and CDC interest in having an MOU with CDC and a CDC representative on the Executive Board. Art Liang, Director of the Food Safety Office, will be our contact as we pursue that goal.

Buchanon reported on the recommendations of an ad hoc committee to review the feasibility of having a Nominations Committee and setting standing committee position term limits. She thanked the ad hoc committee members for participating, handed out the committee's report, gave the Board time to review it, then opened the floor for discussion. The discussion covered many topic areas, only some of which are captured below.

- Williams recommends 3 council terms instead of 2
- Nutt recommends action item of creating a nominating committee



Ferko moved and Williams seconded motion to add Conference Vice Chair to Nominating Committee process. Motion carried unanimously.

- Hayes reminded us that England's original recommendation in April 2004 was that we have a nominating committee with specific membership – already affirmed by Board to select Conference Chair and Vice Chair; current established Nominating Committee – 2 previous Conference Chairs, 2 Conference Vice Chairs and a non-voting Executive Director; do we expand scope of this committee?

- Reimers recommends we have one Nominating Committee to do it all with a subset Executive Nominating Subcommittee for Conference Chair and Vice Chair as part of general Nominating Committee.
- Someone recommended that the three current Council Chairs be added to the Nominating Committee.
- Some members expressed that this should not apply to Council Vice Chairs.
- Smyly stated there is advantage of having replacement Council Vice Chair identified at Conference for learning purposes.
- Ludwig asked should we have a formal application process solicited from current Council roster?
- Gifford commented that there would not be a large pool of people from which to select these positions because of qualifications.
- Hedman believes new Vice Chairs do not need to come from the specific Council where they have served.
- Buchanon asked is there a necessity to change Council Vice Chair process; unanimously no (informal expression of will of Board); do we need to set in place a structure for Council Chairs to select new Council Vice Chairs? Yes, all agreed.
- Same questions raised for Standing Committee chairs that do not have to come from the Board.
- These decisions will not apply to Nominating, Audit and Resolutions Committee due to their nature and/or previously established structure. Generally agreed by all.



Girard moved and Daniels seconded that we have an application process for Standing Committee Chairs and Vice Chairs; applications will go to Executive Director; Nominating Committee will screen, followed by electronic review by entire board and then a decision by vote. Motion carried unanimously.



Girard moved and Wright seconded that applicable Standing Committee Chairs serve up to 3 consecutive 2-year terms with affirmation of the Board. Clock starts with those voted for 2008 Conference. Motion carried unanimously.

Hayes and Board discussed nature of MTTC Committee and stated we need to be respectful of their Bylaws.



It was generally agreed that we should discourage the use of the term Co-Chair and stick with Vice Chair and that term limits described above will not apply to Vice Chairs.

Constitution and Bylaws Committee (Eils) will address structure in Committees in article XII – language will be chair/vice chair; term limits will apply to Chairs only.

Board does not believe setting term limits is appropriate for Council membership – informal hand vote unanimous. Discussion moved away from tenure towards goals of rotating new members in. We need to market to the membership the percentage of new members that we have on the Councils; for example, 53% of Council I has new members. We could establish transparent guidelines for selecting new members for Councils, and place an asterisk on the names of new Council members in the conference program, too. All would serve to open Conference participation to all members.

Website Committee Report – Charles Otto

Otto gave excellent presentation of changes and improvements to new website based upon his work and the recommendations of the Website Redesign Committee.

- Recommended to move search and site map buttons to left hand menu.
- Suggest only having super hot items on the top banner.
- Under Executive Board public pages, have all documents by meeting date – 4/5, 8/5. Can be moved from work area (pre-meeting) to public area after meeting.
- Website has feature to “subscribe” whether a member or not and receive email notices of activities related to CFP activity.
- Recommended that Board reports be available prior to Board meeting from which Board members could print and not have to print from multiple emails.

There was extensive Q&A for Charles about password access to various sets of information/work areas. Good job, Charles!

There was no formal vote taken to accept this report.

Program Committee Report – Richard Linton and Larry Eils

Linton reviewed plans outlined on previously distributed workshop agenda on *Listeria monocytogenes* and received overwhelming appreciation from the Board on the quality of the workshop agenda. Linton stated that the workshop as described is expected to attract about 120 people and is expected to afford a profit to CFP. There was discussion of reducing workshop costs (final decision was made on Saturday and discussed with Conference fees – see below). There was also some discussion of how the workshop would be marketed. Linton recommended electronic marketing through CFP website, IAFP, and other resources.



Linton and Eils will look into costs of buying space in NEHA, CEHA, other journals to advertise the workshop. **Everly** agreed to share some pertinent information with them.



There needs to be a break between the end of the program and the start of the opening session (normally starts at 4 PM). **Hayes, Linton and Eils** will ensure this is coordinated.

Linton also stated that workshop presentations could be added to the Conference Proceedings CD.



Hayes agreed to work with Linton and Eils on reimbursing presenters for costs.

There was no formal vote taken to accept this report.

Manager Training, Testing, and Certification Committee (MTTC) Report – Roger Hancock

Hancock discussed the dilemma currently facing the MTTC Committee with regard to the role of training and the Committee. How does training relate to the standards? What is the relationship between education and Committee? What are the recommendations for training going forward? In the past, training guidelines were an annex to the standards then the annex was dropped. Now the proposal may be to separate training from testing in the Conference process. To analyze all of these questions, we would like to have a consultant guide us through the process leading up to Issue submission and facilitate the committee’s decision-making process to ensure the right approach is made on the training issue associated with certification. Lively discussion ensued with Cornman providing more detail on the complexity of separation of training and testing.



Luedeman motioned and Nutt seconded to support request to fund a facilitator. Buchanon amended motion by specifying up to \$5000 in expenditures with the goal of providing that there should be an outcome to be presented to CFP as an Issue. Motion carried unanimously.



Upon request of Hancock, Buchanon motioned and Girard seconded adding Patrick Pimentel, Patrick Guzzle, and Larry Edwards to MTTC Committee. Motion carried unanimously.

There was no formal vote taken to accept this report.

NOTE: Due to each Council's discussion of Council membership and some shifting of selected council members with alternates as well as multiple votes taken over both meeting days, I have not delineated the details of every motion taken for all Council members. A final report of Council members will be distributed to all Board members after all applicants are notified of the selections. The Board did, however, unanimously approve the selection of each Council's members.

Council I Report - Frank Yiannas/Lee Cornman

The Board reviewed the recommended Council I members. It was noted that 6 of 9 regulators and 4 of 9 industry members are new. Yiannas presented Council I report summarizing Committee activities as previously distributed to the Board. Adjustments were made based upon the unanticipated retirement of one assigned member. Yiannas also reviewed the activities of the Committees assigned to Council I as described in the previously submitted report. Some discussion was given to the future of the Food Recovery Committee.



Buchanon motioned and Linton seconded to accept the Council I Report. Motion carried unanimously.

Council II Report – Vicki Everly and John Gurrisi

Everly reviewed previously distributed summary of Committee activities.



Smyly motioned and Linton seconded to accept Larry Edwards as member of the Inspection Form Committee. Motion carried unanimously.

Everly discussed her concern at having no applicant from the vending industry represented on the Council. Eils of NAMA said it is not a concern because of the nature of Council II's subject areas and any other industry member could be moved into that slot. Some time was also spent discussing having Council seats occupied by test providers.

Everly stated that the Certification of Food Safety Regulatory Professionals Committee requests 1 hour on Sunday morning during the Reports and Updates session. Hayes stated that time will be available but the amount of time will be determined after all Committee Chairs have an opportunity to request a segment of time. Hayes commented that this session has gained in popularity having about 250 attendees at the last Conference.

Everly appealed to Board to read the reports and recognize the diligent work done by all the Committee Members. Hayes and Buchanon also commended Everly and Gurrisi on the format of their compilation of Council members worksheet and the format of their Board report and recommended them as formats to be used in the future by all Council Chairs. Some members requested the use of

something other than an Excel spreadsheet for this information due to the difficulty of printing and reading it.



Williams motioned and Smyly seconded to accept the Council II Report. Motion carried unanimously.



Everly requested that the **Executive Board** in future consider subjects related to Council formation and evaluation criteria such as how to handle applications to all three Councils from a single Company or Agency.

Council III Report – Larry Kohl and David Ludwig

Discussion of the Council Membership Roster revealed that 7 members of Council III will be new and 4 members are from the Executive Board. Kohl briefly reviewed activities of Council II Committees as summarized in previously distributed report. There are some new developments in Allergen Committee at request of John Woody, FDA – specifically having this group be more involved with the development of best practices to control allergens at retail. Feldstein added that FALCPA bill on Allergens obligates FDA to work on setting guidelines for preparing allergen-free foods. The agency is also soliciting best practices information from industry.

Critical Violations Committee has concern that they may be losing focus. They feel there is a need to have knowledge of FDA’s new definition of date marking and criticality. FDA is still working on defining “critical” in the Food Code and will not have this totally completed until perhaps 2008. Feldstein stated that 2005 Food Code definition is the same as 2001 definition so the Committee should focus on using the 2001 definition of date marking and evaluate whether, based on science, violations are critical violations or not.



Reimers motioned and Linton seconded to accept Council III report including new Committee members. Motion carried unanimously.

Committee personnel changes: Critical Violations Committee adding Todd Rossow and Larry Edwards; Allergen Committee adding Larry Edwards; LM Intervention Committee adding Todd Rossow.



Smyly moved and Reimers seconded to accept a clarification of the charge for the Critical Violations Committee to evaluate violations using FDA’s current science-based definitions. Motion carried unanimously.

Resolutions Committee – Elizabeth Nutt

Nutt stated that there are a small number of nominations on Committee’s list but they are seeking input from Board on additional resolutions.



Hayes needs to provide **Nutt** with personnel details of Local Arrangements Committee Members for their Resolutions. **Nutt** also asked for feedback on Sponsorships from **Eils**.



Wright moved and Williams seconded to accept Resolutions Committee Report. Motion carried unanimously.

Constitution and Bylaws – Larry Eils

Eils asked for comments on the 19 position descriptions completed by the Committee. Everly offered several suggestions for changes. There was some discussion of disposition of the descriptions pending their completion; they will probably go on the website.



Ferko moved and Luedeman seconded to accept the position descriptions with minor modifications. Motion carried unanimously.

Eils is collecting a list of revisions for Constitution and Bylaws and will submit them on behalf of the Board.

Hayes asked whether Executive Assistant position should be added to Constitution and Bylaws.



Reimers moved and Williams seconded to add the position of Executive Assistant to the Constitution and Bylaws. Motion carried unanimously.

There was no formal vote made to accept the Constitution and Bylaws Committee Report.

Issue Committee – Marsha Robbins and Frank Ferko

Robbins recommended that Board members download the Issue form and familiarize themselves with it. Ferko reviewed Issue flow once received. If there is a problem, the Issue is returned to the submitter for a revision with suggestions. If there is no response, does the Board support that the Issue can be rejected? There would be a committee of the Council Chair, Vice Chairs plus the Issue Chair(s) to make this rejection decision. Discussion occurred on various options. The process should be added to the procedures manual probably as an annex because it will be constantly evolving.



Ferko moved and Reimers seconded to finalize a mechanism for the rejection of Issues including Council Chairs and Vice Chairs to make a final decision regarding rejection of Issues. Motion carried unanimously.



Linton moved and Smyly seconded to accept report of Issue Committee. Motion carried unanimously.

ANSI/CFP and ACAC Presentation – Roy Swift and Sharon Goldsmith

Hayes had distributed the slides for this presentation by email. Swift and Goldsmith reviewed the role that ANSI and ACAC play in the CFP Manager Training, Testing and Certification Process, reviewed the history of the partnership, and some elements of the contract between us.

Swift recommends that once a year we have one of our CFP representatives to ACAC (currently Marcello and Lewis) attend the Board Meeting and report their activities. Swift will join them if needed.



Girard moved and Ferko seconded that the Board request a report from one of our ACAC representatives at the April Board meeting. Buchanon clarified that we need to hear about specific activities of this group, statistical findings, what they need from the Board, etc. Motion carried unanimously.



Hayes will request presence of **Marcello or Lewis** at the April Board Meeting. **Swift** will send **Hayes** minutes of OPEN portions of ACAC meetings. Closed portions generally deal with specific providers and are confidential.

Strategic Planning – Steve McAndrew

McAndrew summarized the activities of the Committee as described in the previously submitted report including the 4 strategic goals. He commented that Conference communication needs to be improved and noted that the ability to subscribe to the website will help. McAndrew also recommended that the Powerpoint presentation on the Conference that Eils is working on should be posted on the website. Goal 3 had some changes due to biosecurity versus “defense” terminology. Feldstein indicated that there was “hot breaking news” in this area and that FDA had recently entered into partnership with the FBI, DHS, etc., but the work is classified. They can, however, provide controlled “train-the-trainer” sessions upon request. This has to be formally requested to provide to applicable parties.



Feldstein also asked **the CFP Board (Hayes)** for help in identifying appropriate trainers to facilitate these training sessions.



Reimers moved and Nutt seconded to accept The Strategic Planning Committee Report with amendment to goal 3 regarding collaborative efforts with FDA to provide vulnerability assessment training. Motion carried unanimously.

In closing, McAndrew said the Strategic Plan is designed to be fluid and ever changing. We can add and delete goals as needed. McAndrew will provide ongoing status reports as the Plan evolves.

Sponsorship Committee – Eils reviewed contribution levels. Daniels suggested that the name of the highest contribution level be platinum instead of titanium. Everly suggested changing the sponsorship deadline date to coincide with the preregistration date.



Nutt motioned and Linton seconded to accept the Sponsorship Committee Report. Motion carried unanimously.

USDA/FSIS Report – Carole Spencer

FSIS Report was distributed to the Board. Several issues in the report provide further clarification of issues on the table now such as the new USDA Food Safety Requirements for the National School Lunch Program (NSLP). The USDA report will be distributed to the Board electronically.

FDA Report – Faye Feldstein and Glenda Lewis

Feldstein asked the Board to consider the value of the 2003 Food Code supplement. What the FDA will do in future such as with outcome of the 2006 Conference will be discussed at the April Board Meeting. What is most useful for the stakeholders? Is it a policy letter, a supplement, etc.? An answer

will be needed at the meeting. Discussion followed. Industry appears to support a supplement while some States (Gifford) have difficulty with it due to their Legislative cycle.



Lewis indicated that a summary of changes between both 2-year and 4-year iterations of the Code/Supplements will be considered by FDA to make adoption of either version easier.



Gale moved and Reimers seconded that FDA develop a survey of CFP members regarding the supplement coming out of the 2006 Conference. Motion passed unanimously.



Feldstein will lead the development of the survey.

Lewis stated that CFSAN is adding a new person. The Food Code is expected to be released possibly the 9th of September (web release) and hard copies 8 weeks later. A summary of changes is included. The basic look has changed due to budget considerations. The 2005 Code is about 150 pages longer. There was some discussion that the hard copy may be split into 2 volumes. Three major changes are in this Code – employee health section, the definition of PHF, and changes to datemarking based on L.m. risk assessment. When the Code is posted there will be a press release and Q&A's will be provided. Lewis indicated that there is a powerpoint presentation on the significant changes available on the NEHA website.

The FDA HACCP manuals are out – one for regulator and one for operators effective July 2005. Copies have already been distributed to the Board. There are 179 jurisdictions enrolled in the FDA Program Standards. A Food-Safe Schools Action Guide has been developed. FDA also offered assistance for Beijing Olympics – Shirley Bohm has been to China already in an advisory capacity. Other items on the FDA report were discussed and the entire report will be distributed to the Board electronically. Everly offered appreciation to FDA and USDA for work done with the schools program.



Feldstein mentioned to **Hayes** and Board that FDA requests presentation time at Sunday morning meeting.

Other Business

Legislative Advocacy for Non-Profits – Larry Eils

A request from Rose Mary Ammons asked for guidance on what kind of outreach we could do as 501C3 entity resulted in a legal guidance letter written by NAMA attorney. The request specifically dealt with the Committee's prerogatives with regard to providing guidance to jurisdictions contemplating and/or establishing a Food Manager Training program. Eils distributed the guidance document to the Board and stated it could be distributed to the MTTC Committee.

Drinking Water Cooler Sanitation – David Ludwig

Because of an issue in Council I from 2004 (1-30-04), Hayes asked Ludwig to open a discussion regarding portable water dispensers used by golf courses, schools and other entities; Rein representing NCL was going to bring together a group to sort this out. The Conference recommended that FDA work with stakeholders to get the information out yet FDA can't engage stakeholders that way. Gale suggested that we may be asking to provide a solution that is not there. This is not a Food Code issue per Reimers – it's a consumer awareness issue. Hayes suggested we provide a link to Maricopa

County website. Feldstein recommended CFP make a new issue and get the information out similar to the Plan Review document on our website. Gale asked if CDC may be the appropriate vehicle for distribution. Feldstein says EPA may have a role, too though Hayes suggested link to Maricopa's website is probably best.



Hayes will ensure that the CFP website provides a link to the Maricopa County website as one way to resolve this issue.

There is an old AFDO/CFP MOU in existence that may be unmanageable, impractical and unnecessary; select board members may want to look at the MOU and amend it, then send it to AFDO for their consideration. This will be discussed further in future. Eils recommended and Board affirmed referral of matter to Strategic Planning Committee.

Conference Fees – Trevor Hayes

We have decided to leave the conference fee at \$375 and adjust workshop fees in hopes that more people will participate. There was Board discussion of lowering the fee for the workshop especially since grant money was available for the Program.



Linton moved and Nutt seconded to set workshop fees at \$125 (preregistration) and \$175 (after March 10) amended to include Ludwig's suggestion to offer workshop to those also registered for the Conference for \$100. Motion carried unanimously.

Biennial Meeting – Trevor Hayes

Hayes reported that we are ahead of schedule on lots of things that need to be done for the Conference meeting.

- Kinko's has been contacted.
- Tentative program is completed.
- Council Members will have time to eat their lunch before the Council session.
- Board members will be at the Regency (Concierge) Level at the hotel. The hotel will be provided names of Board members and the floor upgrade will be automatic. Hotel registration will be by call or online.
- Breakfast times will be adjusted by the hotel to precede morning Board meetings.
- Online registration will take place – Wright will manage registration database; Hayes will process credit cards/fees.
- The Local Arrangements Committee is doing a lot to generate interest locally. Panico will give presentation/workshop to all local health departments to generate interest in the Conference.
- Kroger's is developing a scholarship/subsidy program to enable locals to attend.
- Hayes is working on resource materials and scripts for meeting facilitators and for Assembly sessions.
- Tentative Conference agenda is being developed and an example was provided.
- Hayes asked to be contacted if anyone needs the press release about the Conference meeting.



Reimers recommended a strong abstract of the Lm Workshop be added to the Registration materials. **Linton** said this will be provided by mid-September. **Hayes** will include the abstract in the Registration packet.



In the interest of time, **Hayes** will provide us with more detailed information on the biennial meeting via email.

The Executive Board Meeting of the Conference for Food Protection was adjourned at 12:40 pm, August 27, 2005.