

Conference for Food Protection Executive Board Meeting Committee Report

Committee Name: Issue Committee
Council: Standing Committee (Council II)
Date of Report: July 30, 2012
Submitted By: Vicki Everly and Aggie Hale, Issue Co-Chairs

Committee Charges:

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. 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.

Charges Established by Issue 2012 II-008

- a. Complete the charge from Issue 2010 II-30 to "Expand Archive and Posting Capabilities of CFP Approved Documents" on the Conference web site and develop a process / procedure to ensure posting of all:
 - i. Documents and attachments modified or edited after Issue packets are made available with reference to the original Issue number and attachment titles;
 - ii. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
 - iii. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.
- b. 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.
- c. Review the CFP Commercialism Policy as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
- d. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.

Committee's Requested Action:

1. Approve Committee members – a finalized roster in the approved format will be forwarded to the Executive Assistant once all contact information is verified.
(NOTE: Council Chairs and Vice Chairs are members of the Issue Committee based on their council leadership positions)

F Name	L Name	Constituency	City	State
Brenda	Bacon	Council I Chair	Matthews	NC
Richard	Clark	Regulatory - State	Salt Lake City	UT
Lee	Cornman	Regulatory - State	Tallahassee	FL
Vicki	Everly	Issue Co-Chair	Fremont	CA
Chris	Gordon	Council I Vice Chair	Richmond	VA

David	Guifford	Council III Chair	Olympia	WA
Patrick	Guzzle	Council II Chair	Boise	ID
Aggie	Hale	Issue Co-Chair	Tallahassee	FL
Terrence	Kennedy	Industry - Food Service	Seattle	WA
Glenda	Lewis	Regulatory - Federal	Rockville	MD
Eric	Martin	Industry - Food Service	Orlando	FL
Cassandra	Mitchell	Regulatory - Local	Fairfax	VA
Eric	Moore	Industry - Food Service	Philadelphia	PA
Susan	Quam	Council II Vice Chair	Madison	WI
Karen	Reid	Industry - Food Service	Lake Buena Vista	FL
Todd	Rossow	Council III Vice Chair	Lakeland	FL
Mary	Sandford	Industry - Food Service	Miami	FL
Eric	Swiechowski	Industry - Retail Food Stores	Westborough	MA
Lisa	Weddig	Industry - Food Processing	McLean	VA

2. Approve three (3) date modifications to the “2012-2014 Master Calendar” as highlighted below:

December 2013

3: Mandated date for distribution of Registration Packets & Delegate Letters (150 days before biennial meeting)

16: 6: Suggested date for Final Committee Reports & prospective Committee Issues to Council Chairs for review

January 2014

6: Issue Submission opens

31: 24: Issue Submission deadline (mandated not less than 90 days before biennial meeting)

March 2014

10: 7: Suggested date for Issue Committee to finalize Council assignments

21: Mandated date for Issue Packets to be made available by Director (40 days before biennial meeting)

The Master Calendar as approved reduced the Issue review time by one full week; the need for adding back the additional week was extensively discussed at the April meeting.

Progress Report / Committee Activities with Activity Dates:

- 07/09/2012 – received notification from Executive Director of reappointment as Issue Co-Chairs
- 07/10/2012 – received list of committee volunteers from Executive Director
- 07/12/2012 – sent email to volunteers to determine continued interest in serving on Issue Committee
- Current – verification of committee member contact information