

# Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

**COMMITTEE NAME:** Issue Committee

**COUNCIL or EXECUTIVE BOARD ASSIGNMENT:** Executive Board

**DATE OF REPORT:** 07/24/2014

**SUBMITTED BY:** Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

**COMMITTEE MEMBER ROSTER:**

- see attached roster for updated member listing and Executive Board approval
- committee membership has not changed; see previously submitted and approved roster dated:

**COMMITTEE CHARGE(s):**

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.*

Outstanding Charges Established by Issue 2012 II-008

Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding roles and responsibilities for each biennium.

- a. duties assigned to Issue Chairs and Issue Reviewers;
- b. duties assigned to the Council Chairs and Vice Chairs;
- c. duties assigned to members of the CFP executive team; and
- d. duties contracted with contract website developer, 1EightyDesign

Activity Established by Issue Committee Final Report Dated April 1, 2014

*Upgrading and improvement of the online Issue Management Program (IMP).*

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):**

1. **Approval of Issue Committee members (see attached roster).**  
(NOTE: Council Chairs and Vice Chairs are members of the Issue Committee based on their council leadership positions)

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

1. **Progress on Overall Committee Activities**
  - a. Volunteers contacted via email regarding their interest in serving on the Issue Committee.
2. **Progress Addressing each Assigned Committee Charge**
  - a. Duties and tasks at the Orlando biennial meeting related to onsite Issue management were tracked and documented; Issue Co-Chairs will draft a written description of roles and responsibilities for review by the EB at the Spring 2015 meeting.
  - b. Upgrading of the online Issue Management Program (IMP) has yet to be initiated; a scope of work and price quote for discussion will be submitted as a report addendum prior to the August 2014 EB meeting.