



MEMORANDUM

**TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION**

FROM: Aggie Hale

DATE: April 26-27, 2017

**SUBJECT: APRIL BOARD MEETING
EXECUTIVE ASSISTANT'S REPORT**

As of March 5, the CFP currently has 584 members.

Routine duties: updating membership, working with Sponsorship committee spreadsheets and other records. Maintaining records and coordination with CFP's third party programs such as 1EightyDesign, Vertical Response, Eventbrite, Pragmatic calling cards, researching ways to upload items to the website, receiving checks, answering questions, soliciting information when needed from members and providing general information to public when asked.

A new system to capture applicant information for Council membership has been developed using an Eventbrite program. There is no cost to collecting this information and some of the features utilized will eliminate the chance of any applicant being inadvertently left out. The new program also sends the applicant a notice their application has been received. The notification will show the options the applicant has selected. If any confusion about choices made by the applicant should arise, a change request can be made if needed provided it is within the application time frame. While Council formation is not as complex as committee formation, this new program may also eliminate some of the problems encountered during this last September's committee formation process.

A few changes have been made on the website in response to a member request. Please feel free to contact me regarding any issues you may have finding files or any corrections that may be needed.