



MEMORANDUM

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

FROM: Aggie Hale

DATE: April 15, 2018

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

As of 4/14/2018 total number of registrants:

Conference and Conference only + conference/workshop = 509
Conference/workshop = 284
Conference only - 225
Workshop only = 32
Workshop for sponsors only = 44
Workshop total = 359

Breakdown of Constituents:

Academia 1

Consumer 3

District/Territory 1

Emeritus 5

Federal Regulator 48

Food Industry Support 78

Food Service Industry 57

Local Regulator 76

Processing 10

Retail Food Industry 69

State Regulator 152

Vending/Distribution 12

Students 4

523

Worked with Eventbrite to change ticket types for LAC functions and for guidance on Eventbrite functions

Worked with Webmaster creating pages etc.

Maintained and regularly updated the Sponsorship Workbook

Maintained and regularly updated the Membership List

Registered individuals for the Conference

Refunded attendees

Answered questions regarding membership, conference registrations

Deposited checks from membership and sponsors. Sent Executive Treasurer emails on deposits for registrations and memberships.

Executive Treasurer, checks were received and mailed on subsequent day

Hosted issue workshop at my home. Worked with the Issue Chairs to review issues from independent submitters

Created folders and updated files for Scribes, Runners, supervisor, and placed all information needed by scribes on individual jump drives, including one dedicated jump drive for Issue Chairs. (Edited Scir)

Ordered plaques for outgoing Conference Chair, John Luker and Kevin Smith
FDA past representative on the Board

Posted numerous files on the website for the Biennial Meeting, Issues and
requests from Executive Director, Executive Treasurer and others

Sent out blast emails