



## MEMORANDUM

**TO:** CFP Executive Board (EB)  
**FROM:** Angie Wheeler, Executive Assistant  
**DATE:** March 8, 2024  
**SUBJECT:** Executive Assistant (EA) Report

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### I. CFP Membership

Constituency Membership <i>(based on constituency indicated on membership application or biennial meeting registration form)</i>	Current Members as of 3/1/2024
Academia	11
Collaborative*	3
Consumer (organizations)	10
Emeritus	3
Food Industry – Food Service	74
Food Industry - Processing	10
Food Industry – Retail Food	116
Food Industry - Support	85
Food Industry – Vending/Distribution	9
Regulator – District/Territorial/Tribal	1
Regulator – Federal	75
Regulator - Local	123
Regulator - State	135
Student	4
Sustaining Sponsor and/or Event/Service Support Donor	2
<b>Total Members</b>	<b>668</b>

\*Collaborative members are representatives of the associations involved in the Retail Food Regulatory Association Collaborative (Collaborative). They were added so their organizations are kept informed of CFP committee activities that align with the Collaborative activities.

**Summary data from above:**

	<b>CURRENT as of date of this report</b>
<b>All Food Industry Members</b>	<b>294</b>
<b>All Regulatory Members</b>	<b>334</b>

**II. EA activities since October 2023**

1. Membership

- a. Sent 75 invoices to individuals who signed up for committees that did not have a current membership.
- b. Sent individual emails to those that still did not have a current membership as of December 1, 2023.
- c. Approved paid invoices.

2. Membership Portal (Wild Apricot)

- a. Worked with New Path Consulting to learn the functions of the membership portal.
- b. Built 18 Standing Committee and 9 Council Committee site pages on the membership portal website.
- c. Worked with the Conference Chair to create directions for using the committee pages on the membership portal. Distributed directions to committee leadership on how to use their committee pages on the membership portal.
- d. Worked with the Sponsorship Committee and New Path Consulting to discuss what sponsorship advertising opportunities could be built into the membership portal.
- e. Sent emails advertising the open Executive Treasurer position. Monitored the applications that were received. Worked with the search committee to provide them with the applicant information. Attended the initial committee meeting to discuss the applicants.
- f. Sent emails regarding the open Executive Board positions to Midwest State Regulators and Academic representatives.
- g. Cleaned up assigned membership categories so more accurate reports could be pulled.

3. Conference for Food Protection website

- a. Worked with Becky Vought to learn how to add News information to the website.
- b. Met with Kevin Hamstra to resolve issues with posting the updated EB roster on the website.
- c. Updated documents on the website as requested.
- d. Participated in a meeting with the Digital Engagement and Technology Solutions Committee chairs and Kevin Hamstra to discuss the foodprotect.org website and Issue submission process and possible future solutions.

- e. Worked with New Path Consulting to obtain information for Kevin Hamstra to update the email information for the subdomain of the foodprotect.org website. (DMARC for the DNS)
4. Completed routine EA tasks, including but not limited to:
- a. Participated in biweekly leadership meetings.
  - b. Scheduled and participated in monthly Executive staff meetings.
  - c. Provided membership information to committee chairs and Conference leadership as requested.
  - d. Deposited payments made by check into the CFP bank account.
  - e. Assisted members with updating membership information in the membership portal.