



## Conference *for* Food Protection

**To:** Executive Board  
**From:** Aggie Hale  
**Date:** August 2, 2015  
**Re:** Executive Assistant Report

To date the current membership is, 592. However, the membership is constantly changing.

Since the last board meeting I have been working with Kevin Hamstra by giving him suggestions for changes to the website. If you see delays in uploading certain files it is most likely because of broken links due to the age of our current website. The collection and dissemination of information for the Council creation process what quite a job. I apologize for errors in some Council selections, after a while all the numbers started running together! Overall, I think it went smoothly and I thank all of you for making it so. Blast emails were sent successfully through Vertical Response. If anyone is having problems please let me know. I have tried to fix any glitches with bounced emails. Every member is accounted for before I send out the final blast email. In the meantime, I have been trying to document the steps I take when performing functions in the various programs used by the CFP. There will be additional ink purchases, since I have to see it to believe it!

Dr. McSwane, Gina Kramer and I have met to discuss the sponsorship campaign and the subsequent notice sent to all members.

Business as usual regarding adding new members, removing old memberships and processing checks as they arrive. Eric Pippert has been gracious enough to help me capture motions and who made them for upcoming meetings. Our recorder does perform well, however it is best to capture certain information during the meeting.

I am still learning how the programs work because I have not performed certain functions to date. Right now I have been working on Eventbrite and contacting both the company and Lisa Wright to help me with the upcoming sponsorship and registration pages. Dr. McSwane has been helping as well.



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As you know, the EA's job description includes being scribe supervisor. This function was not part of the previous EA job duties and, therefore the task needs to be tweaked to assure it can be done effectively. Last biennial meeting Vicki Everly, Cassandra Mitchell and I worked together on the scribe training and subsequent scribe tasks. Who will and who can do what is still unresolved. We will be looking at what we felt worked and didn't work and the results will then be updated. Since, I have never worked as the EA during the Biennial Meeting, I do not know how much time I alone can devote to the scribe process.