



**CONFERENCE FOR FOOD PROTECTION, INC.**

**EXECUTIVE BOARD MEETING AGENDA**

*April 2-3, 2019*

**Mt. Sopris Room**

Grand Hyatt Denver

1750 Welton Street, Denver, CO 80202

*Lunch will be provided both days in the meeting room.*

*Please eat breakfast prior to the start of the meeting each day;  
snacks and beverages will be provided during breaks.*

**Instructions for Connecting to Internet in the Meeting Room**

**Network: Hyatt-Meetings**

**Password: cfplan** (The field is not case sensitive.)

**1. Opening – Conference Chair David Lawrence, Presiding (Binder 1)**

- 1.1. Call to Order 8:30AM, April 2, 2019.
- 1.2. Anti-trust Policy
- 1.3. Roll Call / Acknowledgement of Board Members
  - 1.3.1. Acknowledgement of Guests
- 1.4. Agenda Review – Opportunity to add new items
- 1.5. Board Meeting Minutes, August 21-22, 2018 – (previously approved via E-ballot)
  - 1.5.1. Summary of Board E-votes taken since 2018 Biennial Meeting
- 1.6. 2018-2020 Biennial Calendar
- 1.7. **Chair’s Update** – David Lawrence
- 1.8. **Executive Staff Report**
  - 1.8.1. Executive Director – David McSwane
  - 1.8.2. Executive Treasurer – Cliff Nutt
  - 1.8.3. Executive Assistant Report – Vicki Everly
- 1.9. **Unfinished Business**

*Executive Board Issues pending from the August 2018 Board meeting:*

  - 1.9.1. Review the Issue management process to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting and report back at the April 2019 Board meeting. – **CB&P Committee**
  - 1.9.2. Define the term “student” as it relates to the student constituency with regard to registration purposes for the two-year cycle and report back at the April 2019 Board meeting. – **CB&P Committee**
  - 1.9.3. Explore the name change from the Conference of Food Protection to the Congress of Food Protection and what the feasibility and impact of that change would be and report back at the next Board meeting. – **CB&P and Strategic Planning Committees**
  - 1.9.4. Review amending the Constitution and Bylaws, Article XV, Section 10, with respect to the objectives created by the Strategic Planning Committee to ensure both documents are congruent. – **CB&P and Strategic Planning Committees**
  - 1.9.5. Look into finding ways for benefactors to fund specific activities and/or services for the biennial meeting and report back at the April 2019 Board meeting. – **Sponsorship and Finance Committees**
  - 1.9.6. Review the possibility of having the App replace the printed Biennial Meeting program regarding impacts, suggest mitigations to those impacts of not having a printed agenda on sponsor agreements, and report back at the April 2019 Board meeting. – **Sponsorship and Strategic Planning Committees**
  - 1.9.7. Creation of Mobile App Ad Hoc Committee and formalizing the APP liaison position for each council. – **David Lawrence**

- 1.9.8. Consideration of alternatives to Eventbrite for meeting and membership registration services.  
– **Cliff Nutt**
- 1.9.9. Options for website and Issue Management services provider. – **Cliff Nutt**
- 1.9.10. MOU with NACCHO – **David Lawrence**
- 1.9.11. CFP-ISSC Shellfish Committee Update – **Glenda Lewis**

**2. Council and Council Committee Reports (Binder 2)**

- 2.1. Council I Report – Todd Mers and Thomas McMahan
  - 2.1.1. Food Recovery Committee
- 2.2. Council II Report – Sharon Wood and Joetta DeFrancesco
  - 2.2.1 Allergen Committee
- 2.3 Council III Report – Dr. Keith Jackson and Christine Applewhite
  - 2.3.1 Direct To Consumer Delivery Food Safety Committee (formerly Mail Order Food Safety Committee)
  - 2.3.2 Produce Wash Committee
  - 2.3.3 Product Assessment Committee

**3. Standing Committee Reports (Binder 3)**

- 3.1. Audit – Daniel Follette, Chair (**Report presented at 2:30 p.m. on 4/2/19**)
- 3.2. Constitution, Bylaws/Procedures – Davene Sarrocco-Smith , Chair
- 3.3. Finance– Terry Levee, Chair and Steve Moris, Vice-Chair (**Report presented at 2:00 p.m. on 4/2/19**)
- 3.4. Food Protection Manager Certification – Sean Dunleavy, Chair and Sharon Wood, Vice- Chair
- 3.5. Issue – Patrick Guzzle and Becky Krzyzanowski, Co-Chairs
- 3.6. Nominations – Patrick Guzzle, Chair (No report required at this time)
- 3.7. Program – Dr. Richard Linton, Chair and Dr. Benjamin Chapman, Vice-Chair (**Report presented at 2:45 p.m. on 4/2/19**)
- 3.8. Program Standards– Angie Cyr, Chair; Amanda Douglas and Andre Pierce, Co-Vice Chairs
- 3.9. Publications – Brian Nummer, Chair and Joell Eifert, Vice-Chair
- 3.10. Resolutions – Chirag Bhatt, Chair (No report required at this time)
- 3.11. Strategic Planning – Tom Ford, Chair and Elizabeth Nutt, Vice-Chair

**4. Special Committees and Reports (Binder 4)**

- 4.1. Sponsorship – Eric Moore and James O’Donnell, Co-Chairs (**Report presented at 9:00 a.m. on 4/3/19**)
- 4.2. Safe Handling and Cooking of Roaster Pigs – Erika Stapp-Kamotani and Susan Shelton, Co-Chairs (**Report presented at 8:30 on 4/3/19**)
- 4.3. ANSI-CFP Accreditation Committee (ACAC) – Joyce Jensen and Julie Albrecht (**Report presented at 9:30 on 4/3/19**)
- 4.4. AFDO Report – Steve Moris
- 4.5. Federal Agency Reports
  - 4.5.1. FDA – Glenda Lewis
  - 4.5.2. USDA – William Shaw, Jr.
  - 4.5.3. CDC – Dr. Adam Kramer

**5. New Business (Binder 5)**

- 5.1. Tour of the Grand Hyatt Denver Hotel Meeting Facilities (Meet in Hotel Lobby at 3:00 p.m.)
- 5.2. Revision of the Executive Director Position Description – David McSwane
- 5.3. Review of Articles of Incorporation – Finance Committee
- 5.4. Request for Permission to Create a Resolution for Dr. O. Peter Snyder for the 2020 Biennial Meeting – David McSwane on behalf of Chirag Bhatt
- 5.5. Retail Food Association Summit Strategic Plan - David Lawrence & Brenda Bacon
- 5.6. Fall 2019 Board Meeting – David McSwane

**6. Adjournment** – Approximately 2:00 p.m. on April 3, 2019