

**Committee Progress Reports are considered DRAFT until accepted by the Executive Board**

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

**COMMITTEE NAME:** Publications Committee

**DATE OF REPORT:**  *Initial fall progress report*  *Spring progress report*  *Second fall progress report*

**Date submitted:** 3/7/2024

**Date amended (if applicable):** [Click here to enter a date.](#)

**Date accepted by Executive Board:** [Click here to enter a date.](#)

**COMMITTEE ASSIGNMENT:**  *Council I*  *Council II*  *Council III*  *Executive Board*

**REPORT SUBMITTED BY:** Tim Tewksbary and Amber Daniels

**COMMITTEE CHARGE(S):**

**Issue #** 1

1. The Publications Committee shall report to the Board and make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

**COMMITTEE WORK PLAN AND TIMELINE:**

1. Background and summary;
2. Review of 2023 Biennial meeting Conference documents and/or guidance;
3. Chair position description;
4. Development of a "style guide" for conference documents and/or guidance;
5. Review and edit existing documents after style guide is approved by the Board.

**COMMITTEE ACTIVITIES:**

1. **Dates of committee meetings or conference calls:**

10-23-23, 11-15-23, 12-20-23, 1-17-24, and 2-21-24. Meetings are recurring every third Wednesday of the month.

2. **Overview of committee activities:**

1. Reviewed all 2023 Biennial meeting Conference documents and/or guidance.
2. Started development in the "style guide" for CFP documents.
3. Continued addition to the dissemination list.

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. Review of all current Biennial Meeting documents.
- b.

4. **Status of charges still PENDING and activities yet to be completed:**

- a. Draft position description for Publications Committee Chair
- b. Development of a style guide for CFP documents

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

**Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**

**Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**

1. Approval of updated roster, three members have either changed status or asked to be removed from the active roster since the initial roster approval by the Board.
2. Request for guidance from the Board on the development of the style guide for CFP documents.

3. Request for guidance from the Board on the best way to submit the requested changes to the 2023 Biennial meeting documents.
4. Request for clarification from the Board on how to handle archiving documents.

**ATTACHMENTS:**

**1. Content Documents:**

- a. **Committee Member Roster:**  See changes noted above under “requested action”  No changes to previously approved roster  
*“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.*
- b. **Committee Generated Content Documents (OPTIONAL):**  No draft content documents submitted at this time

**2. Supporting Attachments (OPTIONAL):**  Not applicable

The updated dissemination list for Board review.

**Committee Name: 2023-2025 Publications Committee**

**Voting Members**

Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email	
Tewksbary	Tim	Chair	Regulatory-State	Ohio Department of Agriculture	Reynoldsburg	OH	614-406-6748	timothy.tewksbary@agri.ohio.gov	
Daniels	Amber	Co-Chair	Regulatory - Local	Mecklenburg County	Charlotte	NC	704-621-2291	amber.daniels@mecklenburgcountyn.c.gov	
Bjerklie	Sarah	Member	Academia	Rutgers University				scbjerklie@gmail.com	asked to be removed
Bryant	Veronica	Member	Regulatory - State	NC DHHS	Raleigh	NC		veronica.bryant@dhhs.nc.gov	
Graham	Joe	Member	Regulatory - State	Washington State Department of Health		WA		joe.graham@doh.wa.gov	
Lupo	Lisa	Member	Industry - Support	The Acheson Group (TAG)	Stow	OH		lisa.lupo@achesongroup.com	asked to be removed
McDaniel	Victor	Member	Regulatory - Local	Houston Health Department	Houston	TX		victor.mcdaniel@houstontx.gov	
Nicholson - Kramer	Gina	Member	Academia	The Ohio State University	Columbus	OH		nicholsonkramer.1@osu.edu	
Reich	Allen	Member	Academia	Northern Arizona University	Flagstaff	AZ		Allen.Reich@nau.edu	asked to be changed to non-voting consultant
Schonberger	H. Lester	Member	Academia	Virginia Tech	Blacksburg	VA		hlschon@vt.edu	
Starck	Sara	Member	Industry - Retail Food	Instacart	Arlington	VA		sara.starck@instacart.com	

**Non-Voting Members**

Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
Williams	Juhi	FDA Consultant	Regulatory - Federal	FDA				juhi.williams@fda.hhs.gov
Stapp-Kamotani	Erika	USDA Consultant	Regulatory - Federal	FSIS USDA				Erika.StappKamotani@usda.gov
No Appointment Made		CDC Consultant	Regulatory - Federal					
		Alternate	TBD					

**Note:** Minimum council committee size is 11 (as noted above): 1-Chair; 1-Vice Chair; 1-State; 1-Local; 2-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; Maximum council committee size is 23 voting members: 1-Chair; 1-Vice Chair; 4-State; 4-Local; 8-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 36 -Non-voting alternates. Membership on standing committees is defined by the Executive Board. On all CFP committees, the committee chair, co-chair(s), and vice chair(s) all count towards constituency balance.

Name of Organization	Industry	General Email	
Association of American Meat Producers	Meat	<a href="mailto:chris@aamp.com">chris@aamp.com</a>	Chris Young, Exective Director
American Bakers Association	General Food Safety	<a href="mailto:info@AmericanBakers.org">info@AmericanBakers.org</a>	
American Cheese Society	Dairy	<a href="mailto:nmagnuson@cheesesociety.org">nmagnuson@cheesesociety.org</a>	
American Frozen Food Institute	General Food Safety	<a href="mailto:info@affi.com">info@affi.com</a>	
Association of Food and Drug Officials	General Food Safety	<a href="mailto:afdo@afdo.org">afdo@afdo.org</a>	
Center for Produce Safety	Produce	<a href="mailto:info@centerforproducesafety.org">info@centerforproducesafety.org</a>	
Consumer Brands Association	Retail	<a href="mailto:info@consumerbrandsassociation.org">info@consumerbrandsassociation.org</a>	
Consumer Goods Forum	General Food Safety	<a href="mailto:foodsafety@theconsumergoodsforum.com">foodsafety@theconsumergoodsforum.com</a>	
Food Safety Preventative Controls Alliance	General Food Safety	<a href="mailto:fspca@iit.edu">fspca@iit.edu</a>	
Innovation Center for U.S. Dairy Workshops	Dairy	<a href="mailto:Lisa.mccomb@dairy.org">Lisa.mccomb@dairy.org</a>	
International Association for Food Protection	General Food Safety	<a href="mailto:info@foodprotection.org">info@foodprotection.org</a>	
International Dairy Deli Bakery Association	Dairy	<a href="mailto:iddba@iddba.org">iddba@iddba.org</a>	
International Dairy Foods Association	Dairy	<a href="mailto:mlembke@idfa.org">mlembke@idfa.org</a>	
International Food Protection Training Institute	General Food Safety	<a href="mailto:lmsadmin@ifpti.org">lmsadmin@ifpti.org</a>	
International Foodservice Distributors Association	General Food Safety	<a href="mailto:astensson@ifdaonline.org">astensson@ifdaonline.org</a>	
International Fresh Produce Association	Produce	<a href="mailto:memberservices@freshproduce.com">memberservices@freshproduce.com</a>	
NACCHO	General Food Safety	<a href="mailto:info@naccho.org">info@naccho.org</a>	
National Association of Chain Drug Stores	Retail	<a href="mailto:contactus@nacds.org">contactus@nacds.org</a>	
National Association of Manufacturers	General Food Safety	<a href="mailto:info@nam.org">info@nam.org</a>	
National Environmental Health Association	General Food Safety	<a href="mailto:sfink@neha.org">sfink@neha.org</a>	
National Grocers Association	Retail	<a href="mailto:admin@nationalgrocers.org">admin@nationalgrocers.org</a>	
National Milk Producers Federation	Dairy	<a href="mailto:info@nmpf.org">info@nmpf.org</a>	
National Pork Board	Meat	<a href="mailto:info@pork.org">info@pork.org</a>	
National Registry for Food Safety Professionals	General Food Safety	<a href="mailto:customer.service@nrfsp.com">customer.service@nrfsp.com</a>	
National Restaurant Association	Retail	<a href="mailto:magnesol@dallasgrp.com">magnesol@dallasgrp.com</a>	
National Retail Federation	Retail	<a href="mailto:contact@nrf.com">contact@nrf.com</a>	
North American Meat Institute	Meat	<a href="mailto:info@meatinstitute.org">info@meatinstitute.org</a>	
Oldways Cheese Coalition	Dairy	<a href="mailto:info@oldwayspt.org">info@oldwayspt.org</a>	
Private Label Manufacturers Association	Retail	<a href="mailto:press@plma.com">press@plma.com</a>	
Retail Industry Leaders Association	Retail	<a href="mailto:tiffin.shewmake@rila.org">tiffin.shewmake@rila.org</a>	

ServSafe	General Food Safety	<a href="mailto:magnesol@dallasgrp.com">magnesol@dallasgrp.com</a>	
Slow Food International - Slow Cheese	Dairy	<a href="mailto:communication@slowfood.it">communication@slowfood.it</a>	
Specialty Food Association	General Food Safety	<a href="mailto:dpurcell@specialtyfood.com">dpurcell@specialtyfood.com</a>	
US Chamber of Commerce	General Food Safety	<a href="mailto:press@uschamber.com">press@uschamber.com</a>	
Retail Food Safety Regulatory Association Collaborative	General Food Safety	<a href="mailto:retailfoodsafetycollaborative.org@mlsend.com">retailfoodsafetycollaborative.org@mlsend.com</a>	
NSF	General Food Safety	<a href="mailto:ddeland@nsf.org">ddeland@nsf.org</a>	
National Automatic Merchandising Association (NAM)	General Food Safety	<a href="mailto:mbisenius@namanow.org">mbisenius@namanow.org</a>	
UL Solutions	General Food Safety	<a href="mailto:customerexperiencecenter@ul.com">customerexperiencecenter@ul.com</a>	
Intertek (ETL)	General Food Safety	<a href="mailto:web.cp-hes@intertek.com">web.cp-hes@intertek.com</a>	
CSA Group	General Food Safety	<a href="mailto:regulator.relations@csagroup.org">regulator.relations@csagroup.org</a>	