

**CONFERENCE FOR FOOD PROTECTION, INC.****EXECUTIVE BOARD MEETING***October 4-5, 2022***2024 NEHA-CFP Retail Program Standards Symposium Update**

CFP is in Year 2 of its Contract for Services Agreement with the National Environmental Health Association (NEHA) to plan the next Retail Program Standards Symposium (RPSS) to be held in spring of 2024. There is no revenue to CFP from this Agreement. CFP's scope of work includes administrative duties with pass-through funds from NEHA to CFP being used to compensate the CFP-NEHA Project Consultant and CFP-NEHA Project Support staff. Effective September 30, 2022, Angie Wheeler and Carrie Pohjola will serve in these roles respectively.

On September 6, 2022, planning commenced for the 2024 RPSS that will be presented by the NEHA-FDA RFFM Grant Program in collaboration with the CFP and continues to be funded by the FDA. NEHA's Senior Project Coordinator for the RPSS has established six planning phases: Getting Started (Sep– Nov 2022), Foundation (Dec 2022 - March 2023), Communication (Apr – Aug 2023), Design (Sep 2023 – Jan 2024), RPSS (Feb – Apr 2024), and Post Event (May 2024).

The Getting Started and Foundation planning phases will build upon the success of and lessons learned from the 2022 RPSS and the results of attendee survey responses. A slide presentation of the attendee survey results is included as an attachment to the Program Standards Committee fall 2022 periodic status report for agenda item 3.8.

Angie Wheeler and Carrie Pohjola, with the support of the CFP Program Standards Committee as an essential resource, will once again play major roles in planning the 2024 RPSS. Initial activities will include working with NEHA to confirm the event structure (in-person, virtual, hybrid), define what the RPSS is and verify long-term goals, identify the target audience(s), define target messaging, and start a preliminary event agenda outline.