



**CONFERENCE FOR FOOD PROTECTION, INC.**

**HYBRID EXECUTIVE BOARD MEETING**

**Maroon Peak Room**

***Tuesday, March 26, 2024, 8:00 a.m. – 5:00 p.m.  
and Wednesday, March 27, 2024, 8:00 a.m. – 1:00 p.m.  
Mountain time***

**This Executive Board Meeting will be conducted both in person and virtually using the MS Teams Meeting**

**An invitation will be sent to those individuals who will be participating virtually.**

**Notes:**

- **All agenda items in red font are part of the “Consent Calendar” and will be addressed under agenda item 1.4.1.**

**1.0 Opening – Conference Chair Christine Sylvis, Presiding (Binder 1)**

- 1.0 Call to Order – Christine Sylvis
- 1.1 Anti-trust Policy – Keith Jackson
- 1.2 Roll Call / Acknowledgement of Board Members – Christine Sylvis and Keith Jackson
  - 1.2.1 Acknowledgement of Guests
- 1.3 Agenda Review – Opportunity to add new items or move items forward
  - 1.3.1 Consent Calendar – *All agenda items in red font will be approved with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so will mean that item is discussed separately at the point indicated on this agenda.*
    - 1.4.1a Extraction of Consent Calendar item(s)
    - 1.4.1b Approval of Consent Calendar items
- 1.4 Board Meeting Minutes, August 24, and September 15, 2023 – (previously approved via E-ballot)
  - 1.4.1 Summary of Board E-votes taken since the April 2023 Board Meeting
- 1.5 2023-2025 Calendar
- 1.6 Chair’s Report – Christine Sylvis
- 1.7 Executive Staff Report
  - 1.7.1 Executive Treasurer – Cliff Nutt, Budget Review
  - 1.7.2 Executive Assistant – Angie Wheeler
  - 1.7.3 Executive Director – Dave McSwane
- 1.8 NACCHO-CFP Retail Food Safety Collaborative Grant Project – David Lawrence
  - 1.8.1 Collaborative Grant Project Update for year 2 of cycle 2.
- 1.9 Unfinished Business
  - 1.9.1 Report from the ad hoc committee regarding Issue 2023-I-024 – Todd Rossow and Ann Johnson
  - 1.9.2 The CB&P Committee will review the procedure document to create language to address delegate assignment from within that state to be brought back at the April Board meeting. (Agenda item 3.1.2 from the August 2023 Board Meeting) - Davene Sarrocco-Smith
  - 1.9.3 The Finance Committee will work with the Executive Treasurer to review the travel policy and consider meal reimbursement to be based on GSA per diem rates and return to the Board within 60 days with a recommendation. (Agenda item 5.1 from the August 2023 Board Meeting) – Terry Levee and Steve Oswald
  - 1.9.4 The finance committee will review governing documents make recommendations regarding in-person attendance of ex-officio board members at Board meetings to return with recommendations to the next Board meeting. (Agenda item 5.5 from the August 2023 Board Meeting) – Terry Levee and Steve Oswald
  - 1.9.5 Response Letter from the Retail Food Safety Regulatory Association Collaborative regarding Issues 2023-II-044 and 2023-III-007 (McSwane)

Item 1.3

**2.0 Council Chair and Council Committee Progress Reports**

**2.1 Council I Report – Rodney Blanchard and Barry Parsons**

- 2.1.1 Council I committee progress reports
  - 2.1.1a Allergen Committee
  - 2.1.1b Complex Vending Units Committee
  - 2.1.1c E-Commerce Committee
  - 2.1.1d Plan Review Committee

**2.2 Council II Report –Wendy Bell and Kenesha Williamson**

- 2.2.1 Council II committee progress report
  - 2.2.1a Food Safety Culture at Retail Committee

**2.3 Council III Report –Chip Manuel and Amanda Garvin**

- 2.3.1 Council III committee progress reports
  - 2.3.1a Retail Cold Brew Coffee Safety and Compliance
  - 2.3.1b Heat-Treated Committee
  - 2.3.1c Consideration of Plant TCS Committee
  - 2.3.1d Rehydrated Food Committee

**3.0 Standing Committee Reports**

**3.1. Standing Committees Progress Reports**

- 3.1.1 Audit –Danny Follett
- 3.1.2 Constitution, Bylaws/Procedures – Davene Sarrocco-Smith, Chair and Todd Rossow, Vice Chair
- 3.1.3 Digital Engagement and Technology Solutions –Linda Zaziski and Chirag Bhatt, Co-Chairs
- 3.1.4 Finance Committee – Terry Levee, Chair and Steve Oswald, Vice-Chair
- 3.1.5 Food Protection Manager Certification – Tara Paster Cammarata, Chair and Tara Dwyer, Vice-Chair
- 3.1.6 Food Safety Management Systems – Mandy Sedlak, Chair and David Morales, Co-Chair
- 3.1.7 Issue –Patrick Guzzle, Chair, Becky Vought, Co-Chair, and Linda Zaziski, Vice-Chair
- 3.1.8 Nominating – Becky Vought (no report due at this time)
- 3.1.9 Program – Veronica Bryant, Chair and Ellen Shumaker, Vice-Chair
- 3.1.10 Program Standards – Carrie Pohjola, Chair, Kenesha Williamson, Co-Vice-Chair
- 3.1.11 Resolutions – Chirag Bhatt (No report required at this time)
- 3.1.12 Publications – Tim Tewksbary, Chair and Amber Daniels, Co-Chair
- 3.1.13 Strategic Planning – Angela Nardone, Chair and Amber Daniels, Vice-Chair

**4.0 Special Committees and Reports**

- 4.1 FDA Report – Glenda Lewis
- 4.2 USDA Report – Stevie Hretz
- 4.3 CDC Report – Adam Kramer
- 4.4 Sponsorship Committee – Eric Moore
- 4.5 Report on the Search for an Executive Treasurer – Steve Oswald and Joe Graham

**5.0 New Business (Binder 5)**

- 5.1 Filling Vacancies on the Executive Board – Christine Sylvis
- 5.2 Policy Regarding Terms for Individuals Filling Board Vacancies – Christine Sylvis and Davene Sarrocco-Smith
- 5.3 Collaborative CFP Issue Response Guidelines document – David McSwane
- 5.4 New Path Consulting Forum Demonstration – Christine Sylvis and Keith Jackson
- 5.5 Tour of Meeting Facilities at Grand Hyatt Denver Hotel – David McSwane
- 5.6 Report on Potential Sites for the 2027 Biennial Meeting – Karen Peña
- 5.7 Dues for Emeritus Members – Christine Sylvis
- 5.8 The Fall 2024 Executive Board Meeting will be a virtual meeting and the date is TBD.

**6.0 Adjournment**