CONFERENCE FOR FOOD PROTECTION, INC.

Executive Board Meeting

October 9, 2024

and

October 21, 2024

(Virtual via MS Teams)

All meeting times referenced in these minutes are Eastern Standard time:

- On Wednesday, October 9, the meeting was called to order at 1:03 PM and recessed at 5:00 PM.
- On Monday, October 21, the meeting was reconvened at 1:05 PM and adjourned at 5:43 PM.
- Minutes are documented in agenda item numeric order and do not necessarily follow the order of discussion. For brevity, any procedural motion such as those to recess/reconvene, or to table/reconsider agenda items may not be documented unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each amendment is not tracked. Also, questions and discussion points are summarized and similar or repeat comments are grouped.
- Agenda items indicated in red font are part of the "Consent Calendar" and are addressed under agenda item 1.3.1.

Voting Board members participating 10/9/24:

Amber Daniels, Joe Graham, Michelle Hill, Jason Horn, Troy Huffman, Keith Jackson, Allison Jennings, Glenda Lewis, Michael Pascucilla, Todd Rossow, Christine Sylvis, Tim Tewksbary, Kelli Whiting, Carrie Pohjola, Catherine Feeney, Ann Johnson, Sarah Jensen, Christopher Sparks, Stevie Hretz, Adam Kramer, Ellen Schumacher, Allison Jennings, Thomas McMahan,

Voting Board members not participating 10/9/24:

Ex-officio non-voting Board members participating 10/9/24: Rodney Blanchard, Barry Parsons, Wendy Bell, Kenesha Williamson, Amanda Garvin, Chip Manuel, Patrick Guzzle,

Guests participating 10/9/24: Tara Cammarata, Tara Dwyer, Mandy Sedlak, David Morales, David Lawrence

CFP executive staff participating 10/9/24: David McSwane, Gail Vail, Angie Wheeler

Voting Board members participating 10/21/24: Sarah Jensen, Catherine Feeney, Ann Johnson, Stevie Hretz, Christopher Sparks, Tim Tewksbary, Carrie Pohjola, Joe Graham, Troy Huffman, Michael Pascucilla, Christine Sylvis, Amber Daniels, Christopher Sparks, Glenda Lewis, Adam Kramer, Ellen Schumacher, Michelle Hill, Steve Oswald, Keith Jackson, Todd Rossow, Thomas McMahan

Voting Board members not participating 10/21/24: Jason Horn, Keli Whiting

Ex-officio non-voting Board members participating 10/21/24: Rodney Blanchard, Barry Parsons, Wendy Bell, Kenesha Williamson, Amanda Garvin, Chip Manuel, Patrick Guzzle, Davene Sarrocco-Smith

Guests participating 10/21/24: Angela Nardone, Tara Cammarata, Mandy Sedlak, Eric Moore, Dave VonFeldt

CFP executive staff participating 10/21/24: David McSwane, Gail Vail, Angie Wheeler

Discussion points below include opinions from individuals and do NOT necessarily reflect the view of the entire Board and may NOT reflect existing CFP policy or procedure.

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

1.0 Call to Order – Christine Sylvis

Meeting called to order at 1:03 pm (EST) by Christine Sylvis, Conference Chair

1.1 Anti-trust Policy – Keith Jackson

The Anti-trust Policy was read in its entirety by Keith Jackson, Conference Vice Chair.

1.2 Roll Call / Acknowledgement of Board Members

Roll call was taken by the Conference Chair to establish the presence of a quorum.

1.2.1 Acknowledgement of Guests

Guests in attendance were acknowledged, and names are noted above.

1.3 Agenda Review – Opportunity to add new items or move items forward.

The Conference Chair read the main bullet points of the agenda.

Those present commented on the following items:

- Request to change top of agenda where it says it will be via Teams.
- 2.3.2 needs to be changed to 2025 and April needs to be changed to March.
- The page numbers on the agenda don't exactly line up with the page numbers in the documents.
- Publications committee report, 3.1.12 can be added to Consent Calendar.

Action Item	Motion to address the agenda items in order, saving the items in blue for the 10/21/24 meeting. (Rossow / Huffman)
	Motion passed with no objections and no abstentions.

1.3.1 Consent Calendar – All agenda items in red font will be approved with a single motion.

1.3.1a Extraction of Consent Calendar item(s)

No items were extracted.

1.3.1b Approval of Consent Calendar items

Action Item	Motion to accept the Consent Calendar items on the agenda in red font. (Johnson/Huffman) The Consent Calendar items for this meeting include: • 1.4 Board Meeting Minutes, March 26-27, 2024 (previously approved via E-ballot) • 1.4.1 Summary of Board E-votes taken since the March 2024 Board Meeting • 1.5 2023-2025 Calendar • 1.7.2 Executive Director Report • 1.7.3 Executive Assistant Report • 1.8 NACCHO-CFP Retail Food Safety Collaborative Grant Project • 3.1.3 Digital Engagement and Technology Systems • 3.1.6 Food Safety Management System Committee Report • 3.1.12 Publications Committee Report • 4.5 ACAC Report

	Motion passed with no objections and no abstentions.

1.4 Board Meeting Minutes, March 26-27, 2024 – (previously approved via E-ballot)

Minutes of the March 26-27 and April 12, 2024 Board meeting were approved by e-vote and are affirmed here by consent.

1.4.1 Summary of Board E-votes taken since the March/April 2024 Board Meeting

E-vote summary since March/April 2024 Board meeting approved by consent.

1.5 2023-2025 Calendar

Biennial (master) calendar summary (dated 10/04/24) approved by consent.

1.6 Chair's Report – Christine Sylvis

She has been attending CFP Executive Staff meetings. We have continued to use the Wild Apricot membership portal. Thank you to Angie for her work on this.

The Conference Chair has been assisting Dr. McSwane in preparation for the biennial meeting and workshop.

She reported that she has been representing CFP on the Integrated Food Safety System Regulatory and Laboratory Training System (RLTS)group. A RLTS strategic plan has been developed. The strategic plan revolves around training and having a uniform workforce across the country for a safe food supply. They are creating standards for training that will be reviewed in the future. The steering committee will be meeting face to face in December.

She has been participating in an IFPTI working group to develop and review the competencies for the National Curriculum Standard. She represented CFP at the Retail Program Standards Symposium. She also presented on how to get involved in CFP and the background of CFP to the Nevada Environmental Health Association & Nevada Food Safety Task Force. The presentation she developed is open for all to use.

She is currently working on a membership presentation to use for orientation to the biennial meeting.

Action Item	Motion to acknowledge the Conference Chairs verbal report (Hill/Feeney)
	Motion Passed with no objections and no abstentions.

1.7 Executive Staff Report

1.7.1 Executive Treasurer Report

Gail Vail, Executive Treasurer (ET) reviewed the report and the budget as of June 30, 2024. CFP is in a very solid financial position overall. CFP has $647,110 assets with cash in the bank and in investments. We have a small Crumbine Award liability that will be covered during the Audit report later. The Conference Budget was reviewed. This is the same as what Cliff was working with except the Sponsor amount was increased due to the Sponsorship Committee's aggressive goal. The Biennial Meeting event registration was also increased by $100 per registrant.

Dr. McSwane indicated that the final payment for the Collaborative work through July 31, 2024, has been received. $7500 of the contracted work is being carried over into this year of the grant. NEHA was awarded the grant for the Retail Program Symposium so we will also be working on this and receiving additional funds.

Gail reviewed the investment account statement as of June 30, 2024. CFP has $433,000 as of September 30, 2024.

Discussion:

There was a question about the catering amount for the biennial meeting. It seems we always exceed the cost. Is this a realistic estimate? We will get more information from the hotel as we get closer to the meeting. Dr. McSwane indicated that the amount is based on the attendance figures. This amount has been increased already due to the increased expenses. The hotel contract says we'll spend at least $75,000. He is hopeful that the $125,000 will cover this.

There was a question about the rooms and travel for Board members in the budget and who is that for? Dr. McSwane indicated this is for the CFP staff. Board members' compensation is not included in the budget. The CFP Compensation policy is in place for the Board members. Board member expenses will be covered at up to $1400. There was a concern that if there are travel issues, is that just considered part of going to a conference? Dr. McSwane indicated that travel is always unpredictable. Sometimes we must adjust our calendar to get the meeting space we need.

There was a question posed whether the FDA reorganization will have an impact on CFP and the travel subsidy? The FDA representative said that with the reorganization they have someone else working on the small conference grant that CFP requests. She put in $50,000 and asked for $75,000. The ET indicated that we have not heard back directly from FDA about the CFP grant application. The FDA representative indicated that they want to continue this grant, but a new group is working on this. She will follow up on the status of funding for this.

Another question was posed about the catering target. Will we hit the catering target if we had the number of people anticipated and would additional costs be offset? Dr. McSwane indicated that in planning for the meeting costs, they are estimating 400 attendees but hope to have 500.

Action Item	Motion to acknowledge the Executive Treasurer’s Report (Daniels/Tewksbary)
	Motion passed with no objections and 3 abstentions (CDC, FDA, USDA)

1.7.2 Executive Director – Dave McSwane

Executive Director report approved by consent.

1.7.3 Executive Assistant – Angie Wheeler

Executive Assistant Report approved by consent.

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.

Collaborative Grant Project Update approved by consent.

1.9 Unfinished Business – ***No items for this meeting***

2.0 Council Chair and Council Committee Progress Reports

2.1 Council I Report – Barry Parsons

2.1.1 Council I committee reports

2.1.1a Allergen Committee

Discussion: How is the change of constituency for one member affected by the changes? It was indicated that North Carolina had an agency change but they are still in the same constituency as a state regulator. Another member switched from Kroger to Meijer so the constituency stayed the same. It was noted that this didn't affect the geographic distribution of members.

Action Item	Motion to approve the Allergen Committee roster changes. (Hill/Johnson)
	Motion passed with no objections and no abstentions.

Dr. McSwane requested that Barry send us an updated roster for the committee.

2.1.1b Complex Vending Units Committee

No separate action is needed.

2.1.1c E-Commerce Committee

No separate action is needed.

2.1.1d Plan Review Committee

No separate action is needed.

Action Item	Motion to acknowledge the Council I committee reports. (Hill/Johnson)
	Motion passed with no objections and no abstentions.

2.1.2 Proposed Council I Roster for 2025 Biennial Meeting in March 2025 shared for Board review, discussion and approval.

Correction of Michelle Hill's state to MN and CFP Region to Midwest on the roster.

Discussion: Why are there two local regulators from TX when there is a local from the Pacific region that is listed as a local in the alternates? Priscilla Urbina is in Arizona which is in the Pacific CFP Region. City of Plano TX and Houston both are listed as voting members.

Are we trying for geography with the roster? If so, why are there 4 Midwest Industry and 1 Pacific when there is an alternate Pacific listed under Industry?

The Council 1 Vice Chair indicated that they are trying to balance geography but also want to include individuals that have previous experience being on Council.

A correction needs to be made to the spelling of Tim Tewksbary's name, and his region needs to be changed to Mid-Atlantic and not Midwest.

The Conference Chair indicated that the Council Chairs and Vice Chairs look at attendance at a biennial meeting and active participation in CFP between meetings as well when forming the Council rosters.

The Conference Vice Chair indicated that what we are looking for counteracts each other.

There was support for replacing one of the local TX regulators with one of the alternates so there were not two local regulators from the same state on the Council.

Dr. McSwane indicated we could table and come back at the 10/21meeting.

Board members are looking for feedback from the Council I leadership on why these two were chosen. It was acknowledged that there aren't a lot of alternatives available.

There was discussion that the one Pacific local was put on as an alternate because they have not attended a biennial meeting before. It is difficult to not have attended CFP before and be put on Council.

There was discussion about how we're trying to attract new involvement in CFP. Is that jumping into the fire and attending the first time and being on Council? This was not a sticking point for some Board members.

There was agreement that CFP experience is important but there's a struggle to get Pacific region participation. Perhaps we make an exception this time to allow for a Pacific region member to participate on Council because it may attract more Pacific region involvement.

It was noted that announcements will go out once the rosters are approved. There is no specific deadline.

Action Item	Motion to switch Priscilla Urbina from alternate to member and put the Plano TX person as an alternate on the Council I Roster for the 2025 Biennial Meeting. (Graham/McMahan)

	Second was withdrawn so no motion was moved forward.

Action Item	Motion to table approval of the Council I Roster for the 2025 Biennial Meeting. (Johnson/Graham)
	Motion passed with no objections and no abstentions.

Action Item	Motion to bring back to the table the approval of the Council I Roster for the 2025 Biennial Meeting. (Huffman/McMahan)
	Motion passed with no objections and no abstentions.

Council I leadership indicated that they don't typically get much interest from local regulators. Their hope is that Priscilla Urbina will attend as an alternate and that they would like to have the voting members already listed be voting members. They did take all the other Pacific region people that were interested but didn't put her as a voting member because of her inexperience.

It was stated that it was understood why the Council leadership made the decision. It follows the bylaws. It was indicated that we need to do a better job on recruitment since there is a low number of representatives from the Pacific Region on Council I.

Action Item	Motion to accept the Council I Roster for the 2025 Biennial Meeting. (Graham/McMahan)
	Motion passed with no objections and 1 abstention (Johnson).

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

2.2.1a.1 Food Safety Culture at Retail Committee Roster Update

Action Item	Motion to accept the Food Safety Culture at Retail Committee roster changes. Remove Gina Nicholson-Kramer from chair and change Deanna Copeland and Brandon Morrill from Co-Vice Chair to Co-Chair (Johnson/Graham)
	Motion passed with no objections and no abstentions.

2.2.2 Proposed Council II Roster for 2025 Biennial Meeting in March 2025 shared for Board review, discussion and approval.

Council II leadership indicated that they tried to spread the membership across the country.

There was a question about Lindy Wiedmeyer on the roster. Other committees have asked to have her removed due to non-participation. There have been communication issues with her in the past, including the Issue committee. It was indicated that she did change employers so that may have been the communication issue.

Was there an industry representative interested from the Pacific region? They do have a regulator from the Pacific.

Tom McMahan – he thinks that looking at geographics, if the Board was open to offering a move, he would support moving the individual from Pacific region to a voting member and consider Lindy as an alternate and see how she participates as an alternate.

The Northeast is one of the regions that does not have a lot of representation and there is an alternate for Retail Food from the Northeast region.

Action Item	Motion to table approval of the Council II roster for an e-vote to be concluded prior to October 21, 2024 (Johnson/Grham)
	Motion passed with no objections and 1 abstention (Daniels).

Action Item	There was a motion and an e-vote which closed on October 18, 2024, to accept the Council II Roster for the 2025 Biennial Meeting. (Rossow/Tewksbary)
	Motion passed with no objections and no abstentions.

2.3 Council III Report –Chip Manuel and Amanda Garvin

2.3.1 Council III committee progress reports

No specific requests for the Board. No Board approval of roster changes needed. Committee leaders need to reach out to the members they're asking to remove from the committee roster to discuss the potential for removal before removing them. Page 117 of the documents.

2.3.1a Retail Cold Brew Coffee Safety and Compliance

No action needed.

2.3.1b Heat-Treated Committee

No action needed.

2.3.1c Consideration of Plant TCS Committee

There was discussion about removing individuals from the roster. There is not expectation that the Federal agency alternate attends the meetings unless the primary representative can't attend.
Another Board member indicated that the committee has not reached out to indicate that the way in which they are participating has stymied the work. They have had others attend the meetings in their place. There was agreement with them having a discussion with the committee member about removal before they are removed.
Another Board member indicated that this was the first committee that they had to go to a secondary site to say they attended and the link isn't always provided for the attendance sheet which makes it difficult.

Action Item	Motion to acknowledge the Plant TCS Food committee report but not accept the roster changes. The Council Chairs will have a discussion with the committee chairs to discuss attendance. (Johnson/McMahan)
	Motion passed with no objections and 1 abstention (CDC).

2.3.1d Rehydrated Food Committee

No action needed.

Action Item	Motion to accept the Council III committee reports. (Johnson/Graham)
	Motion passed with no objections and no abstentions.

2.3.2 Proposed Council III Roster for 2025 Biennial Meeting in March 2025 shared for Board review, discussion and approval.

Council III Chair indicated that they looked at the applicants. If they didn't have committee membership or biennial meeting attendance, they did not make them a member. Focused on consistency first because of the Constitution & Bylaws. Tatiana Lorca will be the Vending and Distribution constituency. There was a wish to expand the number of people in the future. It was indicated that the Maricopa regulator needs to be changed to the Pacific region.

Dave McSwane reminded the Board that the composition of Council III is not the same as the others. This allows individuals to be able to participate and provide input based on their science and technology background. Board representatives for each constituency should reach out in the future to make sure members of their constituency sign up for Council membership.

Board members echoed what Dr. McSwane said. Dealing with a lot of new academic staff as well as public health staff that are just getting into the field. The volunteerism front is not going well for public health since we're rebuilding.

Dr. McSwane indicated that a lot of our members wear different hats. We force them to pick a constituent group. We have groups like NEHA/AFDO that are Industry Support when that's not really what they are. They should be Regulatory Support. The Board should promote this and can submit an Issue related to this. NEHA did submit this previously as an Issue and it was not approved.

Action Item	Motion to accept the Council III Roster for the 2025 Biennial Meeting with the addition of Tatiana Lorca for Vending and changing the region to Pacific for Vasanthi Hofer. (Johnson/Feeney)
	Motion passed with no objections and no abstentions.

3.0 Standing Committee Reports

3.1. Standing Committees Progress Reports

3.1.1 Audit

The Executive Treasurer reviewed the report of the audit that was completed. The draft report was shared with the Board. Their opinion on page 3, indicates that the financial position is done in accordance with accounting principles generally accepted in the U.S. Three issues that came up have been resolved. When records migrated to QuickBooks in February 2023, the invoices in Wild Apricot didn't transfer over which resulted in 26 negative balances in some of the accounts receivable accounts. Invoices were created to offset these, so it was resolved. Another issue raised by the former Executive Treasurer is related to the Crumbine Award. CFP has received more than what has been paid out. We've recorded a liability of approximately $14,000 to show money taken in that has not been awarded. The third item was a small timing difference in the revenue recognition. Receipts should not be recognized until the biennial meeting. This report will be finalized and issued as final.
Dr. McSwane mentioned that the inconsistency with the Crumbine award is that when the jury decides that the applicants were not merited and no award is given, we have a surplus therefore we don't send out letters to the sponsors asking them to contribute money to the awards and travel for winners to receive the awards. There are ten sponsors that pay $550 each for this.

Action Item	Motion to acknowledge the Audit Committee report. (Johnson/Huffman)
	Motion passed with no objections with 2 abstentions (CDC/USDA). FDA was not present during vote.

3.1.2 Constitution, Bylaws/Procedures

The Constitution, Bylaws/Procedures Chair asked the Board to vote on these one at a time. There are seven asks of the Board.

#1 The committee feels that the CFP Manual document was not necessary. The concept could be implemented via the website instead. It was suggested that the navigation page be reorganized, and a keyword search function be provided for the website. The committee would like to discontinue this charge.

Action Item	Motion to accept the CB & P recommendation for not creating a CFP Manual and do the suggested website changes to reorganize the navigation page and add a keyword search function. (Johnson/Huffman)
	Motion passed with no objections and no abstentions.

Discussion:

A lot of the work that the Strategic Planning Committee is doing is addressing many of these items, which is more appropriate than CB & P handling this.

There is no timeline for this work, the committee just wants to end these charges.

#2 Delegate proxy vote language changes in the Constitution. No timeframe was made on this.

This will be an Issue at the Biennial meeting.

Action Item	Motion to accept the language changes (as follows) to the Constitution for Delegate proxy to the Assembly of Delegates. (Daniels/Huffman) ***Article II Article Organization and Operation*** **Section 4.** Interested persons may submit Issues pertaining to food safety to the Conference. Issues may also be created as outcome of Standing, Council and Adhoc Committees. All Issues shall be submitted to the Conference at least ninety (90) days preceding the CFP Biennial Meeting. (Late-breaking food safety Issues must follow the current version of the "CFP Biennial Meeting/Conference Procedures" document.) Issues are reviewed and assigned

to appropriate Councils by the Issue Committee. At least forty (40) days preceding the CFP Biennial Meeting, the Director shall make the Issues available to members of the Conference. After deliberation, each Council will make recommendations on assigned Issues to the Assembly, which is composed of voting delegates designated by the states, each territory, and District of Columbia. The Assembly considers and votes to approve or reject Council recommendations.

Article IV Composition of Organizational Components and Eligibility Requirements for Service in Official Capacities

Section 1. The Assembly shall consist of persons attending the Conference meeting and
qualified as voting delegates under Article XVII, ~~Section 3 and 4.~~

Section 2. To be eligible to serve on the Assembly, Board, Councils, Committees~~, or as Issue Chair or Program Chair~~; individuals must be members of the Conference.

Article IX Duties of the Executive Director

Section 5. The Director shall maintain an up-to-date list of the qualified delegates designated as required by Article XVII ~~Sections 2, 3, and 4.~~

Article XVII Duties of States, Territories and District of Columbia

Section 3. Each Agency shall report to the Director the following information, using approved forms.

Subsection 1. The agency's authority and responsibility over the regulation of food establishments, production, processing, vending, or distribution, or the oversight for prevention of foodborne illness;

Subsection 2. The name of the delegate and the alternate~~, if any~~; from the agency with the authority designated in subsection 1 and

a. The alternate must be from the same state and the same agency as the delegate.

b. Votes cannot be transferred to a delegate from another state or agency, except as specified in Article XIX Section 4.

Subsection 3. Designation of the vote to which that person is entitled, whether one (1) vote or a fraction of one (1) vote.

Section 4. In the event that more than one (1) delegate is designated and the sum of the votes designated for the delegates is greater than one (1), the Director shall reject, void, and return the reports to the agencies for correction. Such revision shall be submitted to the Director at least forty-five (45) days before the CFP Biennial Meeting.

Article XIX Rules of the Assembly

Section 2. Only a registrant at the CFP Biennial Meeting who is the designated representative of a state, territory, or District of Columbia can be a delegate in the Assembly.

	Section 3. Each state shall be entitled to one (1) full vote, and each territory and District of Columbia shall be entitled to one-half (1/2) vote in the Assembly. **Section 4**. When any state is represented by more than one food regulatory agency, the vote may be divided into appropriate fractions or may be cast together as one vote. Representatives of states with more than one regulatory agency delegate, in compliance with Section 2 of this Article, can reassign their voting privilege to ~~another duly certified~~ the delegate from their state by giving written notice of such action to the ~~Conference Chair.~~Director.
	Motion passed with no objections and no abstentions.

#3 Vice Chair language was added in the Constitution and Procedures document. Article XVI Duties and Responsibilities of Committees. Added a new Section 1 and renumbered the sections below. Constitutional changes will need to be submitted as an Issue to Council II. Added language for a Vice Chair to mirror Committee Chair responsibilities. Added a number 2 to Standing Committee Membership to make sure that there was a constituency balance for standing committee membership. The Procedure document can be implemented at any time. The committee is asking if we want to enact the component in the Procedures document now. This will not conflict with anything existing.

Action Item	Motion to approve the Vice-Chair language that was added to the Constitution as well as the Procedure language indicating that Standing Committee Membership constituency be balanced (as follows). Changes to the Procedures document will be implemented now. (Daniels/Johnson) ***Article XV Committees*** Section 1. CFP members in good standing may express interest to serve on a committee by forwarding their name to the Executive Assistant following the CFP Biennial Meeting. This list will be used in creation of committee rosters. All appointments to Committees shall be made to provide a balance in representation of the stake holders in the particular matter under consideration. Subsection 1. The incoming Council Chairs will select Council Committee Chairs for each committee formed within their Council, and present those names to the Conference Chair for acceptance. The Conference Chair will notify the persons of their appointment. Once confirmed, the Council Chairs and Council Committee Chairs will select the remaining members of the Council Committees. The Council Chairs will submit full committee rosters to the Conference Chair for final Board approval. Section 4. A Standing Committee may establish its own bylaws and operational procedures that may include, but are not limited to,

	objectives, organization and operation, duties, and responsibilities. Bylaws of a committee must be approved by the Board. Section 5. No later than the Board meeting following the CFP Biennial Meeting, the Standing Committee Chairs shall submit the names of their members to the Board for approval. ***Article XVI Duties and Responsibilities of Committees*** **Section 1.** All Standing Committees shall have a Chair and a Vice Chair, unless super-ceded by their Standing Committee Bylaws. Standing Committee Chair and Vice Chair shall be from different constituencies. *Subsection 1.* Standing Committee Chair and Vice Chair shall make every reasonable effort to maintain constituency balance for committee membership. **Section 2.** The Issue Committee shall review all Issues submitted at least ninety (90) days before the CFP Biennial Meeting. This Committee shall assign those Issues that have met the acceptance criteria specified in the current CFP Biennial Meeting/Conference Procedures document. Issue assignments shall be made in accordance with Article XIV Sections 2-4. **Section 3.** The Program Committee shall be responsible for the educational workshop, and the reports and updates session at the biennial meeting. **Section 4.** The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws. The Committee shall review proposed memorandums of understanding and ensure consistency among governing documents. Subsection 1. The governing documents be reviewed on a recurrent basis with at least one document or set of documents per biennium cycle. Such review shall occur in succession from one biennium to the next and prioritized in the manner below, unless directed by the Board to accomplish the Conference objectives: a. CFP Constitution and Bylaws b. CFP Biennial Meeting/Procedures document c. Position Descriptions d. Governing Policy documents **Section 5.** The Resolutions Committee shall report to the Board. Except for “thank you” resolutions, the Resolutions Committee shall prepare all resolutions for Board approval. **Section 6.** The Audit Committee shall report to the Board and shall audit the Conference’s financial records annually. In addition, a certified public accountant shall conduct an audit of the Conference’s financial records at least every 4 years.

	Section <u>7.</u> The Food Protection Manager Certification Committee shall report to the Board, and shall work with the accreditation organization for food protection manager certification programs in order to: Subsection 1. Establish and refine policies and standards to which certifiers must conform in order for them to be accredited; Subsection 2. Provide Conference input on accreditation standards for certifying organizations specific to food protection manager certification programs; Subsection 3. Develop strategies for enhancing equivalence among food protection manager certificates issued by certifiers; and Subsection 4. Promote universal acceptance of certificates issued by accredited certifiers. **Section** <u>8.</u> The Program Standards Committee shall report to the Board and shall provide ongoing input to the FDA on issues that arise with the Voluntary National Retail Food Regulatory Program Standards. Subsection 1. The Committee shall serve the Conference by indirectly assisting Voluntary National Retail Food Regulatory Program Standards enrollees in achieving progress towards meeting the Standards. **Section** <u>9.</u> The Finance Committee shall report to the Board and shall provide financial oversight for the Conference. The Finance Committee will consist of 5 to 7 members from the Board and should be reflective of the membership. Members will serve a term of at least two (2) years. Subsection 1. The Finance Committee responsibilities include: a. Budgeting and Financial Planning i. Develop a biennial operating budget with staff. ii. Approve the budget within the Finance Committee. iii. Monitor adherence to the budget. iv. Set long-range financial goals along with funding strategies to achieve them. v. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives. vi. Present all financial goals and proposals to the Board for approval. b. Reporting i. Develop useful and readable report formats with staff. ii. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports. iii. Work with staff to understand the implications of the reports. iv. Present the financial reports to the full Board c. Internal Controls and Accountability Policies i. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected. ii. Ensure policies and procedures for financial transactions are documented in a manual, and that the manual is reviewed annually and updated as necessary. iii. Ensure approved financial policies and procedures are being followed. **Section** <u>10.</u> The Nominating Committee shall report to the Board. The Committee shall provide to the Board a list of viable candidates for Conference Chair and Conference Vice Chair prior to each CFP Biennial Meeting.

	Section 11. The Strategic Planning Committee (SPC) shall report to the Board and shall advise the Board on the current and future direction for CFP. This Committee shall make recommendations to keep the CFP relevant and increase the viability and growth of the organization. The SPC will actively engage CFP Committees and the Board by: Subsection 1. Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization. Subsection 2. Assessing member satisfaction, exploring ways to increase membership, improving communication with members, and responding to membership's changing expectations of CFP, its programs, services, and the biennial meeting. Subsection 3. Finding ways for CFP to collaborate/partner with organizations that hold similar values and interests in retail food safety. Subsection 4. Sustaining the financial stability of CFP by seeking new, increased, or alternative sources of funding. **Section** 12. 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. **Section** 13. The Food Safety Management System Committee shall report to the Board and shall have the objective of incorporating a Food Safety Management System into everyday activities of retail food establishments and provide ongoing development of resources to assist the food safety community in achieving active managerial control of foodborne illness risk factors. **Section** 14. The Digital Engagement and Technology Solutions Committee shall report to the Board and shall have the objective of identifying, vetting, and recommending digital engagement and technology solutions which brings value to membership, encourages engagement with CFP, and improves internal processes. This committee will also work with the Board to identify and prioritize digital technology activities for each CFP Biennial Meeting. **Section** 15. All Committees, including Standing Committees, shall submit their reports for the Board meetings as follows: Subsection 1. Committees assigned to a Council shall submit their report to their respective Council Chairs; and Subsection 2. Standing Committees shall submit their report to the Conference Chair and Director. **Section** 16. Council Committee Size and Constituency: Council Committee membership discussion is limited to Council Committees only. Subsection 1. Council Committee size. Voting membership for Council Committees should be comprised of at least eleven (11) voting members, with a maximum of twenty-three (23) voting members. Non-voting membership should be comprised of a maximum of 36 non-voting alternates.

	Minimum size: Voting membership for a minimum size committee is the Council Committee Chair, Vice Chair, one (1) representative from state regulatory, one (1) representative from local regulatory, two (2) representatives from industry, one (1) representative from academia, one (1) representative from consumer, and three elective (3) representatives which may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s). Maximum size: Voting membership for a maximum size committee is the Council Committee Chair, Vice Chair, four (4) representatives from state regulatory, four (4) representatives from local regulatory, eight (8) representatives from industry, one (1) representative from academia, one (1) representative from consumer, and three elective (3) representatives that may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s). Any Council committee comprised of membership numbers between the minimum and maximum shall make every reasonable effort to maintain constituency balance. **NOTE:** The following changes are a rewording of the CFP Biennial Meeting/Procedures document. **IX. All Committees** Committees convene during the two years between the CFP Biennial Meetings. Committee Chair 1. A Committee Chair's term shall be from appointment through adjournment of the next CFP Biennial Meeting. 1. Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan. The Committee Chair shall promote mutual respect and trust by establishing a working liaison among governmental agencies, industry, academic institutions, academia, professional associations, and consumer groups concerned with food safety. 1. A Committee Vice Chair's term shall be from appointment through adjournment of the next CFP Biennial Meeting.

	2. Works under the direction of the Committee Chair. 3. Shall stand in for the Committee Chair in their absence. 4. The Committee Vice Chair shall promote mutual respect and trust by establishing a working liaison among governmental agencies, industry, academia, professional associations, and consumer groups concerned with food safety. C. Vice Chair ~~C.~~D. Committee Member ~~D~~E. Duties of Committee Members, and the Committee Chair, and Committee Vice Chair **XI. Additional Considerations for the Composition and Scope of Standing Committees** The Standing Committees are listed and explained in the current version of the CFP Constitution and Bylaws. The Conference Chair appoints the Standing Committee Chairs. A. Standing Committee Membership 1. Whenever possible, membership of the Standing Committees should be made up of representatives from around the country and from regulatory, industry, consumers, and academia. 2. Standing Committee Chair and Vice Chair shall make every reasonable effort to maintain constituency balance for committee membership.
	Motion passed with no objections and no abstentions.

The committee finished the Council Chair, Council Vice Chair and Council Member Position Descriptions. Will do e-votes on the remainder of them in the future as they are finished being formatted.

Action Item	Motion to accept the Council Chair, Council Vice Chair and Council Member Position Descriptions and approve the remainder of the position descriptions via e-vote as the committee requests them. (Johnson/Daniels)
	Motion passed with no objections and no abstentions.

The committee was thanked for all their work on this. The Committee Chair indicated that PDFs of these documents will be provided to the Council Chairs.

#7: Duties of the Executive Board modification to the Constitution. The committee is concerned with Article VI, Section 4, which allows for mailing and facsimile vote. Would like to change this to “electronic mail or other electronic means.” Article XI, Section 1, talks about the newsletter, which we don’t have so they would like to remove this language.

It was suggested to change this to “CFP communication channels” or “website and other CFP communication channels”.

It was clarified that we don’t yet have a communications committee.

Action Item	Motion for the Constitution and Bylaws Committee to massage the language in Article VI, Section 4 and leave Article XI, Section 1 alone for now and do an e-vote on the changes. (Amber/Graham)
	Motion passed with no objections and no abstentions.

Action Item	Motion to suspend the CB & P report and hear the Sponsorship Committee Report. (Daniels/McMahan)
	Motion passed with no objections and no abstentions.

Action Item	Motion to continue the CB & P report. (Daniels/Huffman)
	Motion passed with no objections and no abstentions.

#4: Article VII. Section 5 of the Constitution Duties of the Conference Chair states: “The Conference Chair shall appoint Chairs of the Standing Committees as established in Article XV Section 2.” What about appointing Vice Chairs of the standing committees by the Conference Chair or is this up to the Committee Chair?

It was discussed that this should be collaborative between the Conference Chair and the Standing Committee Chair. Could we do something like the Council Chairs select their Vice Chair who then is approved by the Board? It was noted that there needs to be a balance between the chair and vice chair. The CB & P Committee chair indicated that the full roster goes to the Board for approval. This could be handled in the position descriptions rather than adding this to the Constitution.

Action Item	Motion that the appointed Standing Committee Chair, with input from the Conference Chair, will appoint a Vice Chair of the standing committee. The Constitution & Bylaws Committee will add this to the Position Description for the Standing Committee Chair and the Conference Chair Position Description. (Huffman/Johnson)
	Motion passed with no objections and no abstentions.

#5: Board Turnover and when term starts. Term starts when you are voted by your constituency. The Board never gave a charge back to fix the language of the 1/3rd problem regarding turnover of the Board when the Board discussed this in March 2024. The Committee Chair and Vice Chair discussed this and came up with some language related to Board turnover. They suggest changing the language to "no more than ½ of the members are elected at each CFP Biennial meeting."

It was clarified that appointed years don't count. This only applies to elected years.

Action Item	Motion to approve subsection 3, option 1 (Such elected Board members shall serve through three (3) general CFP Biennial Meetings of the Conference. Elected Board members may succeed themselves unless reelection would extend the total of consecutive service to more than twelve (12) years. The terms of elected Board members shall be staggered so that no more than ~~one-third (1/3)~~ one half (1/2) of the members are elected at each CFP Biennial Meeting.) and section 9, option 3 with the change of discipline to constituency and geographic region as applicable (If a vacancy occurs for any reason in Board membership between biennial meetings, the Board Chair, with approval of the Board, may: ***Subsection 1*** Fill the vacancy with a person representing the same discipline as the person being replaced until the next CFP ~~b~~Biennial ~~m~~Meeting, when the caucus election takes place. OR ~~at which time the vacancy shall be filled by a qualified person who is properly elected.~~ **Subsection 2** Leave the vacancy until the next CFP Biennial Meeting when the caucus election takes place.). (Johnson/McMahan)
	Motion passed with no objections and no abstentions.

Tom McMahan brought up the fact that he was elected and then was deployed which halted his participation. Do we want to consider something extemporaneous like that? The CB & P Chair indicated that they would work on this and bring this concept to the Board before the biennial meeting.

For Section 9, it was pointed out that it should be clarified that the person be selected from the same constituency and region. It was also brought up that only filling the remainder of that person's term should be clarified.

The CB & P chair indicated that the March meeting term starts when elected by the Board. We updated all of the terms on the list. It should reflect when you were elected.

How is "discipline" different from "constituency"? Should we use "constituency"?

The CB & P Chair indicated that they would change "discipline" to "constituency and geographic region"

Action Item	Motion to acknowledge the CB & P report. (Johnson/Daniels)
	Motion passed with no objections and no abstentions.

3.1.3 Digital Engagement and Technology Solutions

Digital Engagement and Technology Solutions Committee report approved by consent.

3.1.4 Finance Committee

Steve Oswald reviewed the committee report. Travel Subsidy Policy was updated to use the General Services Administration (GSA) Federl per diem for reimbursement. Made this all-encompassing for all constituencies so it was inclusive of industry. A copy of the revised policy was included with the report.

Have we heard about the $50,000 from FDA? It's imperative that we have this funding. The FDA representative indicated they are working on it with the new person and will work with the CFP Executive Director and Treasurer to make sure everything has been submitted to FDA. Dr. McSwane indicated that the grant application submitted last week. The Executive Treasurer will let the FDA representative know who this was submitted to at FDA.

There was a question about providing registration, lodging and travel for students to attend? Dr. McSwane that there is money for 3 students in the budget for the biennial meeting.

Dr. McSwane thinks we need to delineate between Board member compensation and CFP member attendance at the biennial meeting. With the small conference grant, we cap it at $800/person. This is separate from the Board member travel subsidy.

The CB & P Chair said when this was discussed, it was for the Board meeting. The grant is an “if” and we could have a separate policy for grant funds that help members get to a CFP biennial meeting.

It was pointed out that as an organization we need to keep this as flexible as possible. It was suggested to keep this document as is, put clarifying language or have a second document for those getting funding through the FDA small conference grant.

The CB & P Chair indicated that they would call this CFP Executive Board Travel Policy. The group can work on one for Member Travel Subsidy.

Should CFP staff be added to this? The response was “no, staff can follow the policy, but the amount is not capped for staff.”

The group will work on this and bring it back for Board approval.

Action Item	Motion to approve the updated CFP Travel Policy and changing the title to the CFP Executive Board Travel Policy. The committee will work on a separate policy for non-Board members to attend the Biennial Meeting. (Huffman/Graham)
	Motion approved with no objections. CDC/USDA abstained. FDA was not present during this vote.

Action Item	Motion to acknowledge the Finance Committee report. (Huffman/Graham)
	Motion approved with no objections. CDC/USDA abstained. FDA was not present during the vote.

3.1.5 Food Protection Manager Certification (FPMCC) – There was a correction to the report to indicate that this is the second fall progress report. The issue of translators came up. The committee is aligned with Jeff Hawley and Sheri Moris to make sure they’re doing the right thing for the ACAC Standards.

The Committee Chair has been working with the committee going through the edits. They broke the standards down by section. The issue of non-inclusivity when it comes to translators is a problem since a family member can only be the only translator. Burmese language example and not available in that region. They want to make sure there’s no cheating taking place. Will be presenting some of this as Issues at the next CFP Biennial meeting. Seeking the opinion of assessors of the program so they can provide feedback on this. Also asking us to accept the ANAB feedback/request for clarification to make sure we’re as current as possible. They looked at what’s needed to stay current, what’s needed to make sure things are as clear as possible, especially as new providers are added.

Roster updated due to resignations from the Committee.

Action Item	Motion to approve the roster changes to the FPMCC. (Johnson/Graham)
	Motion approved with no objections and no abstentions.

Action Item	Motion to accept the ANAB “Requests for Clarification” document. (Johnson/McMahan)
	Motion approved with no objections and no abstentions.

Action Item	Motion to acknowledge the FPMCC report. (Johnson/Graham)
	Motion approved with no objections and no abstentions.

3.1.6 Food Safety Management Systems (FSMS) - Mandy Sedlak, David Morales

Food Safety Management Systems Committee report approved by consent.

3.1.7 Issue –Patrick Guzzle, Linda Zaziski

They are undergoing a process to implement a new Issue Management program. There are two requests from the Board. Language to include in Issue instruction documents. Need to approve page 9 of the document under Issue Title to add “limited to 50 characters”.

Page 10, under #5, “include both the submitter’s” needs to be added to the instructions document.

Should this be in the area of what the Issue is rather than in the recommended solution? May impact the Council vote on the Issue. The Issue Committee chair said that FDA feels it would be helpful if they could see the intention behind the concept and any specific recommendations if the Issue submitter has any. He isn’t sure where to put this since he hasn’t seen the platform. It was brought up that we already have these areas so we could put the concept in either the Issue you would like the Conference to Consider or the Public Health Significance.

The Issue Committee chair said this could be put in the Public Health Significance part of the Issue.

Dave McSwane reminded the Board that our previous system is too antiquated and not capable of being used further. Not fixable and can't be upgraded to accommodate the Issue process. The Conference Vice-Chair indicated that he reached out to Sharify and they will get the slide deck for the new system to the Issue Committee chair today.

The Issue Committee chair indicated that the committee is trying to get more information out of the Issue submitter to clarify things for FDA. That way when they see the final Issue, they have a better understanding of what the Issue submitter was asking for.

Issue submission will open on November 24, 2024.

The purpose of the federal partner on council is to be a liaison to the agency and should be able to provide this information back to the FDA. They would have heard the conversation surrounding the concept of the proposed changes to the code. They should be able to rely on feedback from the FDA representative for this and not need to spell this out in this document.

It was indicated that this is not mandatory that they provide this. If they do, it will help the Council not get stuck in the wordsmithing. Focus on "whenever possible".

Action Item	Motion to table the requested Board action until the 10/21 meeting to give the Issue Chair, FDA and others time to work out better recommended language for this section. (Daniels/Graham)
	Motion approved with no objections and no abstentions.

Action Item	Motion to take the agenda in the following order: 3.1.7, 3.1.4, 3.1.13, 5.4 and then follow the agenda in the order starting with 3.1.1. (Huffman/Hill)
	Motion approved with no objections and no abstentions.

Action Item	Motion to bring 3.1.7 Issue Committee report to the table on 10/21/24. (Graham/Daniels)
	Motion approved with no objections and no abstentions.

The Issue Committee chair worked with some of the Board members to modify the language in the Issue Guidance Instructions. The concept of the issue and then provide an example or say that an issue can be submitted with very specific language and provide an example.

The CB & P Chair reminded us to make sure that we look at our governing documents and make sure there are no conflicts. The Constitution and Bylaws specifies that the exact language has to be included with the Issue. FDA says that the exact language doesn't need to be submitted. That's why this document is written this way. The Board will need to discuss this further since the Procedure document says this. We can leave it for now but rectify it in the future by tweaking the Procedure document. CB & P and the Issue committee leadership have discussed this already.

Action Item	Motion to approve the revised Issue Preparation and Review document that was provided to the Board on 10/19/24. (Johnson/Hill)
	Motion approved with no objections and no abstentions.

Action Item	Motion to approve the Issue Committee report. (McMahan/Graham)
	Motion approved with no objections and no abstentions.

3.1.8 Nominating - Becky Vought

The Conference Vice-Chair reported that the Nominating Committee Chair is working on this and will get this to us as soon as the nominations are available.

Action Item	Motion to acknowledge the Nominating committee verbal report. (Graham/Hill)
	Motion passed with no objections and no abstentions.

3.1.9 Program – Veronica Bryant, Ellen Shumaker

They will work with the Issue committee to tee up the presentations similar to what they did last time.

Action Item	Motion to approve the dates for the Virtual Pre-Conference Workshop on February 21, February 28 and March 7, 2025, and acknowledge the committee report. (Johnson/Graham)
	Motion passed with no objections and no abstentions.

3.1.10 Program Standards (PSC) –Carrie Pohjola, Chair, Kenesha Williamson, Wendy Bell

All of the charges are still pending. Completed the Retail Program Standards Symposium earlier this year.

There was a slight roster change to remove Catherine Crosby and change Rupesh Modi to a voting member.

Action Item	Motion to accept the Program Standards Committee roster change. (Graham/Johnson)
	Motion approved with no objections and no abstentions.

Have drafted the CFP PSC By-laws that were voted on by the entire committee. They did work with CB & P on these. The CB & P Committee Chair thinks these by-laws look really good and will help them function smoother moving forward.

Action Item	Motion to approve the Program Standards Committee By-laws effective at the conclusion of the 2025 Biennial Meeting. (Johnson/Graham)
	Motion passed with no objections and no abstentions.

Action Item	Motion to acknowledge the Program Standards Committee report. (Daniels/Graham)
	Motion approved with no objections and no abstentions.

3.1.11 Resolutions – (No report due at this time)

3.1.12 Publications – Tim Tewksbary, Amber Daniels

3.1.13 Strategic Planning – Angela Nardone, Amber Daniels

Items in red in the report are still being worked on. Items in black with a date are completed. Part 4 is the charges that are still pending and will be worked on before the meeting in Denver.

They requested that the updated roster be approved. Several people asked to withdraw from the committee.

Also want to have an e-vote for Issues to be submitted for the Biennial meeting.

They also would like Board approval of the Engagement Plan to engage active participation of CFP members. They were reminded to make sure that this complies with our policies and procedures.

Action Item	Motion to approve the Strategic Planning Committee to pursue actions and content in the Engagement Plan. (Johnson/Huffman)
	Motion approved with no objections and no abstentions.

Action Item	Motion to approve the Strategic Planning Committee roster changing Rebecca Vought's position to FDA alternate and removing the current USDA consultant. (Huffman/Graham)
	Motion approved with no objections and no abstentions.

Becky Vought is an FDA alternate and not a member. Stevie Hretz indicated that their representative needs to be removed because they are no longer with USDA. USDA will get them a new representative. The committee can contact her if they need anything.

Action Item	Motion to allow an e-vote to be submitted to approve the two Issues that they will be submitting for the Biennial meeting. (Hill/Graham)
	Motion approved with no objections and no abstentions.

Action Item	Motion to acknowledge the Strategic Planning Committee report. (Huffman/Graham)
	Motion approved with no objections and no abstentions.

4.0 Special Committees and Reports

4.1 Sponsorship Committee – Eric Moore

No action from the Board needed at this time. Materials have been uploaded to foodprotect.org and an email was sent out on September 18th for the Sustaining Sponsorship and Event/Service sponsorship opportunities. As of when the report was completed, we had $28,000 committed to Sponsorship. As of today, we Have $32,000 committed. Will be creating reminder emails to send out in the future. Will also work on future social media postings as well.

Christine thanked the committee for their work for revamping the sponsorship opportunities.

Action Item	Motion to acknowledge the Sponsorship Committee report. (Daniels/Johnson)
	Motion approved with no objections and CDC/USDA abstained. FDA was not present for the vote.

4.2 FDA Report – Glenda Lewis

The FDA representative gave a verbal report and reviewed the highlights of changes to the 2024 Food Code Supplement based on the 2023 CFP meeting recommendations. The written report will be provided at a later date after the Supplement has been released.

Action Item	Motion to acknowledge the oral FDA report. (Graham/Rossow)
	Motion approved with no objections and no abstentions.

4.3 USDA Report – Stevie Hretz

The USDA representative reviewed the USDA report with the Board.

Action Item	Motion to acknowledge the USDA report. (Rossow/Daniels)
	Motion approved with no objections and no abstentions.

4.4 CDC Report

The CDC representative reviewed their report with the Board.

Action Item	Motion to acknowledge the CDC report. (Johnson/Huffman)
	Motion approved with no objections and no abstentions.

4.5 ACAC Report – Sheri Morris, Jeff Hawley

ACAC report approved by consent.

4.6 Local Arrangements Committee (LAC) – Troy Huffman

The LAC has a few requests for the Board. They would like to award up to 10 CFP memberships to LAC volunteers who performed above and beyond to ensure that the biennial meeting went off perfectly. This will allow them to be involved in CFP's committees during the next biennium.

Action Item	Motion to approve the Local Arrangements Committee request for up to 10 CFP memberships. (Graham/Johnson)

	Motion approved with no objections and 3 abstentions (CDC, FDA, USDA).

They would like to approve an updated “Special Registrations” document for the 2025 CFP biennial meeting.

Action Item	Motion to approve the updated “Special Registrations” document for the 2025 CFP biennial meeting to remove “may be” and leaving in that it’s at the LAC co-chairs discretion to determine who receives the special registration as a LAC volunteer benefit. (Graham/Johnson)
	Motion approved with no objections and 3 abstentions (CDC, FDA, USDA).

It was requested that industry members provide swag for the attendee bags at the 2025 CFP Biennial Meeting. Reach out to Troy Huffman if you do.

5.0 New Business (Binder 5)

5.1 Approval of the Information Booklet for the 2025 Biennial Meeting – Dave McSwane

The following revisions to the document were discussed:

- The Table of Contents page numbers are wrong starting with page 10.
- Page 3 where it has pictures of Christine and Keith, they are really blurry, distorted and not the same size. Stretched without maintaining the aspect ratio.
- Page 5 under Monday from 10-11:30 a.m. doesn’t match what’s on the next page for this session. Tuesday instead of council Sessions from 1-6, this should be “Caucus”.
- Page 6, the last line under Issue submission is repeated at the beginning of the next section.
- Page 7, left picture is super blurry.
- Page 8 in box. Gold and Silver dollar amounts don’t have commas and other ones do.
- Page 9, where it says Sole Supports and Shared Supporters and Lanyards is all blurry.
- Page 11, question about Emeritus members having free membership, did that already go through. It was indicated that this is for CFP membership only and not conference attendance.

- Early registration deadline only gives 1 day between the deadline and the first date of the workshop. Don't want to have staff be put in a crunch to verify and get links sent out for the workshop.
- Page 12, under dress – need to take off "workshop" since it's virtual.
- Page 13 is a different item and not part of the booklet.

This booklet needs to go out no later than Friday, October 18th. E-vote is a 5 day process. Tara Cammarata said she can have her graphic designer align the pictures and make them even if it helps.

Action Item	Motion to approve the information booklet for the 2025 Biennial Meeting giving Dr. McSwane editorial rights. (Huffman/McMahan)
	Motion approved with no objections and no abstentions.

5.2 Student individual membership fees – Dave McSwane

This item will be deferred to the March 2025 Board meeting.

5.3 Partial Year Membership Fees for Individual Members – Dave McSwane

This item will be deferred to the March 2025 Board meeting.

5.4 Update on Issue Submission Platform software development – Angela Nardone

There will be a test period for the new platform coming up so we can test some of the features on how this works. The Conference Vice Chair indicated that he thinks the system has all the capabilities that we need. It is untested yet but what they've presented is suitable for our needs.

Dr. McSwane – The contractor has promised that she will have a staff person there to work with Council and the Issue committee as they're trying to make the revisions made by Council. There will be an orientation session before the biennial meeting so Council members will see the system. Congratulations to Angela and her staff on getting this complicated and unique process built in to their platform.

Differences not so big for submission but will be different once Council starts working on them.

Will work with the CB & P Committee to make sure that the position descriptions for this process meets the CB & P. Dr. McSwane indicated that we can do an e-vote as needed.

Dr. McSwane indicated that we will not print anything. The Issues will be available digitally.

5.5 Collaborative Position on Accepting Issue Recommendations from CFP – David McSwane

The Collaborative provided a letter to CFP asking that they not be given any items from the CFP Biennial Meeting. The letter will be shared with the Council members and the Issue Committee members.

5.6 Spring Executive Board Meeting – scheduled to be held on March 24 – 28, 2025 at the Grand Hyatt hotel, 1750 Welton Street, Denver CO

6.0 Consent Calendar

1.4 Board Meeting Minutes, March 26-27, 2024 – (previously approved via E-ballot)

1.4.1 Summary of Board E-votes taken since the March 2024 Board Meeting

1.5 2023-2025 Calendar

1.7.2 Executive Director – Dave McSwane

1.7.3 Executive Assistant – Angie Wheeler

1.8 NACCHO-CFP Retail Food Safety Collaborative Grant Project Report for Year 2 of Cycle 2 - David Lawrence

3.1.3 Digital Engagement and Technology Solutions Committee Report – Chirag Bhatt

3.1.6 Food Safety Management Systems – Mandy Sedlak and David Morales

3.1.12 Publications – Tim Tewksbary and Amber Daniels

4.5 ACAC Report – Sheri Morris and Jeff Hawley

7.0 Adjournment

Action Item	Motion to recess the October 9, 2024 portion of the meeting until 10/21 at 5:08 pm. (Graham/Huffman)
	Motion approved with no objections or abstentions.

Action Item	Motion to reconvene the meeting on Monday, October 21, 2024, at 1:00 pm. (Huffman/Graham)
	Motion approved with no objections and no abstentions.

Action Item	Motion to adjourn the meeting on Monday, October 21, 2024, at 5:43 pm. (Graham/Huffman)
	Motion approved with no objections and no abstentions.