

AFFILIATE COUNCIL MINUTES

IAFP 2020 – FRIDAY, SEPTEMBER 18, 2020

VIRTUAL MEETING

Affiliate Delegates Present:

Africa	Peter Kennedy
Alabama	Neil Bogart
Alberta	Lynn McMullen
Argentina	Fabiana Guglielmone
Arkansas	Jerri Lynn Pickett
Bangladesh in NA	Mohammad Islam
British Columbia	Justin Falardeau
California	David Shelep
Capital Area	Jenny Scott
Carolinas	Linda Leake
Chinese in NA	Zengxin Li
Colorado	Juliany Rivera Calo
Florida	Peter Hibbard
Georgia	Wendy White
Illinois	Brad Suhling
Indian in NA	Harshavardhan Thippareddi
Japan	Shigenobu Koseki
Minnesota	Carrie Rigdon
New York	Amy Rhodes
Ohio	Christina Wilson
Oklahoma	Maria Ma
Pennsylvania	Peggy Good
Quebec	Julie Jean
Texas	Cindy Anderson
United Kingdom	David Lloyd
Washington	Stephanie Olmsted

IAFP Board/Staff Present: Kali Kniel, Ruth Petran, David Tharp, Lisa Hovey, Didi Loynachan, Dina Siedenburg, and Susan Smith.

Visitors/Guests: Mohammad Samiul Alam (Capital Area); Kara Baldus (Wisconsin); Debabrata Biswas (Bangladesh in NA); Julie Blackwell (California); Peggy Cook (Arkansas); Mami Furukawa (Japan); Erin Headley (Wisconsin); Sefat Khuda (Bangladesh in NA); Kunihiro Kubota (Japan); Salina Parveen (Bangladesh in NA); Tom Sidebottom (California); Juliana Simone (Michigan); Sultana Solaiman (Capital Area); Raul Avila Sosa (Mexico); and Jiyeon Yi (Student Representative).

Meeting Called to Order: 10:02 a.m. (Eastern Time), Friday, September 18, 2020.

Minutes Recording Secretary: Julie Jean.

Agenda: The agenda was reviewed and approved.

Delegate Roll Call: Captured by virtual call log-in.

Approval of 2019 Minutes: The 2019 Minutes were approved.

Report from Affiliate Chairperson: Maria Ma provided the following updates:

1. Recognition of two new Affiliates: Bangladesh Association for Food Protection in North America and the California Association for Food Protection, which replaced the Southern California Association for Food Protection
2. Acknowledgment of 2020 milestone Affiliate anniversaries (responses from attendees):
 - a. New York – 97 years
 - b. Pennsylvania – 86 years
 - c. Wisconsin – 77 years
 - d. Florida – 75 years
 - e. Washington – 69 years
 - f. Texas – 39 years
 - g. Africa – 5 years
 - h. Argentina – 5 years

Report from IAFP President: Kali Kniel welcomed all participants. She encouraged all Affiliates to keep communicating despite the pandemic and urged everyone to continue to support the Foundation during this time when donations have slowed. The Foundation has been able to provide many free webinars with high attendance over the past few months during the pandemic. She also congratulated this year's Affiliate Award recipients.

Report from IAFP Executive Director: David Tharp reported that it's been a very challenging year for IAFP with plans changing for this year's Annual Meeting dates and moving from in-person to virtual meetings. Net revenues from Annual Meeting normally contribute anywhere from \$500,000 – \$900,000 into the general operations to keep membership fees affordable. Our fiscal year ended August 31, 2020 so no meeting dollars will be contributed into general funds in 2020. The Association's financial planning built reserves in the general fund to \$3.5 million as of August 31, 2019. The audit for fiscal year 2020 will be conducted in October, so we are unable to report on the current year's results until after that is completed. In 2019, we added \$72,000 to the general fund. When adding the past three year's results, we added a total of almost \$1 million to the general fund. Positive investment results along with financially successful Annual Meetings in 2017, 2018 and 2019 helped to boost the general fund. Building up the general fund has proven to be very useful since we are sure to incur a loss in fiscal year 2020. He encouraged Delegates to use IAFP Connect, a great communication tool that includes an Affiliate Council Community allowing delegates to communicate with each other and help find speakers, post comments, ask about membership development, help in meeting planning (including virtual meetings), and with any board issues. If you are an IAFP Member, you can access IAFP Connect.

Report from IAFP Staff Liaison: Susan Smith reported 45 of 53 active Affiliates (85%) had filed their Annual Reports, but all Affiliates need to submit an Annual Report as stated by IAFP Bylaws. All Reports are to be submitted electronically as one email if possible. No problems or issues were noticed during latest submission process. This year, 12 Affiliates applied for Awards, down three from 2019. Several affiliates were extremely close in the award selection process, so Affiliates were reminded to keep submitting for past year activities and events. Affiliate Delegates and Presidents are required to be active IAFP Members so check membership status before submitting. Affiliates were reminded to take advantage of IAFP's Executive Board Speaker Program for an affordable and informative speaker for upcoming meetings after the pandemic diminishes. Updates to websites were encouraged to gain the most recent activities and information. If Affiliates collect dues through IAFP, update us with any changes in dues.

Important Information to Report from Delegates: Because of the virtual format of the meeting, the usual two-minute oral Activity Reports from attending Delegates/Representatives were not offered this year. However, important information was presented by several Affiliates. Peter Kennedy, Delegate for the African Continental Association for Food Protection, stated he was approached by a third-party vendor to run the administrative (meetings) piece of their Affiliate and asked for input from attendees. David Tharp suggested he contact the American Society for Association Executives (ASAE) for information. GoToMeetings require a payment. Delegate Amy Rhodes stated the New York Affiliate will meet through Cornell University on Zoom virtually the week of September 21 from 10-2 with an IAFP Speaker and breaks in between. Peter Hibbard, Delegate for the Florida Affiliate, reported they are collaborating this year with the Georgia Affiliate to conduct a conference through Zoom. They have used Zoom through the University of Florida. He stated the Affiliate website has also been updated.

Election of Affiliate Council Secretary: Maria Ma announced that Wendy White, Delegate from Georgia, was willing to stand for election, and asked if there were any nominations from attendees. With no other nominees, Wendy was asked to provide a brief introduction, and by unanimous votes from the Delegates, was elected as incoming Affiliate Council Secretary.

Presentation of the Affiliate Awards: Maria highlighted the achievements of the award recipients and announced the 2020 Affiliate Awards as follows:

Affiliate Membership Achievement – Georgia Association for Food Protection

Affiliate Member Education – Wisconsin Association for Food Protection

Affiliate Communication Materials – New York State Association for Food Protection

Best Overall Affiliate Meeting – Quebec Food Protection Association

The Florida Association for Food Protection received the **C.B. Shogren Memorial Award**, which will be part of the pre-recorded Awards Recognition Presentation during IAFP 2020.

Old Business: None.

New Business: Jiyeon Yi, IAFP Student PDG's International/Affiliate Representative, provided a brief update on her role as a liaison between both groups and students to improve communications, activities, etc. to maximize student involvement within the Affiliates. Neil Bogart, Alabama Delegate, mentioned that contributions can be made to the IAFP Foundation through the AmazonSmile program, which donates 0.5% of the costs for your eligible purchases on Amazon to the Association at no extra costs to the donor. Promotions will be sent by IAFP Staff reflecting this option. Susan Smith stated that a GoToMeetings Checklist will soon be sent to all Affiliates for planning virtual meetings due to the pandemic.

Recommendations to the Executive Board: None.

Passing of the Gavel: Chairperson Maria Ma passed the gavel to Julie Jean, signifying the beginning of Julie's term as the Affiliate Council Chair.

Next Meeting Date: Sunday, July 18, 2021, Phoenix, Arizona.

Meeting Adjourned: 11:42 p.m. Eastern Time.

Chairperson: Maria Ma.