

# RECOMMENDATIONS TO THE EXECUTIVE BOARD WITH BOARD RESPONSES FROM BOARD MEETING HELD AUGUST 4, 2016

## STANDING COMMITTEES

### Food Protection Trends Management

1. *FPT* Management Committee would like to recognize one publication from *Food Protection Trends* at the Annual Meeting Editorial Board Reception in 2017. It is recommended that data be collected with respect to 1) most viewed, 2) most downloaded, and 3) most cited manuscripts in order for the *FPT* Management Committee to determine what the appropriate metric(s) are to recognize one publication in *Food Protection Trends*. It is recommended that this data be collected for six months and reported back to *FPT* Management Committee during a mid-year conference call, at which time they will determine the appropriate course of action for creating an award to be given during the Editorial Board Reception at IAFP 2017.

**Board Response:** Staff will collect the data and provide to the Committee for their teleconference.

2. It is recommended that a survey tool be developed for the IAFP membership with the broad goal of obtaining feedback with regard to *Food Protection Trends*. *FPT* Management Committee has created a subcommittee tasked with creating this tool and presenting it for approval to the *FPT* Management Committee during a mid-year conference call, and, if approved, to the IAFP Executive Board.

**Board Response:** Staff will contract with a third-party vendor to conduct a publications survey. The subcommittee should provide suggested questions that can be included related to *FPT*.

### Journal of Food Protection Management

1. The Committee recommends that Sean Leighton be appointed to Vice Chair of the Committee.  
**Board Response:** Agree.
2. The Committee recommends that the Board consider and support recommendations that have come out of Judy Luther's approach.  
**Board Response:** Agree.
3. The Committee recommends that the Board support the development of a marketing and communication strategy to drive the timely promotion of the Journal. We recommend the allocation of resources to support the involvement of a marketing/communications specialist to lead this effort.

**Board Response:** Agree. Staff will work with Judy Luther to identify proper resources.

## Program

None.

## SPECIAL COMMITTEES

### 3-A Committee on Sanitary Procedures

1. The 3-A CSP requests that the IAFP Board of Directors consider the following proposed "Mission Statement" changes in regard to this Committee. Mission: To serve as IAFP representatives to the 3-A Sanitary Standards Committee: to provide ideas for IAFP Symposia, Roundtables, White Papers, Webinars and program ideas to the 3-A Sanitary Standards Annual Meeting.

**Board Response:** Agree.

### Committee on Control of Foodborne Illness

1. We seek the Board's input to have a late outbreak symposium at each Annual Meeting with flexibility with at least one speaker slot to be filled within weeks before the Meeting.

**Board Response:** Agree. The Program Committee currently holds some session rooms open for possible, late-breaking topics.

2. We recommend that Marilyn Lee receive an award for her leading role in the publication of the 3rd edition of the Waterborne manual.

**Board Response:** Agree. Marilyn Lee and Ewen Todd were recognized for their efforts with re-writing the Procedures to Investigate Waterborne Illness by the President's Recognition Award.

3. We recommend a conference call in August with several members to discuss a symposium on root cause analysis.

**Board Response:** Agree. Committees and PDGs are welcome to contact the IAFP office anytime to schedule a teleconference.

### Constitution and Bylaws Committee

1. Recommend refresher on the basics of Roberts Rules of Order in PDG Chair and Vice Chair meeting next year.

**Board Response:** Agree.

2. To remind all IAFP Members to clearly pronounce all letters of "IAFP's" acronym so as to not sound like other similar association acronyms.

**Board Response:** Agree.

3. Provide in the rationale the name of the group/origin of the change for any proposed Constitution or Bylaws change.

**Board Response:** Agree.

4. Approval of Melanie Neumann as Vice Chair.

**Board Response:** Agree.

### Foundation Committee

1. Consider the development of a tiered membership dues system (similar to Sustaining Membership) to provide additional opportunities for individual giving.  
**Board Response:** The Board is willing to review a proposal but it would need to provide a true benefit to be implemented.

### Membership Committee

1. Increased symposia related to Canadian and/or Mexican issues.  
**Board Response:** Symposium proposals are encouraged to address international food safety issues. Canadian and Mexican issues can also be incorporated.
2. The IAFP should get a YouTube channel to add content and help advertise.  
**Board Response:** Agree. The Board is willing to review a proposal showing benefits to IAFP.
3. Development of a new PDG for inspectors/auditors/sanitationarians (though there is concern that there are too many PDGs already).  
**Board Response:** PDGs can be easily formed by a group of interested individuals. Contact the IAFP office for details.
4. A survey should be developed to capture metrics on why members are staying with IAFP and why past members have left.  
**Board Response:** Staff will contract with a third-party vendor to conduct a membership survey. The Membership Committee can provide suggested questions to be included.
5. A Food Safety "ask an expert" service should be established at the IAFP meeting.  
**Board Response:** There are possible liability issues with these types of services that IAFP would like to avoid.
6. IAFP affiliates should be encouraged and rewarded to help recruit new members.  
**Board Response:** This is ongoing and has been ongoing.
7. Approval of Zeb Blanton as Vice Chair.  
**Board Response:** Agree.

### Nominating Committee

None.

### Past Presidents' Committee

1. Explore a collaboration with NEHA.  
**Board Response:** The Board requests more information on what benefits IAFP would gain.
2. Find ways to engage the Affiliates to nominate candidates for the Sanitarian Award.  
**Board Response:** Affiliates and their Members are encouraged to make Award nominations including the Sanitarian Award.
3. Modify the Sanitarian Award to include travel to the Annual Meeting, registration and a one-year membership.  
**Board Response:** The Award criterion requires nominees to be IAFP Members. The sponsor could be asked to provide additional support for travel expense or the Award recipient could use the honorarium.<sup>4</sup>

4. Explore a connection with the Canadian Association of Public Health (the Canadian equivalent of NEHA).  
**Board Response:** The Board requests more information on what benefits IAFP would gain.
5. Look into CEU certification: Which certifying groups could we use and how would we implement?  
**Board Response:** Different organizations have differing requirements. Most all will accept IAFP's Annual Meeting program. The certification body should be contacted in advance of the Annual Meeting.<sup>6</sup>
6. Ask the Board to direct the Program Committee to have one symposium that is targeted to the interests and needs of local and state public health inspectors.  
**Board Response:** The Program Committee can be made aware of this request.

## PROFESSIONAL DEVELOPMENT GROUPS

### Advanced Molecular Analytics PDG

None.

### Applied Laboratory Methods PDG

1. Request a different setup for the meeting, with a large table in the middle where the officers will sit. Request 2 hand-held microphones.  
**Board Response:** Staff will address the room set up for 2017 with the convention center staff.

### Beverages and Acid/Acidified Foods PDG

1. Dr. Barbara Ingham was unanimously elected vice-chair to begin serving at IAFP 2017, subject to approval by the IAFP Board.  
**Board Response:** Agree.
2. PDG affiliations should be included with the information in the program about each symposium. It was also recommended that on the IAFP app symposia be searchable by PDG affiliation.  
**Board Response:** Staff will work to implement these ideas for 2017.

### Dairy Quality and Safety PDG

None.

### Developing Food Safety Professionals PDG

1. The PDG recommends the appointment of Dina Scott as Developing Food Safety Professionals, Vice Chair.  
**Board Response:** Agree.
2. The PDG recommends the appointment of Robyn Miranda as Student Liaison to the Developing Food Safety Professionals.  
**Board Response:** Agree.

### Food Chemical Hazards and Food Allergy PDG

1. Recommend approval of Tony Flood as Chair and Paul Hanlon as Vice Chair.  
**Board Response:** Agree.

### Food Defense PDG

1. To re-evaluate the mission statement for the PDG. The PDG plans to inform all the members of the PDG about the initiative, and assemble a sub-committee to re-evaluate the mission, and submit the recommendations to the Board.

**Board Response:** Mission statements can be re-written and submitted to the Board for approval.

2. Recommend the approval of Oscar Rodriguez-Gonzalez as Vice Chair of the Food Defense PDG who will take over as chair in 2018.

**Board Response:** Agree.

### Food Hygiene and Sanitation PDG

1. Open the registration booths at 7:30 am on Sunday.

**Board Response:** Agree.

2. Consider an ongoing advanced sanitation and equipment design workshop.

**Board Response:** A proposal with workshop details including organizers, speakers, length and possible location(s) should be submitted for review and consideration.

3. Due to current Vice Chair Zhinong Yan stepping down from his position, we recommend Vanessa Cranford be approved to complete his term up to IAFP 2017. We also recommend approval of Ken Davenport as Vice Chair-elect and Nadia Narine as Secretary for the same time period. Beginning at IAFP 2017, we recommend the Board approve Vanessa Cranford to serve as Chair, Ken Davenport at Vice Chair and Nadia Narine as Vice Chair-elect.

**Board Response:** Agree.

### Food Law PDG

1. Recommend approval of Tim Jenkins as Chair beginning at the IAFP 2017 Annual Meeting.

**Board Response:** Agree.

### Food Packaging PDG

1. Please approve Nick Forshee as the new Vice Chairperson of the Food Packaging PDG to serve a two-year term and then to become Chair at the Annual Meeting in 2018 for a two-year term.

**Board Response:** Agree.

2. Add "Packaging" as a category for posters, abstracts, etc. in the Annual Meeting app so that the program is searchable by sponsoring PDG and posters are categorized and grouped for easy browsing.

**Board Response:** Agree. Program Committee will address this recommendation.

3. We would like to recommend a Packaging PDG-sponsored award to highlight excellence in packaging for posters and/or symposia speakers.

**Board Response:** The Board would review a proposal. Contact the IAFP office for details on how to establish a new award.

4. Investigate and/or provide instructions for continuing education credits for webinars or workshops through IAFP.

**Board Response:** Different organizations have differing requirements. Most all will accept IAFP's program. The certification body should be contacted in advance of the Annual Meeting or Webinar.

### Food Safety Education PDG

1. The Food Safety Education PDG recommends that the Board approve Francie Buck as Vice Chair to begin serving at the IAFP 2017 PDG meeting.

**Board Response:** Agree.

2. Accessibility to information regarding symposium success/failure.

**Board Response:** This recommendation is not clear. The Program Committee provides notification to all symposium submitters. If questions remain, submitters may contact the IAFP office.

3. Provision of a key point sheet of items from the Board to PDG Chair would be helpful where the Board Liaison is unable to make the start of the meeting.

**Board Response:** It may be possible to distribute this information prior to the PDG meetings.

4. Recommendation for Roundtable and Symposium set up that water is provided in the room for all speakers and panel members. This was not available this year in Roundtable organized by the PDG.

**Board Response:** Agree. Water should be available in the session rooms.

### Fruit and Vegetable Safety and Quality PDG

1. Recommend to the Board that the Humberto Maldonado from Driscolls be approved as Vice Chair of the PDG.

**Board Response:** Agree.

2. Recommendation to the Board to find a way to better determine the size and number of chairs needed for the PDG meeting; many members were standing or sitting on the floor. Additionally, it's recommended that further consideration be made for the design and set-up of the room to better facilitate discussion and PDG member interactions, and/or PDG be allowed to modify the room set-up and put it back before the next meeting in the room (note: this may not be practical).

**Board Response:** Badge scanning was used this year to obtain a more accurate number of attendees. This will help in room set up and making room assignments for 2017.

3. Recommend to the Board that there be continued support and encouragement to hold Webinars.

**Board Response:** Agree. Please contact the IAFP office to schedule a Webinar.

### HACCP Utilization and Food Safety Systems PDG

1. Approve Lorilyn Ledenbach as Vice Chair for 2016-2017. (shortened term due to the step down of Lisa Moody as Vice Chair).

**Board Response:** Agree.

### International Food Protection Issues PDG

1. PDG members commented they may not be able to attend anymore because of difficulty budgeting extra time and financial resources as it is held on Saturday. The PDG requests the Board to consider providing audio-visual access to the meeting for members to attend and contribute from a distance.

**Board Response:** This PDG was originally scheduled on Saturday to accommodate international members who arrive early to the Annual Meeting. If the meeting agenda were circulated early (6 weeks or more prior to the meeting), members could set their travel plans to accommodate attending the PDG meeting.

### Low Water Activity Foods PDG

1. Recommend approval of Laurie Post as Vice Chair.  
**Board Response:** Agree.

### Meat and Poultry Safety and Quality PDG

None.

### Microbial Modelling and Risk Analysis PDG

1. Recommend to the Board that Bala Kottapalli be approved as the Vice Chair.  
**Board Response:** Agree.
2. Webinars are a great way of promoting food safety to students, the developing world, small and medium enterprises and other interested parties, and also a good marketing tool for IAFFP. Currently, the recordings are only available for members and the webinar itself is freely available if it has as audience PDG members only. The MMRA PDG again had big support to recommend that recordings of MMRA PDG webinars be made freely available for both IAFFP members and non-members. The PDG also recommends that webinars sponsored by the MMRA PDG be freely available to members of other IAFFP PDGs. This could contribute largely to advancing food safety worldwide, but also improve marketing for new IAFFP members.

**Board Response:** All IAFFP members have access to the Webinars including members of other PDGs. Membership in IAFFP is economically priced and viewing Webinars is a benefit of IAFFP Membership.

3. Recommend the Board consider providing electronic addendum for scientific papers published in *Journal of Food Protection*. Other journals such as the *SRA Risk Analysis*, *IJFM* and *AEM* provide such service so providing electronic addendum to *JFP* will stimulate people in this domain to submit more papers.

**Board Response:** Under the new, *JFP* Online system, authors will be able to submit supplemental information with their manuscript in the format desired for posting upon finalization of their article.

### Pre Harvest Food Safety PDG

1. Recommend Dr. Walid Alali to the Vice Chair of the PDG.  
**Board Response:** Agree.
2. Suggest sending a copy of the finalized symposia topics to the student PDG members so that they also can look at them and have a chance to participate in symposia of interest.

**Board Response:** All PDG Chairs (or Vice Chairs) participate in a teleconference where the symposium topics are reviewed to inform all PDGs on topics of interest. PDG Chairs (including the Student PDG) should share this list with their members.

### Retail and Foodservice PDG

1. Approval of Tom Ford as Vice Chair.  
**Board Response:** Agree.

### Sanitary Equipment and Facility Design PDG

1. PDG would like guidance on how IAFFP can bring equipment design concepts globally throughout the world. Different guidance documents for different areas of the world.  
**Board Response:** PDG members can consider writing a general interest article on equipment design for publication in *FPT* or a review paper for *JFP*.
2. Approval of John Merenick as Vice Chair.  
**Board Response:** Agree.

### Seafood Safety and Quality PDG

1. Approve Foivos Genigiorgis as incoming Vice Chairperson to begin serving at IAFFP 2017.  
**Board Response:** Agree.

### Student PDG

1. We thank the Executive Board for providing the students a space within the exhibit hall. We would recommend that you continue this in the coming year.  
**Board Response:** We will continue this for IAFFP 2017.

### Viral and Parasitic Foodborne Disease PDG

None.

### Water Safety and Quality PDG

1. Consider alternative times for some PDG meetings to minimize conflicting times. Some suggestions: lunch meetings, early morning, evening (before exhibit hall reception).  
**Board Response:** Sunday is traditionally the day for PDGs to meet. If a PDG wants to move to an alternative time, this can be requested.
2. Publish or republish descriptions of areas covered by PDGs. Get updated areas of focus.  
**Board Response:** PDG mission statements are available online. We can group them together for easier access.
3. Approve Phyllis Posy as Vice Chair.  
**Board Response:** Agree.

## TASK FORCES

### Webinar Task Force

1. We recommend the name of this newly approved Committee be changed to the Webinar and Workshop Committee.  
**Board Response:** Agree. This name change will require a change to the IAFFP Bylaws to be voted on at the 2017 Business Meeting.

## AFFILIATE COUNCIL

None.