

Recommendations to the Executive Board with Board Responses from Board Meeting Held August 1, 2013

AFFILIATE COUNCIL

1. Offer subtitles to the webinars in various languages, depending on relevancy to ethnic groups. Webinars can be broadcast as Podcast.
Board Response: IAFP is able to host webinars in languages other than English. Slides can be subtitled (by PDG Members or others) in languages as might be appropriate for the expected audience prior to the webinar presentation. Past webinars may be translated by PDG Members where the PDG Members feel it is appropriate for an intended audience.
2. IAFP meeting announcement to include the day of the welcome reception (typically a Saturday). This is to allow the IAFP participants to get the approval from their government employers to attend the committee meetings.
Board Response: The presentation of the Annual Meeting schedule can be revised to clearly show the start-up of committee meetings. Dates for the Annual Meeting will reflect the period from Opening Session through the Awards Banquet.
3. Consider ways to use the recorded webinars as a money-making activity for IAFP (e.g., access to the webinars tied in with IAFP membership).
Board Response: Recorded Webinars will be placed behind the Member login to make viewing recordings a "Member benefit."
4. Abstracts not approved by the program committee may be considered for other meetings. Will such info be included in the IAFP rejection letters to the authors?
Board Response: Unsuccessful submitters of symposium proposals are encouraged to consider presenting their information at another IAFP sponsored event or via a Webinar.

STANDING COMMITTEES

Food Protection Trends Management

1. Recommend to the Board that Cheng-An (Andy) Hwang be the Vice Chair of *Food Protection Trends* Management Committee.
Board Response: Approved.
2. Recommend to the Board to make *FPT* readable on mobile devices.
Board Response: Efforts are underway to make this possible by early 2014.

3. Recommend to the Board to make back issues of *FPT* available online so can be searchable.
Board Response: Staff will work to include additional back issue articles over time. Currently, articles from 2006 forward are available.
4. Recommend to the Board to appoint Catherine Cutter to be the Editor of *Food Protection Trends*.
Board Response: Approved to complete David Golden's term through December 31, 2015.

Journal of Food Protection Management

1. The Committee recommends that Joseph Frank be re-appointed to another four year term as scientific co-editor.
Board Response: Approved.

Program

None.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

None.

Committee on Control of Foodborne Illness

1. The Committee recommends that the Procedures to Investigate Foodborne Illness manual be supplied to Affiliate chairs who are willing to consider its use among members and translation of the manual for their country or region, if required, but compatible with the IAFP contract with Springer.
Board Response: Translations can be arranged through our publisher, Springer Science + Media. Copies of the Foodborne Illness manual can be provided to those interested in making a translation.
2. The Committee recommends the need to explore the availability of a specific manual for food workers to control foodborne agents in selected agriculture and aquaculture products, e.g., spices and shrimp.
Board Response: The Board supports the Committee's exploration of this subject matter

- For the 100 year Committee history, the Committee recommends publication in *Food Protection Trends*, as a special edition, if necessary.
Board Response: The Board encourages submission of the history for consideration of publication.

Constitution and Bylaws

None.

Foundation

- Appoint Gary Acuff as Vice Chair for the Committee.
Board Response: Approved.
- Increase the number of Student Travel Scholarships to 15 and look at increasing the number from North America.
Board Response: Approved.

Membership

- Track and nurture current dialogue between IAFP and AVMA.
Board Response: The Board encourages interactions between IAFP and other professional or industry associations.
- Explore means of certifying CEU credits for DVMs participating in IAFP meetings.
Board Response: A Certificate of Attendance can be provided through the IAFP registration desk. A check box will be added to the registration form so that those attendees needing a Certificate of Attendance may request it in advance.
- As IAFP is a world leader in education, emerging issues and driving improvement, find a way where we can expand on the technical subjects and put them into practical application for industry.
Board Response: The Board suggests this is a part of the symposium proposal process and encourages innovation in this area.

Nominating

None.

Past Presidents'

- Investigate the feasibility of establishing a "speakers' bureau" of IAFP members to give presentations on scientific issues to affiliates and others.
Board Response: Past Presidents will receive a request to become a part of the Executive Board Speaker Program for Affiliate organizations. The title will change as this programs evolves, eventually serving as a resource for Affiliates and other entities in need of authoritative speakers.

PROFESSIONAL DEVELOPMENT GROUPS

Applied Laboratory Methods

- George Wilson be accepted as vice chair.
Board Response: Approved.
- The board officially recognizes the creation of third position of Secretary for PDGs.
Board Response: A plan will be established to address additional positions beyond the Chairperson and vice-chairperson for PDGs.

Beverages and Acid/Acidified

- Approval of PDG name change to "Beverages and Acid/Acidified Foods PDG." Will submit revised charter to the Board for approval.
Board Response: Approved.
- Approval of newly elected vice-chair: Fred Breidt.
Board Response: Approved.

Dairy Quality and Safety

- Recommend the Board agree with the succession of Robert Hagberg and Dawn Terrell to Chair and Vice Chair respectively.
Board Response: Approved.
- The Dairy PDG recommends that a position of "PDG Secretary" be recognized and incorporated into the Bylaws. This position would be filled as determined by size and needs of the individual PDG.
Board Response: A plan will be established to address additional positions beyond the Chairperson and Vice Chairperson for PDGs.
- The PDG recommends the board consider the use of subcommittees in lieu of establishing new PDGs where there a clear link to an existing PDG and to help facilitate PDG meeting scheduling to avoid conflicts.
Board Response: PDGs may establish subcommittees.
- The Dairy PDG requests to continue with Sunday meetings.
Board Response: Approved.
- To honor Harry Haverland, founder of the IAFP Foundation and the Audiovisual Library, it is recommended that webinars available to IAFP members online be posted on the IAFP website under a tab titled "Harry Haverland PDG Webinars" or some similar title. It is understood that IAFP members currently have access to the PDG webinars. However, this recommendation not only honors Harry Haverland's contribution to the IAFP, but also provides meritorious, educational and financial opportunities to the PDGs, IAFP and to the IAFP membership. A depository for IAFP webinars housing Harry Haverland's vision of a "library" of resources for IAFP members is recommended.

Board Response: The IAFP Citation Award is named, "The Harry Haverland Citation Award" in recognition of Harry's contributions to IAFP and is considered to be one of the highest honors bestowed by IAFP.

Developing Food Safety Professionals

1. If possible, for next year's PDG meeting, we're requesting an end room and possibly an empty "buffer room" between this PDG and other meetings. Our "speed networking" sessions get a little loud, and a buffer will serve to ensure we're not disturbing other meetings. We had record attendance this year; we'd like to keep the large sized room. This year's room size was perfect.

Board Response: This will be taken into consideration when assigning rooms for 2014 PDG meetings.

2. We recommend that there is not a Student Liaison position for this PDG next year. We've had multiple students interested in this position and would like to find a way to leverage all their energy and talents.

Board Response: The Student Liaison position is optional for Committees and PDGs.

Food Chemical Hazards and Food Allergy

None.

Food Defense

1. Move one-day workshops to the Thursday following the meeting instead of the Friday prior. The Friday prior requires two extra travel days/hotel rooms that directly limited participation in the Food Defense Workshop. Holding it on the Thursday following the meeting would increase attendance at the workshop due to both reduced time/cost and the ability for people to stay on an extra day if their travel plans are flexible and only learn of the event at the meeting. In addition, having the workshops on Thursday could increase attendance at the Wednesday Awards Banquet.

Board Response: The travel considerations are understood, but holding pre-meeting workshops is desirable.

2. Make the marketing of the workshops more prominent on both the website and the conference materials. There were PDG attendees who didn't know about the workshop until after they had already made their travel plans. The workshops don't show up on the master schedule on-line or the full printed schedule, either which would alert people to look in coming years.

Board Response: This will be considered in future year's materials.

3. Consider giving students an extra discount on workshops beyond the IAFP member discount.

Board Response: Student registration fees for workshops are discounted by 50%.

4. Consider a "Hot Topics" presentation at the international IAFP meetings given the pending FSMA Food Defense ANPR. Foreign supplier verification would also be a candidate for a hot topics session at international IAFP meetings.

Board Response: The Board encourages submitted proposals for the international meetings. To note, the China meeting has a FSMA session planned.

5. While it is impossible to deconflict the PDGs, those that are larger conflicts for core members of the Food Defense PDG are: *FPT* Management Committee; Produce Food Safety, Food Packaging and Microbial Analysis & Risk Assessment.

Board Response: The schedule for 2014 will be prepared with this in mind.

6. The Food Defense PDG unanimously approved and asks for Executive Board approval of IAFP member Tejas Bhatt as the Vice Chair for the PDG.

Board Response: Approved.

Food Hygiene and Sanitation

1. Due to the previous Vice Chair being unable to serve as Chair, David Blomquist was elected as Chair.

Board Response: Approved.

2. Yale Lary was elected as Vice Chair.

Board Response: Approved.

3. Voted to establish a Vice Chair elect position
- Board Response:** A plan will be established to address additional positions beyond the Chairperson and Vice Chairperson for PDGs.

4. Dr. Zhinong Yan was elected as Vice Chair elect.
- Board Response:** Approved pending outcome of #3 above.

Food Law

1. Approve Mickey Parish as Vice Chair of the Food Law PDG.

Board Response: Approved.

2. Publish all 7 articles on FSMA from *FPT*, in electronic booklet form on the IAFP website.
- Board Response:** Will work to bring these articles together.

3. List PDG sponsorship on symposia in the annual meeting program.

Board Response: The Program Committee is working to confirm PDG sponsorship since many symposium have multiple (up to six and eight) sponsors. Options will be explored on how to present this information.

4. Have the program committee send a master list of approved symposia, listed with corresponding PDG affiliation, to all PDG Chairs/Vice Chairs.
Board Response: Options will be explored.
5. Because PDG meetings overlap – post the agenda of PDG meetings outside the PDG meeting room doors at the annual meeting, so if members are only able to attend a portion of a PDG, they can scan the agenda to determine which portion[s] of the PDG meeting to join.
Board Response: This will be allowed and PDGs will be encouraged to post their agendas in the meeting app.

Food Packaging

1. Please approve Gordon Hayburn as the new Vice Chairperson.
Board Response: Approved.

Food Safety Education

None.

Fruit and Vegetable Safety and Quality

1. Provide the name of the supporting PDG(s) for symposia and roundtables in the Program next year. This will help attendees as they make difficult decisions on which sessions to attend.
Board Response: The Program Committee is working to confirm PDG sponsorship since many symposiums have multiple (up to six and eight) sponsors.

HACCP Utilization and Food Safety Systems

1. Formally recognize this group as a PDG with the title “HACCP Utilization and Food Safety Systems.”
Board Response: Approved.
2. Lone Jespersen nominated as Chairperson.
Board Response: Approved.
3. Ben Warren nominated as Vice Chairperson.
Board Response: Approved.

International Food Protection Issues

1. Recommend acceptance of Alessandra Chiareli as new PDG Vice Chairperson.
Board Response: Approved.

Low Water Activity Foods

1. Accept the Low Water Activity Foods PDG as a stand-alone PDG
Board Response: Approved.
2. Appoint Indaue Mello as Chairperson
Board Response: Approved.
3. Appoint Elizabeth Grasso as Vice Chairperson
Board Response: Approved.
4. Webinars be free for all IAFP member and posted on the IAFP website.
Board Response: Webinars are posted for free Member access after they are presented. The current structure of: 1) free when the audience is PDG Members only, and 2) \$25 fee when open to all IAFP Members (and beyond) is economical and reasonable.
5. Accept mission statement: To promote and disseminate practical and scientific knowledge on the production of safe and wholesome low water activity products.
Board Response: Approved.

Meat and Poultry Safety and Quality

1. Recommend the Board approve the nomination of Barb Masters as Meat and Poultry Safety & Quality PDG Vice Chair.
Board Response: Approved.
2. Host a PDG conference call – 30 days prior to the Oct. deadline to review for opportunities to merge/integrate concepts with other PDGs.
Board Response: PDG Teleconferences can be arranged at any time through the IAFP office.
3. Create webinar library using recordings/ other forms of information developed by IAFP members. Translations might be possible from the student PDG?
Board Response: Webinars are posted for free Member access after they are presented. Other forms of information can be hosted on the IAFP Web site when submitted. Voice over translations would be welcome.
4. Suggest a PRE meeting (1 hour, late Saturday?) for Chairs, Vice Chairs to meet/discuss topics under consideration in their groups. Understand the post meeting breakfast is one forum, however this would supplement that and allow in person interaction on symposia topics.
Board Response: A meeting room can be arranged for if a survey of Chairs and Vice Chairs shows a strong interest in doing this.

Microbial Modelling and Risk Analysis

1. Keep webinar recordings freely available, as it is now, on IAFP website without log-in requirement. These recordings are great educational tools and MMRA PDG members have already used them for that purpose.

Board Response: Access to webinar recordings will become available to Members only and use of the recordings is considered a Member benefit. There will be a search feature for anyone (Member or non-member) to use which will allow a review of webinar topics and presenters. Access to recordings can be provided through the IAFP office for hardship cases.

2. Find ways to provide subtitles for webinars and translate recordings into other languages, possibly engaging Affiliate Council and the Student PDG.

Board Response: Slides can be subtitled (by PDG Members or others) in languages as might be appropriate for the expected audience prior to the webinar presentation. Past webinars may be translated by PDG Members where the PDG Members feel it is appropriate for an intended audience.

Pre Harvest Food Safety

1. There were three other PDGs that were held at the same time (1-3 pm; July 29th) including the "Meat and Poultry Safety and Quality PDG", "Food Packaging PDG" and the "Viral and Parasitic Foodborne Disease PDG". A lot of members were joining and leaving the room to attend these PDG meetings depending on their interest. The members acknowledge that organizing the meeting schedule is not an easy job; however, it will be worthwhile to place PDG meeting that have overlaps at different times.

Board Response: The Committee and PDG schedule will be adjusted for 2014 and attempts to avoid these overlaps will be made.

Retail and Foodservice

1. Identify which PDGs are sponsoring each symposium so that people can follow a specific tract.

Board Response: The Program Committee is working to confirm PDG sponsorship since many symposium have multiple (up to six and eight) sponsors. Options will be explored on how to present this information.

2. Develop a mentoring program for student members of IAFP. Connect them with IAFP business professionals that are willing to mentor them through their time in college, career search and as they begin a new career after graduation. NEHA has developed a similar program and it is very successful for Environmental Health Students.

Board Response: The Student PDG and Developing Food Safety Professionals PDG have successfully implemented mentoring programs during their meetings. Additional opportunities will continue to be explored.

Sanitary Equipment and Facility Design

1. The group recommends recognition of this group as a PDG with the title "Sanitary Equipment and Facility Design PDG."

Board Response: Approved.

2. The group recommends Paul Dix as Chair and Dr. Ron Schmidt as Vice Chair of the new PDG.

Board Response: Approved.

3. The group would like the Board to consider not scheduling the new Sanitary Equipment and Facility Design PDG at the same time as the Dairy Quality and Safety PDG, or the Food Hygiene and Sanitation PDG at the 2014 IAFP Conference.

Board Response: The schedule for 2014 will be prepared with this in mind.

4. The group recommends a Sunday time slot for the new Sanitary Equipment and Facility Design PDG at the 2014 IAFP Conference. This will help launch the new PDG during the greatest attendance.

Board Response: Approved.

5. The group recommends the following mission statement: to serve as a forum for the advancement of hygienic design and construction of food processing equipment and facilities.

Board Response: Approved.

Seafood Safety and Quality

1. Webinars have historically been limited to PDG members, but in the case of the topic of norovirus, the Seafood PDG in cooperation with IAFP can serve the seafood community through an open webinar on how to prevent transmission of the disease, if so approved by the Board. Such a webinar could be offered in English and Spanish.

Board Response: Webinars are posted for free Member access after they are presented. The current structure of: 1) free when the audience is PDG Members only, and 2) \$25 fee when open to all IAFP Members (and beyond) is economical and reasonable. IAFP is able to host webinars in languages other than English. Slides can be subtitled (by PDG Members or others) in languages as might be appropriate for the expected audience prior to the webinar presentation. Past webinars may be translated by PDG Members where the PDG Members feel it is appropriate for an intended audience.

2. Seafood PDG recommends approval of Michelle Lovett as Vice Chair. Her term should begin immediately.

Board Response: Approved.

3. Seafood PDG requests a continuation of the 2-hour meeting period for 2014 and thanks to the Board and Staff for providing that time slot in 2013.

Board Response: Approved.

Student

1. Issues have currently arisen with funding support for incoming officers travelling to the conference. If possible, we would like to suggest having travel support applications for some of our incoming officers for the up-coming year's conference. This would be similar to speaker travel support applications for symposia.

Board Response: The Board supports this idea and is willing to make up to \$750 in travel monies available to a maximum of three (3) student officers. A letter from the student's advisor stating that no travel funds are available through the university is required. The student PDG officers should oversee these requests and submit them as a group at least 30 days prior to the Annual Meeting start up.

Viral and Parasitic Foodborne Disease

1. David Kingsley was recommended for position of Vice Chair.

Board Response: Approved.

Water Safety and Quality

1. Approve the nomination of Louise Fielding as new Vice Chair.
2. Consider the use of online tools such as Dropbox or Google Drive as an alternative to iCloud for the storage of documents for easy access by members.

Board Response: You may use these tools freely.

TASK FORCE

New Media

1. The New Media Task Force recommends that IAFP hire a staff member to manage new media tasks. This individual needs to have food safety/ public health expertise as well as communication skills and is already integrating social media into their lifestyle.

Board Response: See #4 below.

2. The New Media Task Force recommends that this staff member dedicate .75 FTE to establishing an engaging social media presence, managing the members' materials sharing forum and managing the internship program.

The additional .25 FTE could be used to offset current IAFP staff responsibilities in website management and IAFP report facilitation. We also ask that the Board commit to four years of resources (salary, hardware/software, travel to annual meeting) for this position.

Board Response: See #4 below.

3. The New Media Task Force recommends that Lisa Hovey investigate competitive wages for this individual and report back to the Board.

Board Response: See #4 below.

4. The New Media Task Force recommends that the new IAFP staff member work with the IAFP smartphone app developer to enhance the utility of the Annual Meeting throughout the year. Updates should include mobile-friendly access to the IAFP website, membership directory, IAFP report and HTML5 content (instead of Flash) for iOS users.

Board Response: Note: Since the first four recommendations are related, this reply is provided. The Board recognizes IAFP can use social media help, but is requesting that the task force provide specific direction on a social media strategy. Specifically, what social media outlets and activities should we pursue, and with what objectives in mind (e.g., use twitter to increase membership; promote webinars using Facebook; tweet items from IAFP reports to increase engagement)? Rather than hiring someone to investigate this, the Board requests direction from the New Media Task Force.

5. The New Media Task Force recommends that the board establish a new media internship program (beginning in 2014) and approach the IAFP foundation to support stipends and travel.

Board Response: Once a social media strategy is established, an internship can be considered.

6. The New Media Task Force recommends that IAFP staff work with their website provider to establish the members' only materials sharing forum as a replacement for the AV Library.

Board Response: Additional details about how this would be structured are requested from the Task Force.

7. The New Media Task Force recommends that the task force remain in place until at least the end of the four year commitment and serve as an advisory group to the new media staff member as well as interns.

Board Response: The Board approves continuation of the Task Force.