

AFFILIATE COUNCIL MINUTES

IAFP 2014 – Sunday, August 3, 2014
Indianapolis, Indiana

Affiliate Delegates Present:

North America:

Alabama	Thomas A. McCaskey
Alberta	Lynn McMullen
Arkansas	Nancy Gushing
California	John Bruhn
Capital Area	Jenny Scott
Carolinas	Linda Leake
Chinese – North America	Tong Jen Fu
Florida	Peter Hibbard
Georgia	Tori Stivers
Indiana	Katie Clayton
Minnesota	John David
New Jersey	Gary Cohen
New York	Steve Murphy
Ohio	Christina Ritchey Wilson
Ontario	Keith Warriner
Pennsylvania	Janice D. Bowermaster
Quebec	Julie Jean
Southern California	Turonda Crumpler
Washington	Karen Killinger
Wisconsin	Michael Schoenherr

International:

Australia	Sandy Hume
Brazil	Maria Teresa Destro
Colombia	Janeth Luna
New Zealand	Roger Cook
Southeast Asia	Matthew Turner
Taiwan	Lee-Yan Sheen
United Arab Emirates	Bobby Krishna
United Kingdom	David Lloyd

IAFP Board and Staff Present: Don Schaffner, Linda Harris, Mickey Parish, Katie Swanson, Alejandro Mazzotta. David Tharp, Lisa Hovey and Susan Smith.

Representatives/Visitors/Guests Present: Susan Algeo (New Jersey); Richelle Beverly (Michigan); Dr. Deepa Bhayekas (India); Neil Bogart (Alabama); Alex Castillo (Texas); Gene Frey (Pennsylvania); Yuk Hyun-Gyun (SE Asia); Alef W. Idress (Lebanon); Maria Illa (Chinese-NA); Ya-Yin Jou (Taiwan); Patrick Kennedy (Africa); Keith Lampel (Capital); Debbie McIntyre (Minnesota); Molly Miller (Minnesota); Charles Muyanja (Africa); Stephanie Nadya (British Columbia); James O'Donnell (Missouri); Ruiqing Pamboukian (China-NA); Fred Reimers (Texas-retired); Allen Saylor (Virginia-potential); Brook Schwartz (Northern California-potential); Dave Shelep (Northern California-potential); Gloria Swick-Brown (Ohio); Sid Thakur (Indian-NA); P.C. Vasavada (Indian-NA); Pam Wilger (Minnesota).

Recording Secretary of Minutes: Turonda R. Crumpler.

Call to Order: The meeting was called to order at 7:04 a.m. Sunday August 3, 2014 by Tong-Jen Fu, Chairperson.

The agenda was reviewed and amended to include discussion on Best Affiliate Overall meeting award criteria. Agenda was moved and seconded.

Delegate Roll Call: Conducted at 7:09am August 3, 2014 by Susan Smith

Review of Minutes 2013: Minutes from the 2013 Affiliate Council meeting were approved and seconded.

Report from Affiliate Chairperson: Tong-Jen (TJ) Fu provided the following updates:

1. There are four new affiliates during the past year:
 - a. Indian Association for Food Protection in North America
 - b. Minnesota Food Protection Association
 - c. China Association for Food Protection
 - d. Southeast Asia Association for Food ProtectionWe now have 53 Affiliates worldwide.
2. Affiliates displayed excellent progress in submitting reports for award. The reports will be on display throughout the conference outside of the Exhibit Hall.
3. IAFP continues to grow within the U.S. and abroad.
4. Annual Reports: Twelve applications for awards were received. Everyone is encouraged to apply for the awards.

Tong-Jen Fu recognized:

1. The Indiana Environmental Health Association for their local arrangements assistance with IAFP 2014
2. Affiliate Milestone Anniversaries
 - a. New York State Association for Food Protection: 90 Years
 - b. Wisconsin Association for Food Protection: 70 years
 - c. Florida Association for Food Protection: 60 Years
 - d. Idaho Environmental Health Association: 40 Years
 - e. Alabama Association for Food Protection: 25 years
 - f. From the floor: TJ recognized John Bruhn, Delegate for the California Association of Dairy, Milk and Environmental Sanitations (CADMES). John informed the group that CADMES observed 96 years as an affiliate association in 2013.

Report from IAFP President: Don Schaffner updated the Affiliate Council Meeting attendees with a status of IAFP.

Report from IAFP Executive Director: David Tharp welcomed the Delegates and acknowledged the work that the Affiliate groups are doing at the local level and how this needs to continue to remain successful. He encouraged the affiliates

to communicate with one another and network with Members. We are expanding our national and international affiliates considerably, as evidenced by the four new affiliates joining the organization within the past year.

Report from IAFP Staff Liaison: Susan Smith reported the following: IAFP had 43 out of 49 (87%) active Affiliates file an Annual Report for 2013; up 3% from 2012 but still need 100% reporting. She talked about the criteria on how to apply for any of the Affiliate Awards when completing Annual Reports, reminding those completing the form to check the appropriate box(es) and verify IAFP Membership status for their respective Affiliate President and Delegate. If not Members, they need to remember that this is required under IAFP Bylaws. Please update any Affiliate Web sites where information is searched to include in *Affiliate View* newsletter. Sites are going beyond the desired bi-annual updates, and often have not been updated in years. Complete an IAFP Supply request for any materials for Affiliate Meetings and take advantage of the Executive Board Speaker Program and the newly expanded speaker list. Submit meeting summaries to Susan with good quality photos to include in next issue of *Affiliate View*. If interested in being highlighted for columns within the newsletter, please contact her. She reiterated the number of new Affiliates joining IAFP during the past 10 months and how to start a new one in locations that may benefit.

Roundtable Discussions: Twenty minutes were devoted to roundtable discussions. Suggested topics included: (1) Best Affiliate Overall Meeting Award updated criteria; (2) Needs/Ideas for collaboration between and among different affiliates; (3) Education presentations at the Affiliate Council Meeting; and (4) Affiliate Council Meeting: thoughts and suggestions for improvements. One person from each table briefly relayed their group's discussion to the entire group as summarized below:

Christina Wilson

- Topic: Needs/Ideas for collaborations between and among different affiliates – For educational meetings, affiliates should consider: (1) Hot Button topics; (2) Dinner Meetings; (3) Set Meeting Dates, and (4) Tours (although tours present time-constraint problems such as more time away from the office). Roundtables are great for collaboration.
- Topic: Best Affiliate Overall Meeting Award – There should be consideration to having two separate awards. Ranking should consider percent (%) members attending rather than number (#) in attendance.
- Other Table Discussion –
 - Affiliate should consider Succession Planning to keep the affiliate viable. There is a problem when an affiliate is driven by an individual and that individual retires, relocates, etc. The table thought it was better to have affiliates combine than disappear.
- Topic: Improvements & Suggestions – Consider changing the time of the Affiliate Council Meeting (ACM) to an evening event one day earlier than the PDGs, because the ACM overlaps the PDGs. This may make it easier for those requesting travel to attend the PDG and Affiliate Council Meeting. For future reference, consider the arrangement of the room and acoustics in the room (current room difficult to hear).

Lynn McMullen

- Topic: Best Affiliate Overall Meeting Award – Current process appears unfair; need to keep international meetings separate from North America. However do not create a special award, instead provide a special citation.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates – Encourage affiliates in nearby regions to communicate amongst each other. This can prevent overlap in scheduling and topics. For affiliates that are struggling, engage graduate students to help organize events.
- Topic: Educational presentations at the Affiliate Council Meeting – The educational presentations are a good idea but the topic should not be focused on food safety but rather on topics associated with affiliate management (i.e., finances, tax exemptions, memberships). The topics should be 20 minutes and focused.

Keith Warriner

- Topic: Redefining Best Affiliate Overall Meeting Award - Each affiliate has a primary focus that is defined by their respective membership (e.g., OFPA's focus is industry). For example, in St. Louis, half of the members are health inspectors. Therefore, comparing meetings is unrealistic. Affiliates should use the diversity to show presentations, webinars or on-line broadcast of meetings.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates – Collaboration among affiliates could include mentors to provide experience for new(er) affiliates that can create linkage with government, academia and industry.

Zhinong Yan

- Topic: Best Affiliate Overall Meeting Award – There should be both local and regional meeting awards.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates –
 - Collaboration among affiliates in the same region should be good. For example, there is good coverage in Asia Pacific area with new affiliates. They are good resources to work together for the food safety meetings or other activities. Additionally, Dr. Sheen plans to contact Japan food safety professionals to join IAFP possibly as an affiliate.
 - Struggling affiliates due to inconsistency of officers, time commitment, workload controversies or smaller affiliates may want to consider hiring a full-time person or solicit support from a University. For example, the Taiwan Affiliate has a full time person; the Quebec Affiliate has support from the university to pay some cost. Membership is free for CAFPN, but not for Taiwan.
- Topic: Educational presentations at the Affiliate Council Meeting – There should be no technical education presentation, but sharing experiences of how an affiliate is developed and how it grows. Suggest limiting the presentations to no more than two or three.

John David

- Topic: Educational Presentations at the Affiliate Council Meeting – The table's opinion is that there is no need for an educational presentation at this meeting. Meeting should focus on affiliate business. Plenty of educational content is in the general IAFP meetings and PDGs. Also, any additional presentations would be another item for the staff to organize.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates –
 - Affiliate mentoring is definitely helpful for new affiliates. For example: the newly-formed MFPA received guidance from the other MN affiliate, UMDIA, at the initial organizational meetings, which gave it a strong jump start.
 - Consider: Could there be a more formal way for new affiliates to be paired with a mentor affiliate?
 - For affiliates that are in same region of the world but far apart, (e.g., Asia affiliates), hold joint meetings with nearby affiliates and seek corporate sponsorship for travel, etc.
 - Start-up package for establishing an affiliate as a business entity, process to register with the state and file with the IRS. Can IAFP support the initial filing fees, which affiliate would repay after collecting membership dues

David Lloyd

- Topic: Creating a successful Affiliate (table discussion included two prospective affiliates) – Affiliates should consider good agenda with varying interests; strong program of tasks. Strength of IAFP over competitor organizations include: diversity of affiliate groups and subject strengths; non-prescriptive management style of IAFP; hold an annual meeting of importance to its members; affiliate groups often have partnerships with other organizations (e.g., FDA); link to attendees' personal development plans (e.g., Certificates of Attendance).
- Topic: Best Affiliate Overall Meeting Award – It was felt that those affiliate organizations that host IAFP-sponsored international meetings should not be eligible for the Best Affiliate Overall Meeting Award during the year of hosting.
- Topic: Recommendations for Affiliate Council Meeting – Move start time to 8:00 a.m.; involve student representatives in Affiliate Council Meeting.

Neil Bogart

- Topic: Best Affiliate Overall Meeting Award - Ask the Affiliate what was done with their resources to promote food safety in your area throughout the year to be considered for the award.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates – Schedule quarterly conference calls between and among different affiliates to discuss membership issues, programs that may include possible emerging topics and facilitate possible webinars between local or nearby affiliates. The table suggests creating a communication

taskforce. Volunteers for the taskforce include Neil Bogart, Gary Cohen, Peter Hibbard, and Christina Ritchey-Wilson.

Peter Hibbard

- Topic: Best Affiliate Overall Meeting Award – The group felt that there is an unfair advantage when IAFP sponsors a meeting in their area. Suggest a special recognition award for the affiliate that receives IAFP funds for meeting and do not include them in the mix for the Best Overall Meeting Award. If this approach is not acceptable, the second request would be to have clearly-defined criteria that would assess their criteria that were specific on what their focus was to produce a meeting applicable for their area of responsibility.
- Topic: Recommendations for Affiliate Council Meeting (Meeting Enhancements) – Develop an affiliate taskforce to study this and make recommendations at the Portland, Oregon Affiliate Council Meeting. Group will consist of Peter Hibbard, Gary Cohen, Christina Wilson and Neil Bogart. NOTE: A first step recommendation would be to have affiliate reports be 3-4 bullet points submitted before the meeting and placed in a PowerPoint presentation to slowly scroll on a screen during the meeting. At time to discuss, questions can be presented to a respective affiliate for their response, allowing more productive time and pertinence to helping affiliates improve.

Sandy Hume

- Topic: Best Affiliate Overall Meeting Awards – No competition with some of the states (large or small).
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates – With droughts in several areas (i.e., California, Australia, and Africa) may consider common webinars on food consumer challenges. Also consider joint meetings, newsletters, with available funds. An example of collaboration could be the Africa affiliate linking with local universities for webinars/presentations.
- Topic: Education presentations at the Affiliate Council Meeting – Good idea for the affiliate group.
- Topic: Recommendations for Affiliate Council Meeting: Shorten the affiliate reports – Need more time to meet with the attendees. Limit the meeting time to two hours.

Pam Wilger

- Topic: Best Affiliate Overall Meeting Award – Some of the table trusted the Selection Committee to make the correct choice under the current definition. However, some thought Affiliates that receive IAFP support should not be considered. The committee should consider the following criteria for the Award: highlighting the topics of major concern of the region, then the attendance, attraction and diversity of the attendees. Meeting should be a comprehensive meeting.
- Topic: Needs/Ideas for Collaboration Between and Among Different Affiliates – Collaboration is a great idea but should be through virtual technology to avoid travel expenses. Consider having combined meetings with nearby affiliates and maybe webinar sharing. Encourage

'virtual' affiliates (i.e., for additional information, contact Roger Cook). Suggest a seasoned mentor meet with new affiliate delegates at Affiliate Council Meeting.

- Topic: Education presentations at the Affiliate Council Meeting – Educational Presentations should be considered on a case-by-case basis; ask/plan to do at the year's meeting or ask Susan Smith during the year for assistance.
- Topic: Recommendations for Affiliate Council (Improvements & Suggestions) – Eliminate the Affiliate two-minute reports and replace with educational presentations/discussions. Reduce the meeting time to two hours.

Follow-up Discussions: The recommendation to form an affiliate communication/collaboration taskforce was recognized to provide suggestions and recommendations for affiliates to communicate/collaborate on projects, programs, etc. Volunteers for the taskforce include Neil Bogart, Gary Cohen, Peter Hibbard and Christina Ritchey-Wilson.

Election of Affiliate Council Secretary: TJ Fu announced that Christina Ritchey Wilson agreed to stand for the nomination as the 2014-2015 Affiliate Council Secretary. Christina provided a brief summary of her professional experiences and accomplishments and thanked the delegates for the nomination. TJ Fu asked for nominations from the floor. Having no additional nominations, the nomination was moved and seconded to elect Christina, who was voted by acclamation.

Presentation of Affiliate Awards: TJ Fu highlighted the achievements of the award winners and presented the 2014 Affiliate Awards to the following:

Affiliate Membership Achievement: Capital Area Food Protection Association

Affiliate Communication Materials: New York State Association for Food Protection

Affiliate Member Education: Taiwan Association for Food Protection

Best Affiliate Overall Meeting: Taiwan Association for Food Protection Association

Florida won the **C.B. Shogren Memorial**, which will be presented at the Awards Banquet on August 6, 2014.

Old Business: Read the board responses to the 2013 recommendations.

New Business: TJ acknowledged:

- The deaths of two long-time affiliate delegates in 2013.
- The dissolution of the California Association of Dairy, Milk and Environmental Sanitations (CADMES) and thanked John Bruhn for his contributions and devotion to the Affiliate Council, IAFP and the donation of some of the CADMS funds to the IAFP Foundation.
 - John Bruhn thanked the Affiliate Council Delegates for their continued support of IAFP and expressed his pleasure in being associated with IAFP. Additionally, he encouraged the delegates to donate to the Foundation.
- Bobby Krishna: Promote the International PDG to affiliates prior to the annual meeting, which Susan agreed to do.
- TJ opened the floor for a ten-minute discussion regarding redefining the Best Affiliate Overall Meeting Awards. After some discussion, it was determined to form a taskforce to review the current language and make recommendations to the Affiliate Council Delegates prior to October.
 - Volunteers for the Taskforce include: Turonda Crumpler, Linda Leake, Roger Cook (suggested), Pam Wilger, Lee-Yan Sheen.

Affiliate Reports: Delegates/representatives gave two-minute oral summaries of their respective Affiliate activities for the 2013 year. Reports included challenges, successes and summaries of meetings and membership.

Final Comments: TJ Fu – Thanked the Affiliates, the IAFP board members, Susan Smith and everyone she met with during her year as the Affiliate Chairperson for a wonderful year of experiences and briefly highlighted the events.

Recommendations to Executive Board: None

Passing of Gavel: Chairperson TJ Fu passed the gavel to Turonda Crumpler, signifying the beginning of Turonda's term as Affiliate Council Chair.

Next Meeting Date: Saturday, July 25, 2015 in Portland, Oregon.

Meeting Adjourned: 10:12 a.m. (EST).

Chairperson: Tong-Jen (TJ) Fu.