

Recommendations to the Executive Board with Board Responses from Board Meeting Held July 12, 2018

AFFILIATE COUNCIL

1. Can Affiliate webinars, non-sponsored by IAFP, be promoted to Members outside of the affiliate through the IAFP newsletter/promotional venues?
Board Response: Agree. IAFP can promote Affiliate webinars in the Webinar schedule so long as they are within IAFP's scope and adhere to IAFP's commercialism policy.
2. Can the process be simplified to allow Affiliates to schedule/conduct their webinars?
Board Response: Yes, contact the IAFP office.
3. Can the IAFP send out a simplified instruction for Webinars regarding scheduling and conducting webinars?
Board Response: Yes, the instructions are posted on the IAFP website.
4. Can we make an IAFP Membership dues automatically include a pop-up for your local affiliate membership dues?
Board Response: IAFP staff will investigate this further.

STANDING COMMITTEES

Food Protection Trends Management Committee

1. The Committee recommends to the Executive Board that a General Interest paper be prepared and submitted for publication in *Food Protection Trends* detailing the outcomes of the Scientific Integrity meeting and best practices as detailing the working group's soon to be published manuscript. The *FPT* paper should detail the best practices, identify IAFP's ongoing programs that aid in addressing and implementing identified best practices, and identify areas where IAFP can assist its members in adhering to best practices.
Board Response: Agree. This article will need to come from ILSI or someone on the Scientific Integrity Group.
2. The Committee recommends to the Executive Board that language in the *FPT* Author Guidelines be reviewed and revised to clarify the appropriate formatting of journal citations, with special reference to cited documents/articles/reports by agencies (e.g., FDA, USDA). The correct formatting of these citations should be clarified to assist the timely completion of article processing.
Board Response: Agree. Please initiate this project.
3. The Committee recommends to the Executive Board that a General Interest paper be developed to update IAFP membership on the outcomes of the *FPT* membership survey, including demographic data of respondents. The paper should address key learnings/findings and plans to address the opportunities identified for increasing the visibility of *FPT* amongst membership as well as outside IAFP.
Board Response: Agree. Please prepare and publish a paper on this topic.
4. The Committee recommends to the Executive Board that awards for Most Downloaded General Interest and Most Downloaded Peer-Reviewed papers be discontinued. It has been observed that for 2018, the data are not robust, and mirror outcomes of data analysis for most viewed awards.

Board Response: Agree.

5. The Committee recommends that a sub-committee (F. Critzer, B. Chapman, C. Cutter, D. Bahun (IAFP Staff), S. McKnight, J. Gurtler (*JFP* Management Committee), M. Sharma (*JFP* Management Committee), M. Taylor, and L. Hovey (IAFP Staff) be devised to investigate and identify methods for increasing the visibility of *FPT* amongst IAFP membership, the utility of various social media tools for assisting this effort, and to potentially require the inclusion of Highlights for all submitted manuscripts.

Board Response: Agree.

Journal of Food Protection Management Committee

1. In an effort to increase engagement of the Journal with IAFP Members, the Committee would like to recognize the John N. Sofos Most-cited *JFP* Research Publication Award at the Awards Banquet reception on Wednesday nights during the IAFP Annual Meeting.
Board Response: The Board would prefer to keep this Award presentation at the Editorial Board Reception.
2. The Committee would like to explore the use of podcast technology and potentially partner with existing podcasts to further engage members of IAFP and the scientific community in *JFP*. The podcasts could be 10–15 minute "interviews" with *JFP* publication authors, explaining the research in a casual, informative manner.
Board Response: Agree. Work with staff to implement.
3. The Committee would like to request the Board approve *JFP* to require submitting authors to include a "highlights" section in all paper submissions to expand the Journal's internet discoverability and impact on the scientific community.
Board Response: Agree. Please implement.
4. Recommend approval of Fred Breidt as Vice Chairperson.
Board Response: Agree.
5. Recommend the Board approve the establishment of a separate *JFP* Twitter account.
Board Response: Agree. Work with staff to implement.
6. To appoint both Elliot Ryser and Lauren Jackson as Scientific Editors for *JFP* for 4-year terms ending December 31, 2022.
Board Response: Agree.

Program Committee

1. Evaluate start and break times to allow attendees more time at posters and exhibits during morning and afternoon breaks.
Board Response: Staff will investigate and report to the Board.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

None.

Committee on Control of Foodborne Illness

1. Recommend the Board investigate means to fund specific Committee on Control of Foodborne Illness activities such as the survey.
Board Response: Agree. Funding is available; the Committee can make specific recommendations for funding needs.

2. Recommend the manuals be better advertised and promoted at international meetings as well as at the Annual Meeting.
Board Response: Agree. Staff will continue to work with Springer to promote the Foodborne and Waterborne books.
3. Comments from some state users indicate that the manuals would be more useful if they were interactive. For instance, they say that even the online versions are in pdf format and they have to be downloaded rather than fillable. This may be a Springer way of controlling downloadable purchases but not useful for those doing investigations. The Board can consider working with IT savvy members who can review what can be done to make the manuals more interactive.
Board Response: Agree. It seems you are requesting the forms be fillable. Staff will investigate this request.
4. Because Committee on Control of Foodborne Illness meets all day at the Annual Meeting and it is difficult for PDG members to meet and discuss issues relating to foodborne illness at this particular meeting, one suggestion would be for PDG Chairs/Vice Chairs who have an interest in outbreak investigation, prevention, and control of foodborne illness related to their membership, exchange ideas for symposia, manuals, publications, etc., on a periodic basis throughout the year with the Chair/Vice Chair of the Committee on Control of Foodborne Illness.
Board Response: Agree.
5. Recommend a student from the Student PDG be assigned to work with the Committee on Control of Foodborne Illness during the year including at the Annual Meeting. Students rarely attend the Committee on Control of Foodborne Illness meetings.
Board Response: Agree. Chair and Vice Chair should reach out to request student involvement in this Committee.
6. Since attendance by Canadians at IAFFP Annual Meetings is limited because it is considered foreign travel and membership has not grown, the Board should consider a regional Canadian food safety meeting, as is done for the rest of the world, such as in Winnipeg or Ottawa.
Board Response: The Board will take this under consideration.

Constitution and Bylaws Committee

1. The Committee recommends that language be included in the Chair and Vice Chair handbook to clarify no quorum is needed for PDGs, Standing, or Special Committees.
Board Response: Agree. Quorum requirements are negated since policy or spending requests are always reviewed by the Board prior to implementation.
2. The Committee recommends that language be included in the Chair and Vice Chair handbook to overview the key points of Roberts Rules of Order and their applicability to PDG, Standing, and Special Committee meetings, and that an annual presentation on Roberts Rules of Order be included in the Committee/PDG Chair and Vice Chairs' Saturday Meeting.
Board Response: Agree.
3. The list of Award Committees in the Bylaws be reviewed for consistency with current practices. Should changes be required the IAFFP Staff should report back to the Constitution and Bylaws Committee.
Board Response: Agree. Generic language should be considered.

Foundation Committee

1. Consider devising a policy of not announcing (during the award's ceremony) those that re-donated their honorarium/award to eliminate the expectation.
Board Response: Agree. If notified in advance by the recipient, the individual will be asked if they want public recognition or not. Otherwise, it is not expected that the honorarium would be (should be) donated to the IAFFP Foundation.

2. Recommend establishing an Amazon Smile account for IAFFP Foundation.
Board Response: Agree. Staff will investigate.
3. Recommend the Foundation Committee have an on-site meeting, possibly adjacent to the Board Meeting in Louisville, February 13, 2018.
Board Response: Agree. Staff will investigate further.

Membership Committee

1. Put a greater emphasis towards an Annual Meeting in Canada.
Board Response: Agree. Staff has investigated Canadian sites for IAFFP's Annual Meeting many times over the past years and continues to actively search for a location fitting our needs.
2. We would like to have a designated representative on the Committee for LATAM (especially Mexico) and the Student PDG.
Board Response: Agree. The Membership Committee should invite representatives from the Latin America Group and from the Student PDG to join the Membership Committee.
3. For future reporting, we would like to see the membership numbers listed separately for Canada and Mexico. Also, all remaining Central and South America for now listed as LATAM. Asia Pacific and Europe, Africa and Middle East combined.
Board Response: Agree. Comparison data by country can be collected for analysis.
4. For future reporting, we would like to have the numbers for Student membership included in the reporting.
Board Response: Agree.

Nominating Committee

None.

Past Presidents' Committee

1. An article for *Food Protection Trends* should be developed that provides the history of the Black Pearl Award, the sponsor, some of the highlights of the companies who have received the award over the past 25 years, and information and tips on preparing a strong application. IAFFP staff could facilitate the preparation of the article by providing the identified author additional materials on the Black Pearl Award as needed.
Board Response: Agree. Mickey Parish and Linda Harris will collaborate to co-author this article.
2. Approve Mickey Parish as incoming Vice Chair.
Board Response: Agree.

Webinar Committee

1. The Webinar Committee recommends the Board reconsider restructuring the webinar fees based on a true cost analysis. Ideally, webinars would be a membership benefit and charges would only apply to non-members. The Committee believes this cost structure could also assist in expanding membership, as the cost to join IAFFP would likely not be substantially more than paying for the webinar. Additionally, the Webinar Committee recommends that the Board provide more concrete feedback on the fee structure based on the discussions that took place regarding webinar fees.
Board Response: The Board believes the fee structure is very economical for sponsors or attendees.
2. The Webinar Committee recommends that this Special Committee be transitioned into a Standing Committee.
Board Response: The committee should remain as a Special Committee to provide support services on a continuous basis as specified in the Bylaws.

PROFESSIONAL DEVELOPMENT GROUPS

Advanced Molecular Analytics PDG

1. The Advanced Molecular Analytics PDG approved Dr. Xiangyu Deng as the new Vice Chair of the Advanced Molecular Analytics PDG.
Board Response: Agree.
2. The Advanced Molecular Analytics PDG looks forward to the August Webinar to explain the process for symposium selection of and how to improve our proposals to strengthen the chances of acceptance and requests that the Board include information about how technical talks are rated as well.
Board Response: Agree. The Program Committee will be notified.
3. The Advanced Molecular Analytics PDG would like the Board to provide more detailed information about the proposal review process for symposia, roundtables, and workshops. Additionally, would the Board be willing to provide the reasons for rejecting applications and the scores or rank of accepted and rejected proposals?
Board Response: Submissions are reviewed and scored by each Program Committee Member and then the scores are accumulated and analyzed. After ranking and much discussion by the Committee, decisions are made by the Program Committee on what is accepted into the program. A balanced program is desired. Submitters may contact the office for more details.
4. The Advanced Molecular Analytics PDG would like the Executive Board to consider funding (for all PDGs) for a mobile polling app such as Poll Everywhere for use during our PDG meetings to collect ideas for symposia, roundtables, workshops and webinars. This app would greatly improve and streamline the PDG process of discussing, and logging ideas for symposia etc.
Board Response: Agree. The IAFP App has a polling feature that can be used. It will be offered to PDGs for future years.

Applied Laboratory Methods PDG

None.

Beverages and Acid/Acidified Foods PDG

1. We recommend better AV support prior/during the PDG meetings.
Board Response: Agree. Additional audiovisual technicians will be used.
2. Approve election of May Yeow as Vice Chair-Elect; to begin her term as Vice Chair in 2019.
Board Response: Agree.

Dairy Quality and Safety PDG

None.

Developing Food Safety Professionals PDG

1. Request to officially appoint Matthew Moore as the new Vice Chair (elected prior to meeting).
Board Response: Agree
2. Start a 40 under 40 club.
Board Response: The Board would prefer the PDG establish ways to engage young professionals and suggests exploring options that are more open to all to participate.

Food Chemical Hazards and Food Allergy PDG

1. Confirmation of Angela Anandappa as the Vice Chair of the Food Chemical Hazards and Food Allergy PDG.
Board Response: Agree.
2. Recommend that this PDG have a larger room for the PDG meeting at the 2019 Annual Meeting.
Board Response: Agree

Food Defense PDG

1. The PDG recommends the Executive Board approve the selection of Mark Kazmierczak as PDG Vice Chair.
Board Response: Agree.
2. The PDG recommends the Food Defense Conference hosted by FPDI be held in conjunction with the 2019 IAFP Annual Meeting.
Board Response: Agree. Food Protection and Defense Institute to contact IAFP office to arrange.

Food Fraud PDG

1. We ask the Board to review and approve the Food Fraud PDG – Student Scholarship program we have developed.
Board Response: The Board will contact the Food Fraud PDG to further review this program before dissemination to the students.

Food Hygiene and Sanitation PDG

1. Approve Evan Rosen as Secretary to the PDG.
Board Response: Agree.
2. Webinars to also be available for scheduling outside of normal business hours to reach targeted audiences in cleaning and sanitation.
Board Response: Agree. Alternative scheduling can be accommodated with ample notice provided.
3. Suggestions that PDG meetings be Saturday and Sunday so all PDG meetings are not crunched into Sunday.
Board Response: Agree. This can be arranged when PDGs request a Saturday meeting.

Food Law PDG

None.

Food Packaging PDG

1. Recommend that the Board approve Kimberly Yeager as Vice Chairperson of the Food Packaging PDG.
Board Response: Agree.

Food Safety Assessment, Audit, and Inspection PDG

1. Recommend the Board accept Sue Kaminski as Vice Chair.
Board Response: Agree.

Food Safety Culture PDG

1. Recommend Food Safety Culture PDG and HACCP PDG not share a time slot as Members were going back and forth between the two.
Board Response: Agree. Can schedule at different times.
2. Better technology for sharing information and BDPs – emails are cumbersome and get lost, the website does not allow engagement, and communicating across time zones is very difficult using only email and calls during limited hours.
Board Response: Agree. The Board and staff are looking at ways to engage Members through communication.
3. Technology updates for conference calls as it is difficult to hear and know who is speaking.
Board Response: Additional details are needed to know how to address this recommendation.

Food Safety Education PDG

None.

Fruit and Vegetable Safety and Quality PDG

1. Recommend to the Board that the Gretchen Wall, Cornell University, be approved as Vice Chair of the PDG.
Board Response: Agree.

HACCP Utilization and Food Safety Systems PDG

1. Consider a better system for cross-communication between PDGs that are closely related (like Food Safety Culture and HACCP Food Safety Systems). Not all PDG work is for symposium development, so just coordinating symposium ideas on a spreadsheet is only the first part of this. Is there a way to schedule meetings to allow for some overlap time that is shared between PDGs before they break out into their own separate meetings? Or else don't schedule them at the same time.
Board Response: Agree. As per a request from the Food Safety Culture PDG, these two PDG meetings will be scheduled at separate times.

International Food Protection Issues PDG

1. In view of the high attendance at the International Food Protection Issues PDG and the enthusiastic contributions of members, the PDG requests that the time allowed for the meeting be extended to 2–5 p.m. on the Saturday preceding the Annual Meeting.
Board Response: Agree.

Low Water Activity Foods PDG

1. Pablo Alvarez and Larry Steenson were elected as Chair and Vice-Chair, respectively. We kindly ask the IAFFP Board for the acceptance and support of Pablo and Larry for these roles.
Board Response: Agree.

Meat and Poultry Safety and Quality PDG

None.

Microbial Modelling and Risk Analysis PDG

1. Recommend Panos N. Skandamis be approved as Vice Chair of the Microbial Modelling and Risk Analysis PDG.
Board Response: Agree.
2. Recommend the Board approve the Microbial Modelling and Risk Analysis PDG to provide certificate for those student abstracts (to be presented as posters/technical presentations in the forthcoming IAFFP meeting) that will be qualified by the judgment panel of the PDG for being presented at the PDG.
Board Response: Agree.

Pre Harvest Food Safety PDG

1. Recommend approval of Dr. Peyman Fatemi as Vice Chair of the PDG.
Board Response: Agree.

Retail and Foodservice PDG

1. Approve Eric Moore for Vice Chair of this PDG.
Board Response: Agree.

Sanitary Equipment and Facility Design PDG

1. Recommend approval of Dimitri Tavernarkis as Vice Chair.
Board Response: Agree.

Seafood Safety and Quality PDG

1. Approve Kevin Edwards as incoming Vice Chairperson for 2019.
Board Response: Agree.

Student PDG

We thank the Board for their responsiveness to our requests and their continued support of the Student PDG.

1. Recommend Margaret Kirchner for Student Professional Development Group Vice Chair.
Board Response: Agree.

2. Continue the presale of t-shirts online during registration for the Annual Meeting, but collect sizes, so shirts can be set aside.
Board Response: Agree.
3. Expand Student Liaison program to Committees, as currently this program only connects to PDGs.
Board Response: Agree.
4. Discuss adding a student representative to the Executive Board to represent student affairs.
Board Response: The Board is open and available to meet with Student PDG representatives to discuss student affairs.
5. Create a designated space at the Annual Meeting for mentors and mentees to meet.
Board Response: Agree.
6. Provide signage or funds to print signage to identify the student booth and distinguish it from other exhibitor booths.
Board Response: Agree. Staff will work with Student PDG leaders to redesign the Student PDG booth for 2019.
7. Extend the time allotted for student lunch and business meeting to allow adequate time for lunch, competition and PDG business.
Board Response: Agree. A second time slot may be needed for the Student PDG business meeting. Please provide your preference of time to staff.
8. Provide monetary compensation (even if small) for all student labor during the Annual Meeting (ex. scanning badges, handing out programs, etc.). We are encouraging students to be actively involved in the meeting, and action taking them away from the program should be appropriately compensated.
Board Response: A stipend is provided for student monitors but there are some needs for volunteers where compensations should not be necessary.
9. Declare 'student' as a topic in symposia submissions, as all other PDGs are represented as a topic.
Board Response: Agree. Sessions organized by the Student PDG should be identified in the program.

Viral and Parasitic Foodborne Disease PDG

1. Assist the PDGs to strengthen communication and collaborations to avoid overlap/duplication of proposals. If possible promote conference calls among PDG's Chairs prior to submission of proposals.
Board Response: Agree. Submission ideas will be circulated to PDG Chairs and Vice Chairs along with a list of contact information for other PDG Chairs and Vice Chairs.

Water Safety and Quality PDG

1. The Water PDG recommends more inclusion of sustainability practices across the board. Specifically we recommend that the Board encourage PDGs and Committees to include sustainability and resources conservation in their discussions and symposium topics.
Board Response: Agree.

Committee/PDG Chair & Vice Chair Meeting

1. Request that the Board make a PDG/Committee leaders Orientation presentation, that is accessible from the website to allow newly-elected leaders to review at will throughout the year.
Board Response: Agree. Presentation from 2018 can be posted.