

COMMITTEE MINUTES

STANDING COMMITTEES

Food Protection Trends Management Committee

Members Present: Richelle Beverly (Chair), Cheng-An (Andy) Hwang (Vice Chair), Catherine Cutter (Editor), Ben Chapman, Yuhuan Chen, Faith Critzer, Hari Prakash Dwivedi, Veneranda Gapud, Linda Leake, Susan McKnight, Amie Minor, Brian Nummer, Kathleen O'Donnell, Randy Phebus and Christina Ritchey Wilson.

Board/Staff Members Present: Don Schaffner, Don Zink, Mickey Parish, Katie Swanson, David Tharp, Lisa Hovey and Donna Bahun.

Visitors/Guests: Jinru Chen, Vijay Juneja and Guodong Zhang.

Meeting Called to Order: 2:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Ben Chapman.

Old Business:

- Additions/Modifications to Agenda: None.
- Review of 2013 Minutes: Motion to approve with no changes was made and approved.
- Cheng-An (Andy) Hwang has been approved as the Vice Chair of *Food Protection Trends* Management Committee.
- *Food Protection Trends* is now available on mobile devices. The app may be downloaded at the Apple Store and the Android Market.
- Back issues of *Food Protection Trends* are searchable Online.
- Staff has worked to include more back issues of *Food Protection Trends* available online. Looking for software to include previous issues.
- Catherine Cutter appointed as the new Editor of *Food Protection Trends* (August 2013).

New Business:

- *FPT* Online Submission System is in use for the review submissions. There is a learning curve related to the Online submission system. Working with the vendor.
- Formatting references is becoming a strain on Donna's resources but with the Online system it is hoped this will be reduced. Don Schaffner suggested imposing a financial penalty for not fixing references.
- **Action:** Bold the format references on author submission.
- **Action:** Create an Online tutorial.
- **Action:** Donna and Cathy to email PDG committee chairs soliciting more submissions especially from students and international members.
- **Action:** Cathy will email out every six months to affiliate groups a soliciting email for articles.

Recommendations to the Executive Board:

1. Recommend to the Board to make all back issues of *FPT* and *DFES* available Online so can be searchable as budget permits.

2. Recommend to the Board that if repeated formatting issues arise in submissions, authors will be charged fees/penalty for extra time spent. The fees will be based on staff time.
3. Recommend to the Board to develop a one-pager/flyer that will be included in package material for international and affiliate meetings on what type of articles, how to submit articles and the process for review of articles in *FPT*.

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

Meeting Adjourned: 3:03 p.m.

Chairperson: Richelle Beverly.

Journal of Food Protection Management Committee

Members Present: Manan Sharma (Chair), P. Michael Davidson, Joseph Frank, Elliot T. Ryser, Richelle L. Beverly, Peter Bodnaruk, Elena Enache, Tong-Jen Fu, Vijay Juneja, Sean Leighton, Sherri McGarry, Xiangwu Nou, James O'Donnell, Abani Pradhan, Siddhartha Thakur and Hyun Gyun Yuk.

Board/Staff Present: Linda Harris, Don Schaffner, Katie Swanson, Alejandro Mazzotta, Mickey Parish, David Tharp and Didi Loynachan.

Visitors/Guests: Jinru Chen, Bryan Pahl and Guodong Zhang.

Meeting Called to Order: 10:05 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Sean Leighton.

Old Business: Committee reviewed minutes from 2013 *JFP* Management Committee meeting. A motion was approved to accept the 2013 minutes.

New Business:

The Committee reviewed the agenda and approved the meeting agenda.

The meeting opened with a report by Don Schaffner. We have four new affiliates that will receive their charters this evening and several more affiliates in development. New affiliates include Indian Association for Food Protection in the USA, Minnesota Association for Food Protection, China Association for Food Protection and SE Asia Association for Food Protection. There were 2,822 attendees last year and we are tracking to exceed that by 50-100 attendees in 2014. We had 187 booths last year, this year we have 224 booths in the exhibit hall. Membership is at 3,900, up 900 (30%) compared to 8 years ago. There are 137 Sustaining members: 25 Gold, 18 silver. *FPT* went through a redesign starting in 2013 with "*FPT* Online" – a downloadable app. IAFP is active on Facebook, LinkedIn and Twitter, look for updates soon. The Foundation balance is growing and sponsored 15 student travel scholarships, 5 state health travel awards, and a new undergraduate competition is starting this year. Internationally, IAFP had its 10th European symposium in Budapest and the International meeting in Taiwan (this year will be in Brazil). We are participating as global host in the China Food Safety conference in Shanghai and the general fund grew by \$360,000. Our overall balance is approximately \$1.3-1.4 million.

Joe Frank provided the Journal's Scientific Editors' Report. Highlights include that Vol. 76 (2013) included 2,188 pages and 291 articles (276 research articles). By comparison Vol. 75 published in 2012 contained 2,308 pages and 306 articles, which included 295 research papers. Vol. 76 contained 15 fewer articles than Vol. 75. The average length of time between receipt of manuscripts and their publication remained the same in 2013 compared to 2012 (8 months). In 2013, researchers from countries other than the U.S. authored 54% of articles compared to 52.6% in 2012. Italy and China are now the top International countries, which is a change – seeing a lot more submissions from China and the quality is quite good. Domestically, Georgia and Maryland have the most submissions. There are 153 members on the editorial board, which has increased over the years. The summer-time poses some challenges to getting good responses from reviewers. Members are on a 3-year term and an attempt is made to get more international representation on the editorial board. Decisions are made in the fall of the year – anyone interested in joining the editorial board should send Dr. Frank a C.V. by September of this year. Volume 77 (2014) is seeing a substantial increase in submissions, year-to-date (+40 vs. last year, ytd). Publication rate closely follows submission rate. John Sofos has officially retired as editor, and his leadership and commitment to *JFP* is extremely well-appreciated. John will not be replaced immediately but with submissions on the rise, we need to discuss. Dr. Frank concluded by stating that the “Most Cited Publication” award was given again this year for the 2011 citations. A question was asked about the acceptance rate and Dr. Frank indicated it is between 50-60% (but it depends on how this is calculated). For more details about the Journal in 2013, please see the Scientific Editors' report and the Administrative Editor's report prepared by Didi Loynachan.

Dr. Davidson proposed that the “most cited paper award” be renamed the “John N. Sofos Most Cited Paper Award.”

A discussion was initiated about how the Board and IAFP promote the journal. A one-pager or similar outreach effort was suggested, especially as it relates to new Affiliate involvement.

Didi Loynachan discussed the Administrative Editor Report, mentioning that we began offering complimentary PDFs to corresponding authors of published papers. In February, automatic reminders were initiated for reviewers. Author pre-reminders are sent out 14 days before the deadline (allowed 2 months before the decision date before withdrawn). The reminders go out 7 days before the 20 day deadline. Each receives 3 past-due reminders and the editor is copied on the final reminder. This process appears to be working fairly well. Another 3-year agreement has been signed with Publishing Technologies at Ingenta Connect. Page numbers have been added to the table of contents Online for all articles. The Editors and Administrative Editors were notified in October that the journal had not been indexed in the Web of Science since January 2013. Also, Scopus had incorrectly attributed *JFP* articles to *FPT*. This has been corrected and adjusted the system accordingly. The 2014 Impact Factor report came out a few days ago and it is 1.79, down a little bit from last report. Members receiving *JFP* is down for both print and Online (but individual subscribers are up for Online receipt). There may be ways that Online can be received besides directly – aggregation services may account for some of this decline, but this is difficult to track. Royalties from aggregation services and copyright clearance should increase over the years and it is believed that these royalties are offsetting the decline in subscription revenue.

Vijay Juneja has been elected as the new Vice Chair of the Committee.

The next topic discussed was about term limits for editors. Many other journals have editors that serve with term limits. An advantage to term limits is that the work load is high and limits would prevent ‘burn out’ of editors, especially with increased submissions. Disadvantages include continuity issues but there was input that this situation could be managed. The idea which was discussed the most was a 4-year limit that could be renewed twice for a total of 12 years to be a scientific editor. A motion was made and approved by the Committee for these terms. A question was asked about the structure of the editors and it was confirmed that all editors are viewed as “co-editors” with no hierarchy. The proposed 4-year terms could be staggered to prevent multiple editors from leaving or coming on at the same time. Term limits may allow individuals who would like to be a scientific editor the opportunity to do so. Diversity of the editorial board would also result from adherence to term limits. Ultimately it is the goal is to have a new editor every four years. Terms typically start on an ad-hoc basis, with a formal term starting on Jan. 1 of the year.

The San Francisco Declaration on Research Assessment (DORA) is a declaration signed by a number of scientific societies, journals and editors to discuss the potential abuses of impact factors and citation indexes. The Board has recommended that the *JFP* Management Committee submit a point of view on this declaration and if IAFP would sign on to this declaration. Manan will circulate the document among committee members and hold an electronic vote to confirm a formal recommendation. The Board unanimously supports the declaration.

Linda Harris asked the committee to review the past 10 years of impact factor for *JFP* and other journals where our authors have published. The Board has requested a short report with some recommendations. This topic of declining impact factor also came up at the Past Presidents' meeting. The report should include our mission and how it compares to competitive journals, the most cited papers, the most downloaded papers, and other drivers of the impact factor. A list of criteria that drive the impact factor will be shared with Didi by Allen Press so that a small team/task force can initiate the analysis. A task force has been established to review the historical (10 year) impact factor of *JFP* and competing journals and to identify drivers behind the impact factor.

This task force will consist of Don Schaffner and the following Committee members:

Vijay Juneja, head of task force, Sean Leighton, James O'Donnell, T.J. Fu and Manan Sharma.

Volunteers for the task force were accepted.

Orchid ID (www.orchid.org) is an identifier for authors who publish in scientific journals. This information will be circulated and discussed during a call before the end of this year. The committee needs to determine if IAFP should be a part of Orchid or not. There is a fee to join the organization/network (fee TBD).

An award for the most downloaded article was discussed.

The committee would like to (with board approval) advertise for a new editor to replace Dr. John Sofos' position. The workload has increased substantially during 2013-2014, and the editors feel that the quality of their review process is suffering without a fourth editor. There was a discussion about strongly considering appointing an individual outside the U.S. as an editor.

A motion was made to recommend that the scientific editor term limits of 4-years for a maximum of 3 terms. The motion was voted on and approved.

A motion was made to recommend the reappointment of Dr. Elliot Ryser as Scientific Editor for another four year term.

Unfinished Business:

Review of the plagiarism policy has been initiated. We need to amend the current 7-8 line policy to include language for a penalty for plagiarizing authors. A request was made for a volunteer from the committee to help Manan complete this work by the end of August. Sid has volunteered to help Manan with this amendment. A copy will be sent to the editors and then to the committee for input via email. It was proposed that this be managed electronically and then submitted to the board so that we don't wait another year to get the new language in place.

Recommendations to the Executive Board:

1. The Committee recommends the "most cited paper award" be named the "John N. Sofos Most Cited Paper Award."
2. The Committee recommends that Vijay Juneja be approved as Vice Chair of the committee.
3. The Committee recommends the reappointment of Dr. Elliot T. Ryser as Scientific Editor for another four-year term.
4. The Committee recommends initiating the search process for the replacement of Dr. John Sofos for the fourth Scientific Editor position, starting as soon as possible through the end of 2015.
5. The Committee recommends that future Scientific Editors serve terms of 4 years for a maximum of up to three consecutive terms for Scientific Editors.
6. The Committee recommends to the Board an award be established for the most downloaded publication.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 12:02 p.m.

Chairperson: Manan Sharma.

Program Committee Meeting

Members Present: Renee Boyer, Dan Erickson, Tong-Jen Fu, Dale Grinstead, Joshua Gurtler, Alvin Lee, Bradley Marks, Mark Moorman, Brian Sauders and Tori Stivers.

Members Absent: Jane Van Doren and Michael Roberson.

Board/Staff Members Present: Don Zink, Alejandro Mazzotta and Terri Huffman.

Outgoing Members: Jinru Chen, Ian Jenson, Eric Martin and Mickey Parish.

Meeting Called to Order: 7:00 a.m., Wednesday, August 6, 2014 by Joshua Gurtler.

Recording Secretary of Minutes: Terri Huffman.

Old Business: Joshua thanked the committee for attending. Introductions were given. Joshua commended the outgoing members. He welcomed the new members (Tori Stivers, Mark Moorman, Dale Grinstead and Tong-Jen Fu).

New Business: Joshua explained the review process for the 2015 submitted symposia and abstracts. October 14 is the deadline for symposium, roundtable and workshop proposals. The Committee will review all of the submissions using the Online system and will meet via conference call on November 5, 2014 at 9:00 a.m. Eastern Time to select proposals for further development. Committee members should plan on a 4-6 hour conference call.

The submission deadline for abstracts is January 20, 2015. The Committee will again review all symposium, roundtable and workshop proposals. The Committee will be divided into four teams and each team will review one-fourth of the abstracts. The Committee will meet in Portland, Oregon February 20-21, 2015 to select abstracts and sessions for IAFP 2015.

IAFP 2014 Evaluation: The Committee provided feedback concerning IAFP 2014 thus far:

- Rooms have been too cold.
- The Program has been very good.
- Rooms were not quite as packed as they were last year – this is a good thing.
- Room 107–108 needed another screen. It was difficult for some people to see.
- PDG Committee meetings – stagger them better so people can go from room to room more easily.
- Affiliate Council meeting – Can this meeting be over lunch instead of breakfast?
- One Committee member would like to see fewer presentations and more discussion in PDG meetings. Rooms should be set to promote discussion.
- There was good diversity and new science in the program.
- Industry people would like more applied topics. 60% of attendees are industry.
- The Committee would like the meeting to grow to include more state and local regulators and auditors.
- Is there a way to get sanitarians back to the meeting? Do we need a sanitarian PDG?
- CEU – Put into the program and on the Web site that people could submit for CEUs through NEHA.
- People taking photos during presentations is too distracting.
- App –
 - If you put a whole session into your schedule, you can't remove specific presentations.
 - If you go into an abstract, then go "back," it should take you back to where you were in the list instead of at the beginning.
 - In "my schedule" it should display by time.
 - Agenda – have a button on the session list where people can add the session to their schedule without having to go into the detail.
 - Agenda – only show future sessions as the day goes on.

Recommendations to the Executive Board: None.

Next Meeting Date: February 20-21, 2015 in Portland, Oregon.

Meeting Adjourned: 8:15 a.m.

Chairperson: Joshua Gurtler.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

Members Present: Paul Dix (Chair), Steven Sims (Vice Chair), Tom Ford and Ronald Schmidt.

Board/Staff Members Present: Don Zink.

New Members: Warren Clark and Allen Saylor.

Visitors/Guests: Michelle Evans, Harold Ewell, Cristal Garrison and Robert Sanders.

Meeting Called to Order: 10:20 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Paul Dix.

Old Business:

- Reviewed IAFP Antitrust Guidelines.
- Allen Saylor provided a short update on the Dairy Practices Council. He explained that they write guidelines regarding practical ways to meet dairy regulatory requirements. They got their start in the Northeastern U.S. many years ago. Their group used to be called the Northeast Dairy Practices Council. They have grown to include many other areas of the United States. Allen reviewed some of the guideline titles to show that they apply to dairy farms, plants, hauling, and every aspect of the dairy business from farm to table. He introduced the group to the Web site and informed them about the upcoming 2014 Annual Conference to be held November 5-7, 2014 in Kansas City, Missouri.
- The 2013 3-A CSP Minutes were reviewed and approved.
- Report from 3-A CSP:
 - The 3-A Committee for Sanitary Procedures holds monthly conference calls to review dairy equipment. This year the 3-A CSP has reviewed 10 Work Group Ballots, 5 Consensus Body Ballots, and 4 Steering Committee Ballots.
 - New General Standards "A" Level Document has made it through the balloting process. Paul Dix presented the highlights of this new document with a Power Point presentation that was authored by Eric Schweitzer. Many industries use sanitary standards including dairy, beverages, meats, fruits/vegetables, bakeries, pharmaceuticals/cosmetics, and paints/inks. The new General Requirement Standard 00-00 has made it through the balloting process and will become the normative reference. The 71 current standards will become the "B" Level Documents as they are updated and balloted. The scope of General Requirement standards includes milk, milk products, foods, food ingredients, beverages, and other edible materials. There are also ten 3-A practices that address systems or processes. Product contact and non-product contact surfaces were defined and illustrated. Paul encouraged the group to become involved in the creation and updating 3-A Sanitary Standards and Accepted Practices by participating in 3-A Working Groups and attending upcoming webinars, Paul provided contact information for 3-A through Eric Schweitzer erics@3-a.org or 703.790.0295.

- The Annual Meeting for 3-A Sanitary Standards, Inc. was held May 12-15, 2014 in Milwaukee, Wisconsin.
- The symposium titled "What is Slowing down Rapid Methods? Sample Prep!" will be presented on Tuesday. The Applied Laboratory Methods PDG was the Sponsor of this symposium. 3-A CSP was listed as a co-sponsor.
- Allen Saylor provided a follow up discussion on the Advanced Cleaning Technology for Food Processing Equipment Workshop that was held on Saturday, August 2, 2014. Items covered included using different chemical combinations to clean specific soils, sanitary design of food processing equipment, accessibility for inspection and cleaning, validating cleaning to prevent bacterial or allergen contamination, diagnostic monitoring, and capturing data for follow up and trend evaluations.

New Business:

There were 3 recommendations to the 3-A SSI Board that were brought to the table:

1. In the future when a "B" Level Standard is requested by a company, the "A" Level Standard should also be required to be purchased to prevent confusion and to provide complete data in the normative reference.
2. Each state could be provided with an "A" Level Standard at a free or reduced rate due to budget constraints within the regulatory agencies. This would help states have access to the latest document for regulatory purposes.
3. Discounted rates for the "B" Level Standards could be provided to states to ensure that regulatory agencies have access to the most updated information.

Symposium Idea: Sanitary Design of Fresh Fruit and Vegetable Handling Equipment. This is a topic that is relevant and had much interest from the group. With the recent cantaloupe outbreak, much could be learned from poorly designed equipment issues. An example was given that harvesting/handling cantaloupes with equipment that is similar to equipment used for potatoes yields different results. Not many people prefer to eat raw potatoes but most people prefer to eat fresh cantaloupe. FSMA enforcement is stepping up and standards will need to be prescriptive and performance tested. The group would like to work with the new Sanitary Equipment and Facility Design PDG and Fruit and Vegetable Safety PDG.

Symposium Idea: Advanced Hygienic Design of Food Processing Equipment. Selling sanitary design is based on finances. How long will it take for hygienic equipment to pay for itself? The group would like to work with Sanitary Equipment and Facility Design PDG.

Roundtable Discussion Idea: Design, Cleaning, and Sanitizing Equipment Used in the Pet Food Industry. Michelle Evans from Diamond Pet Foods explained that there are virtually no construction standards for pet food equipment. She has seen hatch doors that are not large enough to enter the vessel and are bolted shut with dozens of fasteners that are not easily opened with the aid of simple hand tools. It is necessary to "sell" sanitary design to industry and show how it will save them money and provide returns. The group would like to work with Sanitary Equipment and Facility Design PDG and the Low Water Activity Foods PDG.

Recommendations to the Executive Board:

1. The group suggests including pet food in the IAFFP scope, mission, or vision. This is based on small children possibly ingesting pet food, the storage of pet food in residential pantries with human food, and the fact that more people have pets than children.
2. The group suggests forming a new PDG for pet food.

Next Meeting Date: July 25, 2015 Oregon Convention Center, Portland, OR.

Meeting Adjourned: 11:49 a.m.

Chairperson: Paul N. Dix.

Committee on Control of Foodborne Illness

Members Present: Ewen Todd (Chair), Judy Greig (Vice Chair), John Guzewich, Bobby Krishna, Sherri McGarry, Rajesh Nayak, Ruth Petran, Muhammad Ihsanullah Qamar, Jane Van Doren and Xianqin Yang. Marilyn Lee via Skype.

Board/Staff Members Present: Don Zink.

New Members: Amit Morey, Jeannette Sarac and Allen Saylor.

Visitors/Guests: Sultan Al Taher, Ray Collins, Pat Curtis, Ernest Julian and Modesto Olanya.

Meeting Called to Order: 8:04 a.m., Sunday, August 3, 2014 by Chair Ewen Todd.

Recording Secretary of Minutes: Judy Greig.

Old Business:

1. Revision of "*Procedures to Investigate Arthropod-borne and Rodentborne Illness*" manual (Tracy DuVernoy – not present, therefore no update). Possibly the manual may need little updating but should be put into an electronic format as a means of marketing. Action item: Board to put the manual into electronic format.
2. Status of Subcommittee Working on the 1982 CDC Diseases Transmitted by Foods: document in process, gaps to be identified and completed. The main issue is finding experts in the unusual pathogens and chemicals rather than those most members are familiar with. Action item: Ewen, Judy and other members to seek out experts for the gaps.
3. Status of Subcommittee to review "*Procedures to Investigate Waterborne Illness.*" Although Marilyn Lee (project lead) could not physically attend the Annual Meeting, she did report progress via Skype. This worked well and Skype can be a method in the future to engage members who cannot be present at IAFFP meetings. She indicated that the draft manual is complete but epidemiology bio-statistics portion needs to be reviewed by an expert. Next steps: Jack Guzewich will review full document; Sherri McGarry will suggest an epidemiology statistical expert to review the Analyze Data section; Ernest Julian suggested that members of the Council to Improve Foodborne Outbreak Response (CIFOR.us) could review the document in the fall. Ewen Todd spoke to Rob Tauxe and he recommended Michael Beach of CDC to review the doc-

ument. Publication is expected in early 2015. Action items: Marilyn to coordinate with members and others willing to set up the review process.

4. HACCP manual. The HACCP manual developed in the 1990s has not been revised by the Committee because of lack of interest by the Board in the past. However, there is a newly-formed HACCP PDG and the current chair of that PDG would like to review the document as HACCP is still evolving and it could be mined for information or possibly be revised. The Chair prefers an electronic format but can review a hard copy as a temporary measure. Action item: the Board agrees for staff to send a copy of the HACCP manual to the HACCP PDG chair for review purposes and report back, and have the manual put into electronic format.
5. Marketing of the procedures manuals: Only about 3,000 copies of the 6th edition of the Procedures to Investigate Foodborne Illness have been sold by Springer directly or through IAFFP since 2012. This is much lower than with previous editions of the manual. The price of the manual may be too expensive for industry and individuals to purchase at \$30 for non-members (\$24 for members and government agencies). Also, few have bought the electronic version; this may be because the cost is the same as printed versions. It is recommended to the Board that Springer could lower the price of the electronic version. The bureaucracy of purchasing within their organizations can also be a barrier because of the many steps involved. However, it may also be an awareness factor and many potential buyers are unaware of the manual. IAFFP has been given a list of potential agencies and associations that should be informed about the value of the manual to them and their management. To this end, there needs to be more effective ways to publicize it to these and other markets. For instance, it is a reminder for local health department inspectors and others to refresh their knowledge of epidemiology and investigative skills and resources, and be prepared for outbreaks or consumer complaint investigations. It is also useful for industry employees to prepare for potential future recalls or illness complaints or even health department outbreak investigations of their products. For instance, this manual has components such as the Keys that can prove useful for industry to confirm or update their HACCP plans. Universities and schools are also potential buyers since they could include it in their curricula. We should connect with Global Food Safety Partnership – World Bank to use in their training programs, e.g., to complement incident management, supply chain management, and risk assessment. The manual could also be used for training materials by the Affiliates in other countries. Therefore, there is a need to follow up with the IAFFP Board about progress by IAFFP and Springer. Springer should work with CCFI to produce several publicity texts directed to the different audiences who are potential customers, e.g., sanitarians, food inspectors, public health employees, industry and trade associations involved in food safety oversight but local knowledge is useful to have. One of the issues is to be able to reach the appropriate agency or individual

who is able to make decisions for purchasing large quantities. For instance, in China if the manual could be translated, there are many government departments involved in food safety at federal and provincial levels, and it would take someone knowledgeable about the system to reach the appropriate individual. This could be someone like Tracy DuVernoy who is currently in China and may be able to locate the right individual(s). Action item: CCFI to recommend to the Board that pricing and marketing strategies for IAFP manuals need to be reviewed.

6. Pat Curtis suggested using an interactive ebooks/iBook format for some projects. IAFP has expertise and it could be beneficial by adding multimedia components to some of our manuals. Action item: the Board should consider the value of such formats and work with appropriate PDGs to explore this option.
7. Committee 100 year history. This history currently being edited by Chair Ewen Todd with input from previous Chair Frank Bryan will be submitted late December or early January to *Food Protection Trends* after the CCFI membership has seen a draft. Action item: Ewen to develop a final draft by January 2015.
8. A searchable database of over 8,400 international foodborne disease outbreaks is maintained by the Public Health Agency of Canada. Information requests can be directed to Judy Greig. Action item: Judy to keep CCFI members informed of developments for access to this data base.
9. No progress has been made on developing a training program based on the procedures manuals. (Possible collaboration with groups, e.g., International Food Protection Training Institute, NEHA – (mailing lists, Springer sales, webinars). This ties in with creating a demand by these groups. For instance, IFPTI does not have a course as yet that could use the manual as a base for training and its funds are lower than in the past. Training to be put on hold until for demand for the manual is forthcoming.
10. Translation of the 6th edition of the foodborne illness procedures manual into Chinese and Spanish. Any CCFI members have an interest? Last year there were offers for Spanish, Arabic and Portuguese. This year Xianqin Yang of Agriculture and Agri-Food Canada is willing to translate the manual into Chinese. However, although there are members willing to translate the manuals, Springer would have to be involved in an agreement with a third party to have the rights to translate and sell the translated manual. This means finding the right agency and contact person in other countries to pursue this approach.
11. CCFI Google groups (Kruti Ravaliya not present; however, the Student PDG is willing to assist the Committee.) Action item: Student PDG will work with CCFI to set up Google group for the Committee.

Recommendations for the Board:

1. Because sales of the 6th edition of the *Procedures to Investigate Foodborne Illness* are low compared with previous editions (3,000), and the electronic version has very few sales, the Board should dialog with Springer to lower the price of the electronic version since there are no associated publishing costs. In the past public health agencies would purchase large quantities for distribution to its employees. Higher costs of the manuals (\$24 for public health agencies

and members and \$30 for nonmembers and industry) combined with lower operating budgets of agencies make this very difficult today. The main purpose of the manuals is to have wide global distribution to reduce foodborne and waterborne illness rather than make any profit (fits the vision of the Foundation). In addition, the Board in collaboration with Springer and CCFI should generate a more aggressive marketing campaign to alert potential clients of the manual and its value. It is critical to have a revised policy in place soon in order to attract potential buyers to the waterborne manual due to be published in 2015.

2. The Board should have the *Procedures to Investigate Arthropod-borne and Rodent-borne Illness* manual and the *HACCP* manual put into electronic format for editing purposes.
3. The Board should consider the value of interactive eBooks/iBook format and work with appropriate PDGs to explore this option.

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

Meeting Adjourned: 4:45 p.m. However, there were subsequent dialogs with attendees during the meeting to follow up on action items.

Chairperson: Ewen Todd.

Suggestions for 2015 Symposia:

- a. Manual/symposia on food safety issues associated with foodworkers and aquaculture [shrimp]
- b. Workshop or symposia on susceptible populations:
 - Physiology of foodborne illness – mechanism of infection in humans to account for variability in frequency and severity of illness
 - High risk populations – what makes people more susceptible to foodborne illness [pair with a specific outbreak if possible and food commodity]
1. Children – immature immune systems
2. Genetic variability e.g., reactive arthritis and *Salmonella*
3. Pregnancy
4. Use of immunosuppressant drugs (transplants, etc.), steroids, chemotherapies
5. Use of antacids and similar medication to decrease stomach acid production
6. Elderly with decreasing immunity
- c. Symposia on food safety risk associated with spices [Jane Van Doren] [wonder also about teas and pesticides]. One increasing trend is to use spices at last stage before eating rather than incorporated into the cooked product in countries like India according to their tradition.
 - Because spices are widely used for many different food products, they have the ability to cause very large multi-national outbreaks. This means that where contaminated spices are suspected of contaminated food, there is a need for traceability and coordinated investigative and regulatory actions at a multi-national level.
 - Spices are ingredients that are in such low levels that they may not be considered a risk factor in outbreak investigation. Tracebacks to country of origin is important to identify

- risk factors not often considered in outbreak investigations, e.g. different kinds of pepper, cilantro or parsley as garnishes, or sesame seeds making tahini. Another issue worth discussing is the risk of pesticides on imported teas (even DDT has been detected).
- d. Symposia on management culture and its effects on food safety [understanding and implementation by employees]. Example in Dubai where suggested regulation is well followed.
 - e. Symposia on ethnic foods (defined as what is familiar to regulators or not) –
 - Results from travel, imports, migration
 - Specific risk factors – pathogen/commodity combinations
 - Specific outbreaks
 - Street foods (whole foods or those prepared)
 - Issue regarding Online orders and control
 - f. How to respond to a food crisis associated with a new pathogen on the level of MERS, Ebola, or SARS:
 - Fenugreek seed from Egypt caused outbreaks in Germany and elsewhere (only epi evidence took action too quickly on Spanish cucumbers) – not labeled and not traceable – how dealt with in all countries]
 - International collaboration on large multi-national outbreaks [PulseNet etc].
 - g. A risk greater than zero:
 - Testing for STEC adulteration and result on industry – issue of testing and finding
 - Starting to see movement from the issue of zero tolerance [Australia re cheese, Canada and *Listeria*]
 - Risk assessment and the value of zero
 - Sustainability – if a health risk is not associated with low levels then zero tolerance is not a sustainable way to handle food products
 - Issue with produce and no amount of treatment takes risk to zero
 - Industry lives with the existence of risk greater than zero.
 - h. Climate change influence on production of foods: GCC [Gulf Countries]
 - Extreme weather events
 - Less water
 - Dubai issue of elevated summer temperatures: issues of temperature controls in exporting countries as well – need for monitoring. Puts an increased economic burden on industry to supply safe food
 - When it goes to the home or retail an issue of temperature abuse and pathogen proliferation
 - Different guidelines for different areas along the chain – set by authorities. Often lack of scientific evidence – time and temperature. Issue a memo and it is well implemented and enforced.
 - i. Root cause:
 - Define what it is and main steps
 - Same problem keeps being repeated – various outbreaks and why they happened.
 - International collaboration on outbreaks – cheese, chocolate outbreaks
 - Associated with consumption patterns and use of shipping data.
 - j. Historical outbreaks – maybe written document but also a symposia. Selection of pathogens and associated outbreak history
 - k. Global traceability [Sherril].
 - Raw materials shipped to one country for processing and then product shipped to another country to be further processed and sold as product of that country
 - Food may be imported to one country and then exported to others
 - Issues of water quality/safety
 - Herbicides and insecticides allowed in various countries [issue of teas]
 - l. Today guidelines and tool kits are developed by various organizations to address food safety issues.
 - How have approaches changed over time?
 - Discuss the value of products produced by CCFI– what resources others have used and how our products can offer help.
 - m. Interagency Food Safety Analytics Collaboration [IFSAC] – pair up with risk group. Anticipating an update on foodborne attribution – burden by pathogens and commodity. Health and economic impacts. Early detection and rapid response. Metrics. Shrinking response time.
 - n. Ernest: Industry uses it all the time [Sarah Geisert General Mills, Minneapolis]. [Ian Williams CDC, Tim Jackson, Director food safety North America root cause on cookie dough]. ID processors [egg outbreak to decrease outbreaks]. Root cause analysis – environmental assessment. Imports. Sold test. Fridges from outbreak no reasonable placement of equipment.
 - Carol Selman video regarding environmental assessment: equipment, ingredients, etc.
 - Regulatory
 - System controls
 - o. International root cause: Muhammad Qamar – fully dependent on imports: Pick an industry – pathogen and look at root cause.
 - p. Effectiveness of food safety education for consumers – Food Safety PDG
 - q. Food security
 - r. Halal 500 bodies – OIC – organization of Islamic countries – develop a CODEX like document (Dubai has been given the project)
 - s. Advances in syndromic surveillance that would speed up identification. FSMA was to increase surveillance efforts – Food Core [surveillance activities] – Dale Morse [director food safety at CDC]. Fund local programs – talk about results.

Constitution and Bylaws Committee

Members Present: Kathleen Glass (Chair), Zeb Blanton, Michael Brodsky, Steven Murphy, Robert Sanders, Jenny Scott and Caroline Smith DeWaal.

Board/Staff Members Present: Mickey Parish and David Tharp.

New Members: None.

Visitors/Guests: None.

Meeting Called to Order: 11:05 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Kathleen Glass.

Approval of 2103 Minutes: Motion to approve the 2013 minutes by Zeb Blanton, second Caroline Smith DeWaal; passed unanimously.

Old Business: None.

New Business:

1. Approve election of Jenny Scott as Vice Chairperson.
2. For future meetings, distribute committee agendas/minutes by uploading agendas to meeting app and IAFP Annual Meeting Web site and provide a link to the published minutes which are already on the IAFP Web site.

Recommendations to the Executive Board:

1. Approve election of Jenny Scott as Vice Chairperson.
2. For future meetings, distribute committee agendas/minutes by uploading agendas to meeting app and IAFP Annual Meeting Web site and provide a link to the published minutes which are already on the IAFP Web site.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 11:18 a.m.

Chairperson: Kathleen Glass.

Foundation Committee

Members Present: Vickie Lewandowski (Chair), Gary Acuff (Vice Chair), Larry Cohen, Emilio Esteban, Kathy Glass, Judy Greig, Linda Harris, Alejandro Mazzotta, Jenny Scott, Wendy White and Don Zink.

Advisors Present: Zeb Blanton, Paul Hall, Gale Prince, Fred Weber and Frank Yiannas.

Board/Staff Members Present: Don Schaffner, Katie Swanson, David Tharp and Lisa Hovey.

Meeting Called to Order: 12:17 p.m., Monday, August 4, 2014.

Recording Secretary of Minutes: Gary Acuff.

Old Business: Motion to approve the 2013 minutes by Pall Hall; Second by Wendy White; unanimously approved.

Financial Reports: Balance Sheets and Statements of Activity for ten months ending June 30, 2014 and twelve months ending August 31, 2013 were reviewed by the Committee Members. Questions were answered by David Tharp and Lisa Hovey. It was noted that expenses for the current meeting were not yet included.

On a motion by Don Schaffner, the Committee recommended consulting our financial advisor regarding the possibility of reducing our investment in the Foundation Account by approximately \$100,000 and moving the funds to the DSIP Investment. The motion was seconded by Gale Prince and then unanimously approved (with abstentions from government members).

There were questions regarding current funding provided for travel awards, and discussion regarding the need to increase the number of awards and include international applications. On a motion by Emilio Esteban and a second

by Jenny Scott, the Committee agreed to raise the number of state and local travel awards from five (5) to six (6) and include all North American countries.

David also provided explanation regarding the apparent, but nonexistent, increase in funding this year for journals sent to FAO, noting that the amount was reported last year in a different account.

New Business: Discussion moved towards an evaluation of this year's fund raising efforts and it was noted that the prominent placement of the Foundation booth with continuous staffing, commemorative coins and the interactive "donation thermometer" appeared to be very successful in generating interest in the Foundation and excitement about donation goals, significantly increasing Annual Meeting donations.

Discussion continued on how to build on the momentum created in the 2014 Annual Meeting; primarily recommending variations of the theme and commemorative coin for future meetings.

Fred Weber was acknowledged and thanked for his generosity and significant part in generating enthusiasm for fund-raising during the Annual Meeting by providing the challenge of \$7,000.

Recommendations to the Executive Board:

1. Consult with our financial advisor regarding the possibility of reducing our investment in the Foundation Account by approximately \$100,000 and moving the funds to the DSIP Investment.
2. Expand the State and Local Health and State Agricultural Department Employee Travel Award to include all of North America (versus only the United States) and increase the number given to six (6).

Next Meeting Date: July 26, 2015 and via Teleconference.

Meeting Adjourned: 1:35 p.m.

Chairperson: Vickie Lewandowski.

Membership Committee

Members Present: Susan Linn (Chair), Zeb Blanton, John Bruhn, Michael Doyle and Lawrence Goodridge.

Board/Staff Members Present: Alejandro Mazzotta, Mickey Parish, Don Zink and Lisa Hovey.

New Members: Joe Higgs.

Visitors/Guests: None.

Meeting Called to Order: 3:05 p.m., Saturday, August 2, 2014.

Recording Secretary of Minutes: Susan Linn.

Old Business: None.

New Business: Membership statistics were distributed by Lisa Hovey and discussed. The general upward membership trend is continuing. Although membership in Canada/Mexico is slightly down. The reason for growth was discussed and attributed to increased visibility of the organization, international growth efforts and symposia offered. Mickey Parish reported that there are four new affiliates this year. Overall, membership is doing well.

A discussion regarding changing the membership metrics was held. Currently "Membership by Region" is reported as Canada and Mexico; the US; and International. Lisa indicated that it was done this way based on postage. It would be easier to determine effectiveness of membership efforts if regions were reported by geographical area such as North America; Latin America, Europe and Asia.

The idea of targeting membership recruitment efforts on the following groups was discussed. Specific plans will be discussed at the next meeting.

- Small companies.
- Trade associations.
- Food toxicologists.
- Universities that have food science and food safety degree programs.
- Retail Council of Canada.

Discussed marketing to current members the value of membership locally and throughout the year (local affiliates, webinars, publications, & other resources). Lisa Hovey indicated that IAFP offered 30 webinars in the last year.

Recommendations to the Executive Board:

1. Approve Lawrence Goodridge as Vice Chair of the Membership Committee.
2. Currently "Membership by Region" is reported as Canada and Mexico; the US; and International. Consider tracking membership by North America (Canada & US); Latin America (Mexico, Central & South America); Asia; & Europe to provide improved reporting on marketing efforts.

Next Meeting Date: Friday, July 24, 2015, Oregon Convention Center, Portland, OR.

Meeting Adjourned: 4:17 p.m.

Chairperson: Susan Linn.

Nominating Committee

Members Present: Glenn Black (Chair) and Karl Matthews (Vice Chair).

Board/Staff Members Present: David Tharp.

Meeting Called to Order: 4:03 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Glenn Black.

Old Business: None.

New Business: Confidential consideration of candidates for Secretary of IAFP.

Recommendations to the Executive Board: None.

Next Meeting Date: Teleconference to be scheduled for further deliberation in October.

Meeting Adjourned: 4:59 p.m.

Chairperson: Glenn Black.

Past Presidents Committee

Members Present: Isabel Walls (Chair), Katherine Swanson (Vice Chair), Gary Acuff, Stan Bailey, Robert Brackett, Michael Doyle, Kathleen Glass, Robert Gravani, John Guzewich, Paul Hall, Vickie Lewandowski, Robert Sanders and Jenny Scott.

Board/Staff Members Present: Donald Schaffner and David Tharp.

Meeting Called to Order: 3:32 p.m., Saturday, August 2, 2014.

Recording Secretary of Minutes: Katherine Swanson.

Old Business:

- Review and approve 2013 minutes.
 - Motion by: Stan Bailey.
 - Second: Bob Brackett.
 - Minutes approved as written.
- Matters arising from minutes.
 - Last meeting there was a discussion on the need for an electronic portal on the IAFP Web site as a single source for food safety information. However, this was not included as a recommendation. While determining whether it should be a recommendation this year, Don Schaffner indicated that the New Media Task Force is investigating this. The committee felt they would wait to see the result of the Task Force before pursuing further.

New Business:

- Report from IAFP Executive Board – Don Schaffner.
 - Don provided an update on the affairs of IAFP.
- Proposal – IAFP Foundation registration as an international charitable foundation
 - Anna Lammerding requested consideration of getting international charitable foundation recognition for IAFP in Canada. David Tharp recalled previous discussion with Michael Brodsky that it was unnecessary. David did some investigation into "international charitable foundation" status for Canada and determined that (1) IAFP does not meet the definition of a "charitable foundation" in Canada (e.g., like the Red Cross) and (2) IAFP does not have an office in Canada, which is a requirement. David will do some investigation with ASAE to determine if they have guidance in this matter. Additionally, if Anna can look into how it can be done, that input could be considered.
 - National Geographic recently published food related articles, with some focus on food security. Should IAFP offer collaboration? See recommendation to the Board.
 - It was noted that our International meetings have a different audience than the annual meeting and vary depending on countries (typically they have less industry participation). Through our international meetings, IAFP has demonstrated that we do have an international presence.
 - The impact factor of *JFP* was raised as a concern by Lee-Ann Jaykus. This has the attention of the Board. The *JFP* Management Committee will be tasked with looking at the impact factor and identify potential contributing factors. Factors that this sub-committee could consider are the following:
 - Publishing review articles may contribute to higher impact factors.
 - Consider having additional editors from outside the USA who could encourage additional articles from the local region.
 - *JFP's* mission statement should be reviewed and compared with those of other journals.

- Reach out to academics to have student and post-doc literature reviews published in *JFP* because reviews increase impact factors.
- Facebook and other social media draw interest in IAFP, which may require a response. See Recommendation.
- The committee thanks the dedicated IAFP staff who organizes our successful meetings and keeps the organization growing.

Recommendations to the Executive Board:

1. Approve Don Schaffner as incoming Vice Chair.
2. Investigate whether working with National Geographic on food related efforts is feasible for IAFP. What are their objectives? Tell them who we are, our objectives and determine if we can work together.
3. Develop a plan to rapidly respond to Facebook and other social media activity. This may require a dedicated staff person, and at a minimum, assigned responsibility. Develop “ready” responses. For example: “IAFP is a professional scientific society and not an advocacy group.”

Next Meeting Date: Friday, July 24, 2015.

PROFESSIONAL DEVELOPMENT GROUPS

Advanced Molecular Analytics PDG

Members Present: Organizational Meeting.

Board/Staff Members Present: Don Zink.

New Members: David White (Chair), Yousef Alsaadi, Kannan Balan, Tammy Barnaba, Eric Brown, Catharine Carlin, Bill Centrella, Byron Chaves, Hsiaoli Chen, Jinru Chen, Andrea Cipriani, Kristine Clemens, Evan Chaney, Peter Cook, William Cray, Atin Datta, John David, Xiangyu Deng, Emilio Esteban, Pina Fratamico, Gulu Gwesa, Feifei Han, Kirsten Hirneisen, Divya Jaroni, Yasu Komoto, Sara Lomonaco, Clyde Manuel, Gian Marco Baranzoni, Matthew Moore, Jean-Francois Mouscadet, Palmer Orlandi, George Paoli, Salina Parveen, Alma Perez-Mendez, Sophie Pierre, Stephanie Pollard, Sarita Raengpradub-Wheeler, Florence Postollec, Sofia Santillana Farakos, Brian Sauders, Jean Schoeni, Jordan Shaw, Brooke Schwartz, Christopher Snabes, Jennifer Shields, Irshad Sulaiman, Greg Siragusa, Apostolos Vantarakis, Carmen Tartera, Sid Thakur and Chris Theofel.

Visitors/Guests: Sinem Acar, Christine Aleski, Suf Alkhalidi, Kris Alvarez, Pratik Banerjee, Christian Blyth, Tim Damaugh, Hari Dwivedi, Khashayer Farrokhzad, Pina Fratamico, Jayanthi Gangiredla, Solomon Gebru, Ravi Jadeja, Shy'Ann Jie, Adrienne Klijn, Brittany Koon, Michael Kulka, Keith Lampel, Susan Leonard, Scott Li, Pat Millner, Raj Nayak, Vu Tuen Nguyen, Jen Parro, Isha Patel, Padmini Ramachandran, Andrea Ray, Lisa Ruiz, Marc Scantlin, Tina Shaffer, Pantagiotis Skandamis, Bindu Sundaresan, Birgit Suppe, Hiroto Tamura, Jean-Philippe Tourniaire, Morgan Wallace, Weimin Wang, Samantha Wales, Chun Wang and Tami Wood.

Meeting Called to Order: 1:05 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: David White.

Old Business: None.

New Business:

1. Need for a new PDG in the area of Advanced Molecular Analytics.
This was an organizational meeting to determine the need and interest of IAFP members in developing a new PDG focused on Advanced Molecular Analytics. Don Zink gave a quick overview regarding PDGs and how we need to determine if a PDG is the way to go or work more closely with Applied Laboratory Methods PDG as a sub-group.
Over 95 IAFP members showed up for the organizational PDG meeting. Discussion followed regarding interest of developing into a PDG. There was overwhelming support for developing the proposed PDG into a new PDG.
2. Develop a mission statement.
Proposed mission statement was crafted by interested IAFP members:
"To provide a forum for the exchange and sharing of information related to the development and use of advanced and emergent technologies to promote food safety and public health."

3. Selection of Chair and Vice Chair.
David White (FDA) was put forward as the Chair of this new PDG. Discussion followed regarding Vice Chair nominees and IAFP members felt they needed more time to look over proposed candidates. It was suggested that interested IAFP members E-mail David White and provide short bios and in turn would be sent out to the member list for voting within the next several weeks. Advice from IAFP on this will be solicited to ensure this is possible and appropriate.

Recommendations to the Executive Board:

1. Over 95 IAFP members showed up for the organization PDG meeting. Discussion followed regarding interest of developing into a PDG. There was overwhelming support for developing the proposed PDG into a new PDG which would be titled "Advanced Molecular Analytics Professional Development Group."
2. David G. White (FDA) was elected as the first Chair of the AMA PDG. Vice Chair to be determined as soon as possible in consultation with IAFP on process.

Next Meeting Date: Saturday, July 25, 2015.

Meeting Adjourned: 2:35 p.m.

Chairperson: David White.

Applied Laboratory Methods PDG

Members Present: Philip Coombs (Chair), George Wilson (Vice Chair), Hari Prakash Dwivedi (Secretary), Preetha Biswas, Catharine Carlin, Kristine Clemens, Polly Courtney, Emilio Esteban, Lee-Ann Jaykus, Sun Kim, Jeff Kornacki, Clyde Manuel, Molly Mills, Rodney Moxley, Xiangwu Nou, Modesto Olanya, Omar Oyarzabal, Kathleen Rajkowski, Brooke Schwartz, Christopher Snabes, Robert Tebbs, Leslie Thompson, Taurai Tasara, Stephen Varkey, Tamara Wood and Wen Zou.

Board/Staff Members Present: Mickey Parish.

New Members: Sinem Acar, Christian Blyth, Alex Brandt, Shannon Bullard, Evan Chaney, Hsiaoli Chen, John David, Jerome Dufresne, Camila Gadotti, Solomon Gebru, Feifei Han, Yasu Komoto, Brenda Keavey, Michael Kulka, Susan Leonard, Shi Liu, Nicole Maks, Brandon McNaughton, Matt Moore, Hao Pan, Alma Perez-Mendez, Karen Pietrzen, David Rasmussen, Jean Schoeni, Stacy Stoltenberg, Rico Suhaim, Birgit Suppe, Laura Tobilla, Jean Valbrun, John Watson, Julie Weller and Ren Yang.

Visitors/Guests: Bill Centrella, Teri Ehlinger, Jayanthi Gangiredla, Isha Patel, Padmini Ramachandran, Lu Ran, Carmen Tartera, Bindu Sundaresan, Jason Wall and Weimin Wang.

Meeting Called to Order: 3:00 p.m., Sunday, August 3, 2014 by Phil Coombs.

Mickey Parish gave an update on the IAFP activities and 2014 Annual Meeting mentioning that Applied Laboratory Method PDG is one of the most active PDGs.

Old Business: Adoption of 2013 committee meeting minutes: Phil read the antitrust guidelines and asked for the approval of 2013 meeting minutes. Patrice Arbault moved and it was second by Omar Oyarzabal; and accepted by the group.

Phil asked for any matter arising during the meeting. It was reported that 15 symposia were submitted and 8 were accepted for the 2014 Annual Meeting. Next year Phil will step down and George Wilson becomes PDG Chair and Hari Dwivedi assumes Vice Chair. The creation of a third position was discussed and it was decided to do a formal election at the next meeting.

New Business: David White provided an update on the creation of the new PDG Advanced Molecular Detection Analytics. He stated that 97 members joined the PDG. The formal name and PDG's mission statement are already created. Hari Dwivedi gave his view on the new PDG meeting.

Timely Topics were presented by:

1. George Wilson on STOP! Foodborne Illness – 20 year review.
2. Rod Moxley, Univ Nebraska on the Governor's conference on USDA STEC CAP grant.
3. Lee-Ann Jaykus, NC State Univ. on the USDA-NIFA Food Virology Collaborative (NoroCORE).
4. Doug Marshall, Eurofins on the Evils of False Positives and False Negatives.
5. Purnendu Vasavada gave an update on Food Safety Preventive Controls Alliance: Education and Outreach.

Symposia/ Roundtable proposals were invited and discussed.

1. George Wilson discussed that he and Wendy Warren will work on a proposal including Lab Capacity Building and Lab Accreditation.
2. Hari Dwivedi discussed that he is working with Jennifer McEntire to develop a proposal on "The black box of qualitative performance standards for meat and poultry: the drive to quantitate *Salmonella*."
3. Patrice Arbault discussed if we can develop a proposal on technical aspect of the commercial kits. Michael Brodsky suggested that there are technical sessions including the commercial technologies but their science could be discussed in the proposed symposium avoiding commercial aspect. Hsiaoli Chen suggested that company sponsored talks could be presented in the exhibit hall.
4. Pirgit Suppe suggested a topic on "Lean six sigma and master black belt for the food laboratory, quality testing and efficiency."
5. Keith Lampel and Pam Wilger proposed a session on "Chasing- Zero." The symposium with speakers is already outlined.

Recommendations for the Executive Board:

1. Recommend the Board approve the new Advanced Molecular Analytics PDG.

Next Meeting Date: On or about September 17, 2014 via Teleconference to discuss/outline progress of IAFP 2015 topic submissions.

Meeting Adjourned: 5:00 p.m.

Chairperson: Phil Coombs.

Beverages and Acid/Acidified Foods PDG

Members Present: Emilia Rico-Munoz (Chair), Fred Breidt (Vice Chair), Dan Anderson, Greg Burnham, Hisato Ikemoto, Jennifer Lee, Sean Leighton, Wilfredo Ocasio, Daniel Quillen, Jason Richardson, Jena Roberts, Patricia Rule, Joe Shebuski, Pamela Sinderson and Ben Tall.

Board/Staff Members Present: Alejandro Mazzotta.

New Members: Elizabeth L. Address, Aaron Asmus, Elaine Black, Hector Fernandez, Kathleen Glass, Allen Haas, Barbara Ingham, Jeannie Kim, Ivan Leguerinel, Meghan McDonough, Brian Nummer, Deog-Hwan Oh, Nina Parkinson, Florence Postollec, Melissa Schlabs, David Shelep, Jayne Stratton, Sarisa Suriyarak, Joe Traini, Jessie Usaga, Wendy White and Randy Worobo.

Visitors/Guests: Glenn Black, Erdogan Ceylan, Jonathan Flannery, Joe Marcy, Lisa Olsen, Trevor Phister and Paul Winniczuk.

Meeting Called to Order: 1:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Emilia Rico and Fred Breidt.

Welcome

Introductions and Circulation of Sign-in Sheets

Review of Agenda and Call for Additional Items: no additional items.

Review of IAFP Antitrust Guidelines: Fred Breidt.

Comments/Updates from the Executive Board Liaison

1. Alejandro wanted to remind all the members that the 2015 PDG meetings in Portland will be on Saturday instead of Sunday. The awards banquet will be on Tuesday instead of Wednesday.

Old Business: None.

Beverage and Acid/Acidified Foods PDG-sponsored contributions to the 2014 Annual Meeting Technical Program:

1. The Acid Test: Metabiotic Effects and the Safety of Acid and Acidified Foods.
2. Bacterial Sporeformers: A New Look at Some Old Foes and the Challenges They Pose to Today's Foods and Beverages.
3. What in the World is Going on with My High-acid Aseptically Packed Product? An International Perspective of Challenges and Benefits.
4. Establishing Science-based Performance Standards: Are We There Yet?
5. High Pressure Processing – State of the Science and the Art of Application.

New Business:

Vice chair election for 2015-16: since there was only one candidate, the PDG voted to postpone the vice chair election for next year.

Symposia, roundtables, and workshops proposals for IAFP 2015 Annual Meeting (July 25-28, 2015, Portland, OR); deadline for proposal submission is October 14, 2014.

1. Title: *Process Filings for Acidified Foods: Progress under FDA Guidance and FSMA*
Administrative Organizers: Fred Breidt and Barb Ingham
Session Type: Roundtable
Joint with Committee: Fruit and Vegetable Safety and Quality PDG, Pre Harvest Food Safety PDG
Potential Speakers:
 - Keith Ito (Davis), California regulations
 - Fletch Arritt (NCSU), general (trains FDA inspectors)
 - Barb Ingham (U. Wisconsin), small business issues
 - Fred Breidt (ARS), science behind the regulations
2. Title: *Molecular Ecology and Metabiotic Effects with Yeasts and Molds in Acid/Acidified Foods*
Session Type: Short Symposium
Joint with Committee: Advanced Molecular Detection Analytics PDG
Speakers: Frank Burns and others TBD
3. Title: *The Fungal Spore: Understanding Your Enemies!*
Administrative Organizers: Emilia Rico, Margarita Gomez, Florence Wu
Session Type: Full Symposium
Joint with Committee: None
Sponsors: International Association in Food Mycology (ICFM)
Speakers: Members of the International Commission in Food Mycology (ICFM) Subjects to Cover: New information on activation and heat-resistance of ascospores, effect of sanitizers on ascospores, changes in fungi dual nomenclature, mycotoxins and fungal drugs in foods, etc.
4. Title: *Fungi Identification Workshop*
Organizers: Emilia Rico, Florence Wu, Pat Rule
Joint with Committee: None
Session Type: Workshop (2 day)
Location: Portland Teaching Hospital
Instructors: Emilia Rico (BCN Research Laboratories, Inc.), Rob Samson (CBS-KNAW Fungal Biodiversity Centre, Utrecht, the Netherlands), Frank Burns (DuPont), Dave Pincus (bioMérieux)
5. Title: *The Bacterial Spore, Part II: Attachment of Spores to Surfaces, Biofilm Formation and Their Effect on Equipment Cleanability*
Joint with Committee: Dairy Quality and Safety PDG
Organizers: Emilia Rico and Margarita Gomez
6. Title: *Novel Beverage Processing Technologies Validation*
Joint with Committee: Microbial Modelling and Risk Analysis PDG
Organizers: Margarita Gomez, Jena Roberts and Indaue Mello

7. Title: *Non-microbial Safety of Beverage Elements: Myth Busters!*
Joint with Committee: Food Chemical Hazards and Food Allergies PDG
Organizers: Sean Leighton and Jena Roberts
8. Title: *Safety of Fermented Food from Asia*
Joint with Committee: Fruit and Vegetable Safety and Quality PDG, Pre Harvest Food Safety PDG
Organizers: Deog Hwan Oh and Fred Breidt
9. Title: *Pre- and Probiotics: How Do They Affect Physiology and Chronic Disease*
Joint with Committee: Food Chemical Hazards and Food Allergies PDG
Organizers: Ben Tall
10. Title: *Using Predictive Modeling to Prevent Food Spoilage Caused by Spore-forming Microorganisms*
Joint with Committee: Microbial Modelling and Risk Analysis PDG
Organizers: Florence Postollec, Ivan Leguerinel, Margarita Gomez and Emilia Rico
Possible Topics:
 - How to predict *Bacillus* spp. spore recovery taking into account the pH of the sporulation environment, pre-heat treatment, and post-treatment (spore germination and growth)
 - Predictive models to identify the pH and temperature that support *Alternaria* spp. growth and mycotoxin boundaries on tomato based media
 - Predicting *Byssoschlamys* ascospores heat-resistance

Recommendations to the Executive Board: None.

Next Meeting Date: July 25, 2015 Portland, OR.

Next Dates to Discuss Proposals (via conference call):

- 21 August 2014 (Thursday), 11:00 a.m. Eastern.
- 11 September 2014 (Thursday), 11:00 a.m. Eastern.
- 7 October 2014 (Tuesday), 11:00 a.m. Eastern.

Meeting Adjourned: The discussion of all the proposals ended at 2:00 p.m. and group discussion was held until 2:45 p.m.

Chairperson: Emilia Rico-Munoz.

Dairy Quality and Safety PDG

Members Present: Robert Hagberg (Chair), Dawn Terrell (Vice Chair), Yvonne Chan (Secretary), James Black, David Blomquist, Neal Bogart, Janice Bowermaster, Beth Briczinski, John Bruhn, Fritz Buss, Warren Clark, Dan Erickson, Eugene Fry, Ted Gatesy, Kathleen Glass, Kevin Habas, Erin Headley, William Huntley, Michele Jay-Russell, Lori Ledenbach, Vickie Lewandowski, Jim Loseke, Deon Mahoney, Doug Marshall, Thomas McCaskey, Katie Moore, Geoffrey Morell, Steve Murphy, Vincent Paolillo, Gary Pruitt, Robert Salter, Robert Sanders, Allen R. Saylor, Ron Schmidt, Steve Sims, Larry Steenson, P.C. Vasavada, Jason Wan, Edith Wilkin and Sharon Wilson.

Board/Staff Members Present: Mickey Parish.

New Members: John Allan, Dan Anderson, Elaine Black, Roger Cook, Tom Ford, Michele Gorman, Judith Hajdenwurcel, Evan Henke, Wendy McMahon, Craig Nelson, Liz Palmer, Alma Perez-Mendez, Robert Salter, Weilin Shelver, Daniele Sohier, Yan Song, Climent Trunet and Alice Wei.

Visitors/Guests: Kris Gerard Alvarez, Dongryeoul Bae, Richard Brouillette, Hector Fernandez, Paul Hall, Van Ho, Matt Mathison, Jacob Mohr, Uju Nsofor and Ben Tall.

Meeting Called to Order: 2:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Yvonne Chan.

Welcome, Roll-call and Anti-Trust Statement: Chair Robert Hagberg introduced himself and asked that all members in attendance do so as well. He read the antitrust statement. Dr. Mickey Parish, incoming IAFP Secretary shared info on the status of the IAFP. Guest speaker Matt Mathison spoke on the secure milk supply project.

The minutes of the 2013 PDG meeting in Charlotte, North Carolina as well as the conference calls held since the last PDG meeting along with the notice of the meeting and an agenda had been electronically distributed prior to this meeting. Attendance was counted at 58 attendees. Minutes from 2013 meeting read. Moved to approve P.C. Vasavada and seconded by John Bruhn. Motion passed.

Mickey Parish presented Board Comments:

1. Board Focus & Interest:
 - Symposia that contain cutting-edge information which has not been previously presented.
 - International perspectives on various issues.
 - Interactive workshops, before the annual meeting or at other times.
 - Creating a webinar or a webinar series.
 - Development of booklets or pamphlets.
 - Drafting of white papers.
 - Regular web meetings.
 - Communicating regularly via E-mail or teleconference.
2. General:
 - A number of new PDGs created this year.
 - State of the Association is good. Membership increased 30% since 2008.
 - Attendance at this meeting may surpass last year's record attendance.
 - Movement of 2015 meeting dates to one day earlier start and one day earlier end.

Guest Speaker: Matt Mathison, Wisconsin Milk Marketing Board – US Secure Milk Supply National Secure Milk Supply. The presentation will be available in PDF format to the PDG.

- 3 national groups, IA State, UC Davis & U of Minnesota head up the regional projects with USDA overseeing the effort.
- Permitting system for dairy farms and dairy plants to allow for movement of milk in the case of an FMD outbreak.
- Gave overview of Wisconsin program.

- Dairy Response Center on DMI Web site.
- Second edition of the Continuity of Business for the Dairy Industry.
- Citric acid allowed as agent to inactive FMD virus.
- Working through USDA APHIS, need to engage FDA and other partners in the SMS preparation. FMD is not a public health but does present a food security and potential food defense issues for animal agriculture.
- USDEC did a literature review of studies on inactivation of FMD virus.
- Regional Secure Milk Supply preparation in 7 of the top 10 dairy production states.
- MN SMS supply kickoff meeting scheduled in August.

Other Presenters:

1. Michelle Jay-Russell – Raw Milk Subcommittee report: 31 members with a few attending the PDG meeting. Conference calls about twice per year. Roger Cook from New Zealand provided overview of recently released risk assessment on the consumption of raw milk and a preliminary review of comments resulted in no new scientifically-based information to support change of the existing New Zealand policy of 5 liters purchased per consumer per day. Question was raised from the floor regarding the scope of the subcommittee. The focus of the committee is direct raw milk consumption by humans.
2. P.C. Vasavada – FSMA-FSPCA – Past Chair of the Alliance. Develop standardized curriculum for the Preventive Controls. 5 working groups – 156 people from industry and state regulatory agencies. Katie Swanson is technical editor and content evaluator. PC is responsible for outreach including extension for training and technical assistance. Late May review of training material. Quarterly webinar next in August. Responsible for outreach nationwide to develop Train-the-trainer workshop and pilot program. Will issue call for volunteers sometime next year, possibly at this time.
3. Allen Saylor – Dairy Practices Council (DPC) update encouraged attendees to participate to update various guidelines and invited everyone to the Kansas City Meeting in November (5–7) at the Intercontinental.

Old Business:

1. Symposia with Dairy Interest – many on Wednesday of interest to dairy professionals – Pasteurization Lethality for Cheese Made from Unpasteurized Milk, Outbreaks related to Processing Equipment.
2. Workshop – A. Saylor gave brief overview on Advanced Cleaning for Food Processing Equipment. Chair recommended the presentations be broken up into a series of webinars.
3. Recommendations to the Board (2013):
 - a. Board agreed – Recommend the Board agree with the succession of Robert Hagberg and Dawn Terrell to Chair and Vice Chair respectively.
 - b. Board agreed that a plan will be established

to address additional positions beyond the Chairperson and Vice Chairperson for PDGs – The Dairy PDG recommends that a position of “PDG Secretary” be recognized and incorporated into the By-Laws. This position would be filled as determined by size and needs of the individual PDG.

- c. Board agreed – The PDG recommends the board consider the use of Sub-Committees in lieu of establishing new PDG where there a clear link to an existing PDG and to help the Program Committee to facilitate PDG meeting scheduling to avoid conflicts. Additionally, we recommend the board communicate to the Program Committee the Dairy PDG’s request to continue with Sunday meetings.
- d. Board did not agree – 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 Web site 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.

New Business:

1. PDG Chair/Vice Chair/Secretary Meeting Prior to PDG meetings (Saturday night) – to work out any issues prior to the meeting. Monday morning’s PDG Chair & VC meeting focused primarily on 2015 symposium ideas and collaboration between PDGs. Note at Chair / Vice Chair meeting on Monday, the suggestion was made to move breakfast meeting to Tuesday morning to allow Chairs/Vice Chairs time to collate ideas and minutes. (More to come from the Board).
2. Non-Annual Meeting Activities
 - a. Hygienic Design of Equipment Series of webinars. Possible collaboration with Sanitary Design PDG & 3-A Committee.
 - b. Request regularly scheduled quarterly meetings for current topics
3. Symposia and workshop suggestions for 2015 annual meeting, July 25 – 28, Oregon Convention Center, Portland, OR. Symposia and workshop proposals for IAFP 2015 are due online after the meeting by October 14, 2014.
 - a. Pathogen Environmental Monitoring and responses - Edith Wilkin & Richard Brouillette.
 - b. Prevention & Control of *Listeria monocytogenes* Contamination in Cheese.
 - c. Maintaining food safety & quality during extended production runs. State regulatory divergence on this subject and whether this is science and food-safety based or not.
 - d. GFSI certification issues include maintaining certification. How to(s), etc.

- e. Spores in the dairy & beverage industry. (Also an issue in the meat industry.)
- f. Non-bovine milk – food safety challenges.
- g. Mold – Dairy Product challenges revisited – Lori Ledenbach.
- h. Industry response to positive pathogens in food products.
- i. Biofilm Control in Food Processing.
- j. Communicating to business food safety Issues.
- k. Sustainable sanitation.
- l. Air Quality Impact on Food Product Safety.
- m. Preventive Controls for the Food Industry – Vickie Lewandowski.
- n. Equipment Guidelines for the Small Artisan Food Processor – Vickie Lewandowski.
- o. Supplier Management of Raw Materials – raw milk, produce, meat for further processing, vegetables, juice concentrates, spices, etc.
- p. Research needs and informational gaps needed for dairy safety – example is *Cronobacter* and environmental contamination in hospital, home and other “use” settings.
- q. Current issues Roundtable: emerging pathogens, animal drug residues and impact on human health, “exotic” pathogen, current/active FDA Risk Analyses.
- r. Filling the Pipeline. Next Generation (possibly all foods with a dairy speaker) – Allen Saylor/Steve Murphy?
- s. Antibiotics in Dairy Products.

Recommendations to the Board:

1. Have Sanitary Design PDG and 3-A Committee meet at times that do not conflict with Dairy Quality and Safety PDG. Consider having Sanitation and Hygiene, 3-A Committee, Equipment and Facility Hygienic Design and Dairy Quality and Safety PDGs meeting in consecutive sessions.

Next Meeting Date: Proposed August 28, 2015.

Meeting Adjourned: 4:30 p.m.

Chairperson: Robert Hagberg.

Developing Food Safety Professionals PDG

Members Present: Wendy White (Chair), Yousef Alsaadi, Richelle Beverly, Tumnoon Charaslertrangsi, Alma-Sue Haiduk, Lynette Johnston, Sun Kim, Keith Lampel, Sean Leighton and Sara Mortimore.

Board/Staff Members Present: Mickey Parish.

New Members: Dina Austin-Scott, Andrea Balutis, Lauren Bowman, Jessica Chen, Tanya D’Souza, Margaret Duckson, Jayanthi Gangiredla, Lone Jespersen, Clyde Manuel, Wendy McMahon, Amit Morey, Vu Tuan Nguyen, Isha Patel, Aaron Pleitner, Stephanie Pollard, Carmen Tartera, Ellen Thomas and Lily Yang.

Visitors/Guests: Sarah Allard, Rishi Banerjee, Tammy Barnaba, Jennifer Patro, Padmini Ramachandran, Jeanette Sarac, Jolyda Swaim and Katie Swanson.

Meeting Called to Order: 9:10 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Katie Satchwell.

Old Business: None.

New Business:

IAFP Board Update:

Mickey Parish, our Executive Board Liaison, gave a Board update; provided information about state of the organization (growth, new members, and record attendance at the 2013 meeting); New affiliates SE Asia, China, Minnesota, and Indian AFP in North America; challenges with congruent meetings; social media push for members to follow on Facebook, Instagram and Twitter and future meeting in Brazil with Brazil affiliate. The 2015 IAFP Annual Meeting dates will shift forward by one day; the PDG meetings next year will be on Saturday.

Guest Speakers:

- Jolyda Swaim, Principal lawyer for Olsson Frank Weeda Terman Matz PC, gave a short talk about her career trajectory after finishing her B.Sc. and working in the food industry to obtaining a law degree and working with the FDA/USDA. Key messages: get your hands dirty and get to work, no matter if it is within your job description.
- Sean Leighton, Director of Quality, Health, Safety and Environmental for the Coca-Cola Company, talked about his experience as an ex-patriot working in Europe. Key messages from Sean's presentation included contract necessities to negotiate prior to making the move and cultural necessities when working abroad. Sean has graciously opted to share his slides with the PDG.

Vice Chair Elections:

Jessica Chen, Postdoc Fellow at University of British Columbia, was unanimously elected as incoming Vice Chair by the membership in attendance. Jessica has accepted and will serve pending Board approval.

2015 Symposia Discussion (prioritized list):

1. *Sustaining Our Legacy through the Food Safety Professionals of Tomorrow* – Lone Jespersen, Sara Mortimore, Lynette Johnston and Wendy White. Global skills gap in the industry; how can industry come into the classroom; what skills will they need; how to recruit/train Millennials. Possible collaboration with Student PDG.
2. *Supporting the Small Business Niche* (working title) – Dina Scott and Amit Morey. How do we help small businesses comply with new regulations and develop impactful training? Possible collaboration with Education PDG.
3. Rapid Pathogen Detection Methods (title hasn't yet been determined) – Yousef Alsaadi and Amit Morey. Possible collaboration with the Applied Laboratory Methods PDG.

These ideas will be discussed with other PDGs for collaboration opportunities, further developed, and submitted via the IAFP Web site by October 14th for consideration by the Program Committee.

Recommendations to the Executive Board:

1. It's our recommendation for the Board to approve the appointment of Jessica Chen as Vice Chair of the Developing Food Safety Professionals PDG.
2. It's our recommendation for the Board to approve the appointment of Katie Satchwell as Student Liaison of the Developing Food Safety Professionals PDG to facilitate collaboration and communication with the Student PDG.

Next Meeting Date: Saturday, July 25, 2015.

Meeting Adjourned: 11:10 a.m.

Chairperson: Wendy White.

Food Chemical Hazard and Food Allergy PDG

Members Present: Ravi Ramadhar (Chair), Richelle Beverly, Ken Davenport Anthony Flood, Steven Gendel, Craig Henry, Allison Kretser, Linda Leake, Jim Loseke, Mark Moorman, Gary Pruitt, Dojin Ryu, Marianne Solomotis and Isabel Walls.

Board/Staff Members Present: Linda Harris.

New Members: Tanya D'Souza, Shaun Kennedy, Mary Krogull, Ji-Eun Lee, Paul Monroy, Weilin Shelver, Lance Taylor, Neda Vaseghi, Daniel Wing and Michelle You.

Visitors/Guests: Deann Akins-Lewenthal, Lora Benoit, Blair Berselli, Lisa Blandford, Stephanie Buchanan, Elizabeth Cohen, Gary Cohen, Larry Cohen, Hirotoishi Doi, Luke Emerson-Mason, Lorna Graham, Andrew Hendrickson, Leslie Lowry, Regis Pouillot, Michael Schoenherr, Yan Song, Steve Taylor, Erica Welker, Janet Zhang and Jianmei Zhu.

Meeting Called to Order: 1:00 p.m., Sunday, August 3, 2014 by outgoing Chair Ken Davenport.

Recording Secretary of Minutes: Ji-Eun Lee and Ravi Ramadhar.

- Outgoing Chair Ken Davenport reviewed and first action was a review of the IAFP Anti-trust policy.
- Meeting then proceeded with an introduction of all attendees.
- Ken introduced Ravi Ramadhar as the new Chair of PDG.
- Ravi Ramadhar, as chair moved the 1st action was to open for nominations for vice-chair.
- Nomination of Ji-Eun Lee by Mark Moorman.
- Call for other nominations by Ravi Ramadhar did not yield any other candidates.
- Nomination of Ji-Eun Lee was seconded by Anthony Flood.
- Unanimous vote elected Ji Eun Lee as vice chair.

Old Business:

- Review and approval of PDG minutes from the 2013 Annual Meeting. Begins on page 445 in Nov/Dec 2013 *FPT*.
- Review and update of symposia and workshop proposals related to this PDG for this annual meeting.
- Summary and overview to be presented by organizers.
- Call for Additional Old Business yielded no items.

New Business:

Guest Speakers: Alison Kretser, MS RD, Director, Science Programs ILSI North America and Ji-Eun Lee, Principal Food Technologist, Kellogg's. Presented on the ILSI North America Technical Committee on Food & Chemical Safety.

Chair Ravi Ramadhar presented to PDG recommendation to change the process of electing a vice chair to an online process preceding the meeting for 2017-2018 cycle.

- Chair proposed a two year planning and execution cycle and recursive process for the PDG to consider as a strategic approach to building a consistent growth in programs for IAFP from the PDG. This two year process would require the vice chair to choose a focus area in year two for the PDG. This focus area would then be developed and executed in year one as the vice chair assumes the chair role. The chair would work with vice chair in year two to present the focus area for the PDG to be voted and considered by PDG. This recursive process would occur every two year term of the chair. Ideally, it would provide a consistent plan for the PDG to build relevance to the IAFP program.
- Open discussion on the proposal lead to some qualifying questions and processes.
- Ravi Ramadhar presented his two year plan which was to build the toxicology part of chemical safety at IAFP Annual Meetings.
- Proposed Two Year from Chair Plan included:
- Chemical Hazards and Food Safety and Toxicology (Ravi Ramadhar)
 - Initial discussion with Suzy Fitzpatrick (FDA) – recommended IAFP enter into an MOU with FDA similar to one executed with FDA and Society of Toxicology to enable participation
 - Alison Kretser – ILSI North America: Ravi to work with Alison to help define the ILSI role and contributions to the programs
- Year 2: Work with Vice Chair to select next focus area for PDG.

Mark Moorman raised the point that we need to include and bring the IAFP members along- these are microbiologists and toxicology is a new space. Suggestion for some focus on education – like 101 sessions would be important.

- Discussion on the framework of the monthly PDG calls for PDG consideration presented by Chair; two seasons of calls:
 - When: Once a month – invites forth coming
 - Season 1: Serve IAFP

September thru January: Focus on planning and program submissions:

- Season 2: Serve the PDG – Topics of interest by PDG members
February, March, April, May, June:
- First call proposed to be an introduction to group "Toxicology without Borders" (Linda Leake serves as Secretary)

Review of dates and deadlines for proposal discussions followed a brainstorming session on ideas for program suggestion:

Summary of Proposed Symposia/Webinars/Topics

1. Symposia on Alternative Methods on Food Safety Assessment

- a. Role of RA Tox in Food Safety Assessment
- b. In-silico methods
2. Role and Implications of Climate Change in Food Safety; The Future of Food Safety (Isabel Walls & Steve Gendel)
 - a. Flooding—chemicals and toxins
 - b. Heating
 - c. Drought—new pests = new chemicals
 - d. Chemical safety and climate change
3. Emerging Chemicals and Regulatory Frameworks
 - a. State/Local regulations and international impacts
 - b. Measures like Prop 65
4. New Approaches to Food Authenticity and Food Safety Impacts
 - a. Traceability
5. Economic and Financial Impact of Labeling Like GMO, Gluten Free, Organic, Allergies
 - a. Cost of compliance and labeling
6. Webinar/Symposia: Known Chemical Hazards and Mitigation Strategies in the Food Supply Chain
7. Challenges to Allergen Detection and Selection

Recommendations to the Executive Board:

1. PDG request the approval of Ji-Eun Lee as vice chair.
2. Approve online election of Vice Chair for 2017 term.
3. Explore entering MOU with FDA to engage with Society of Toxicologists (SOT).
4. Recommend to the Program Committee to schedule the toxicology programs early in the IAFP 2015 Program (Sunday and Monday for 2015) to permit attendance by the SOT attendees.
5. IAFP consider a Society for Risk Analysis (SRA) Presentation followed up with a poster session type format to enable more sessions in same allotted time.

Next Meeting Date: Saturday, July 25, 2015.

Meeting Adjourned: 3:00 p.m.

Chairperson: Ravi Ramadhar.

Food Defense PDG

Members Present: Tejas Bhatt (Chair), Colin Barthel, Frank Busta, Faye Feldstein, Christie Gray, Bob Hagberg, Craig Henry, Brenda Keavey, Shaun Kennedy, Amy Kircher, Linda Leake, Li Ma, Amie Minor, Raj Nayak, Melanie Neumann, Gale Prince, Gina Reo and Jordan Shaw.

Board/Staff Members Present: Don Zink.

New Members: Jean Anderson, Neil Bogart, Roxanne Davis, Lorna Graham, Judith Hajdenwurcel, Amy Kramer, Donna Schaffner, Xianming Shi, Jennifer Weber and Alice Wei.

Visitors/Guests: Sinem Acar, Kris Alvarez, Khashayar Farrokhzad, Tony Flood, Paul Fox, Leslie Lowry, Leo Mitchell, Jacob Mohr, Jennifer Pierquet, Stephanie Pollard, Gary Pruitt, Fred Reimers, Todd Rossow, Weilin Shelver and Debra Wieland.

Meeting Called to Order: 10:00 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Tejas Bhatt.

Old Business:

- Reviewed anti-trust guidelines.
- All persons in attendance at the commencement of the meeting introduced themselves and their affiliation.
- Reviewed 2013 minutes.
- Reviewed IAFP Board responses to PDG recommendations from 2013.
- Reviewed food defense related session proposals for IAFP 2014.
- Reviewed food defense related sessions at IAFP 2014:
 - Food Safety or Food Availability: Do We Have to Choose? Sponsored by the IAFP Foundation. Organizers: Mary Lou Tortorello, Atef Idriss and Elizabeth Bihn. Convenor: Tim Jenkins.
 - FSMA Update on the Produce Safety Alliance – Education and Extension for Fresh Produce Growers.
 - Tuesday poster sessions on food defense in Exhibit Hall D.
 - Microbial Food Spoilage, Food Toxicology, Dairy and Other Food Commodities, Produce. Application of Food Defense Software Tools for the Purposes of Informing Intervention Strategies at 4:30 p.m. by Ashley Kubatko, Brian Hawkins, Jessica Cox and Rachel Gooding.
 - Buyer Beware: Intentional Adulteration Can be a Major Food Safety Concern. Organizers: Gale Prince, Linda Leake and Ken Davenport. Convenors: Ken Davenport and Linda Leake.
 - Operational Strategy for Implementing the FDA Food Safety Modernization Act (FSMA).
 - Food Traceability: Important for Food Safety and Indispensable for Food Defense. Sponsored by the IAFP Foundation Organizer. Convenor: Tejas Bhatt.

New Business:

- Reminded the PDG to submit nominations of worthy candidates for next year's awards.
- Discussion on symposia submissions (due date October 14th).
 - Needs and challenges:
 - Need to engage students.
 - Need to encourage new professionals.
 - Need for outside speakers (non-IAFP members)
 - Rod Wheeler with AIB (Texas IAFP).
 - Cyber security expert (for example, experts from NSA, Auburn University).
 - Law enforcement expert.
 - Fusion center expert.
 - Warren Stone from GMA on costs of food defense.
 - Bill Ramsey from McCormick (retired).
 - Tim Wheener.
 - State rapid response teams food defense task force experts.
 - Need for International speakers
 - Canadian regulatory update.
 - China food safety issues.
 - Need for applied topics of interest to industry (60% of IAFP membership)

- Symposia format
 - Pros and Cons format.
 - Workshop format.
 - Panel/Roundtable format.
 - Short symposia format (in 30 minute increments).
 - Stump the expert format to have students ask questions to a panel of experts in an effort to stump them.
- Symposia topics
 - A high level overview of cyber security and food safety/defense symposium (should not be too technical) – vulnerability assessments, employee access, training, hazard analysis of the cyber security related to food process control, understanding the implications of using cloud computing, reliance on software and technology for operations (single point of failures versus redundancy), use of 3rd party vendors and their protocols for protection/risk/vulnerability assessments; need to protect physical and virtual assets; protection of commercial secrecy in a more connected operation.
 - Use of innovative technologies for food defense.
 - Challenges and opportunities of on-the-ground law enforcement personnel, data and intelligence sharing, intellectual property, agro-terrorism.
 - How to conduct root cause analysis? How to identify if it's a food safety or food defense incident? Who are all the experts industry would need to conduct due diligence – food safety, food defense, allergens, chemical? Could be an exercise or pre-meeting workshop? Or two sessions – how to be prepared and how to respond.
 - Reality check: Current state of the art versus state of the industry (relaxed security, large holes and gaps in prevention, lack of food defense planning, training) – bring in a company with a good defense plan and one that did not have one but learned from an incident and improved.
 - Workshop/session on how to conduct a food defense vulnerability assessment.
 - Session on food defense test methods / laboratories (reagents, additives etc.)
- Session on FSMA IA proposed rule.
 - Court issued deadline of May 2016 final rule.
 - Timing may not work for IAFP 15 and may be better for IAFP 16.
 - Session panel on standards requirements (like GFSI, SQFI and others) and how they align with the proposed rule.
 - Roundtable discussion of current events in food defense (even if current events change by the time the meeting comes).
 - Webinars.
 - More detailed technical discussion on cyber security and food safety that food companies can have their IT folks listening in on.

- Collaboration with other PDGs to avoid duplication in topics.
 - Group calls with other PDGs.
 - Food Law PDG.
 - Food Chemical Hazards PDG.
 - Food packaging PDG on tampering of packaging.
 - HACCP utilization and food safety systems PDG.
 - Work with Affiliates to bring interesting content to their local community (especially if translations would be required).
 - Have a portal for content accumulation.
 - New Media Task Force has a similar recommendation.
 - Affiliate meeting has a similar recommendation.
 - Send a list of volunteers of food defense experts to affiliates for speaking opportunities.
- Food defense resources.
 - Food defense resources at IFT/FDA; food defense research database at NCFPD, food shield by NCFPD, FDA, DHS, private sector resources.
 - State departments (for example like New Jersey) has some food defense resources.
 - Kansas State University is building an app on food defense.
 - Colin Barthel from FDA provided an overview of the intentional adulteration proposed rule including comment period deadlines and what to expect after that.
- Election of vice chair to be done electronically post meeting. Nominations were received for the following two individuals:
 - Linda Leake.
 - Jennifer Pierquet.
 - PDG meeting.
 - Bring in a speaker at the next PDG meeting.
- Closing thoughts.
 - Next in-person meeting date will be Saturday, July 25th in conjunction with IAFP 2015 Annual Meeting in Portland Oregon.
 - Schedule a committee conference call prior to symposium proposal deadlines.
 - Schedule a committee conference call prior to the Annual Meeting to jumpstart the brainstorming (30 to 60 days prior to the meeting).
- Summary of Proposed Sessions – Working List of Topics
 - Session on cyber security.
 - Session on innovative technologies in food defense (including test methods, laboratories, reagents, information technology etc.)
 - Session on challenges and opportunities for on-the-ground surveillance and enforcement for food defense.
 - Session on how to conduct food defense root cause analyses and vulnerability assessments.
 - Session on reality checks – perception versus reality of industry preparedness and readiness against intentional contamination.

- Session on alignment of regulations and standards around food defense (including FDA IA proposed rule, GFSI, SQFI etc.)
- Session on current events in food defense recapping major intentional contamination events over the past year and lessons learned.

Recommendations to the Executive Board:

1. Reserve a session slot for a food defense late-break session or special session to cover an intentional contamination event that occurs between the proposal due date in October and the meeting next summer.

Next Meeting Date: July 25th, 2015.

Meeting Adjourned: 11:30 p.m.

Chairperson: Tejas Bhatt.

Food Hygiene and Sanitation PDG

Members Present: David Blomquist (Chair), Yale Lary (Vice Chair), Zhinong Yan (Vice Chair-Elect), Donald Barrett, Rocelle Clavero, Frederick Cook, Ken Davenport, Cristal Garrison, Charles Giambone, Dale Grinstead, Robert Hagberg, Margaret Hardin, Joe Heinzelmann, Jeff Kornacki, Jim Loseke, Thomas McCaskey, Ruth Petran, Fred Reimers, Allen Saylor, Joseph Stout, Pete Snyder, Anna Starobin, Kelly Stevens and Darren Toczko.

Board/Staff Members Present: None.

New Members: Tamrat Belete, Hatice Bostan, Victor Campos, Wilfredo Dominguez, Camila Gadotti, Thomas Ingram, Stephen Kenney, Yasu Komoto, John Merenick, Marta Piercy, Chris Spangenberg and Lisbeth Truelstrup Hansen.

Visitors/Guests: Sarah Davies, Mark Davis, Bryan Dieckelman, Michele Evans, Hussein Hassan, Scott Li, Leslie Lowry, Anna Starobin and Kim Thayer.

Meeting Called to Order: 9:00 a.m., Sunday, August 3, 2014 by Chair Dave Blomquist who read the Anti-Trust statement.

Recording Secretary of Minutes: Yale Lary.

Guest Speaker: Joe Stout, “The Power of We” presentation of his thoughts on his years of experience in the food safety business. Joe built his talk around his 7 guiding principles. One closing thought was to “Shape your employer and future rather than being shaped.”

Old Business:

- Chair Blomquist reviewed the member surveys about meeting frequency and times. Consensus was to continue with quarterly meetings held in late morning or early afternoon.
- Fred Cook presented results from PDG conference call about application of steam for dry cleaning applications. Fred will propose more of these calls in the future.

New Business:

- Review of potential symposia for next year included:
 - Biofilm Control – Dale Grinstead

- Sanitation Value, How to Promote and Gain Support – Kelly Stephens
- Sustainable Sanitation – Do “Green” Methods Protect Public Health – Yale Lary
- Air and Bio-aerosol Controls for Food Safety – Jeff Kornacki
- I Found a Positive, Now What Do I Do? – Zhinong Yan
- Webinar/Workshop
 - Microbiological Controls in Low Water Activity Environments – Jeff Kornacki

Recommendation to the Executive Board:

Develop a new PDG for Food Safety Inspectors and Auditors.

Next Meeting Date: Conference call to be scheduled after the IAFP meeting.

Meeting Adjourned: 12:00 p.m.

Chairperson: David Blomquist.

Food Law PDG

Members Present: DeAnn Benesh (Chair), Christie Gray (Vice Chair), Steven Gendel, Atef Idriss, Tim Jenkins, Shaun Kennedy, Susan Linn, Deon Mahoney, Mark Moorman, Melanie Neumann, Sarah Schober, Jenny Scott, Caroline Smith DeWaal and Gloria Swick-Brown.

Board/Staff Members Present: Don Zink.

New Members: Rishi Banerjee, Christian Blyth, Pam Coleman, Faye Feldstein, Gulu Gwesa, Paul in 't Veld, Rajesh Nayak, Nongnuch Promla, Ram Rao, Jeannette Sarac, Angela Shaw, Daniele Sohier, Adisorn Swetwathana and Jianmei Zhu.

Visitors/Guests: Brita Ball, Lisa Ruiz, Jeannette Sarac, Marc Scantlin and Adrienne Klijn.

Meeting Called to Order: 9:00 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Christie Gray.

Welcome and Introductions:

- Chair DeAnn Benesh called the meeting to order and welcomed attendees. This was followed by individual introductions. The Chair then discussed the anti-trust statement and asked members to sign the attendance sheets.
- Don Zink, Board Liaison, was introduced and provided greetings from the Board. He announced that last year was the largest attendance to date for the meeting and this year IAFP is on track to do the same, if not better. There have been four new affiliates created since last year's meeting. He also indicated that a new exploratory PDG was meeting on Sunday, August 3, "Advanced Molecular Detection Analytics." Don indicated that there has been a 20% increase in exhibitors from last year, which is great news. However, in order to accommodate the increase in exhibitors, next year's meeting in Portland will have to move up one day, with a Saturday start day, rather

than the traditional Sunday start day. Don indicated that last year the PDGs held 31 webinars and they were very successful.

Old Business:

IAFP Board Response to 2013 Recommendations:

- Caroline Smith DeWaal brought up the discussion of the white paper series on 7 topics related to FSMA. All 7 of the articles have been completed and there was some discussion about putting the articles together into a booklet that IAFP could have available on their Web site to sell. This would preserve the articles in one place and once the regulations are finalized we would add additional papers to the booklet. Last year a recommendation was made to the Board to get input on who would help publish these articles into a booklet on the Web site without much response. This PDG is seeking assistance on how best to proceed and who would be responsible for actually performing this task.
- Last year this PDG recommended approving Mickey Parrish to the position of Vice-Chair and it was approved. However, he was recently elected to the position of Secretary on the Executive Board and a new Vice-Chair needed to be elected.
- Last year this PDG submitted a list of potential symposia and was approved and moved forward. One symposium "Food Safety or Food Availability: Do We Have to Choose?" was submitted by Tim Jenkins and was chosen by the Program Committee for the 2014 program. It will be held Monday, August 4.

Review of Last Year's Activities:

- DeAnn Benesh indicated that she failed to create a Google group from the previous year. There was a discussion in last year's PDG meeting. She indicated she will investigate further to learn the benefits and determine if it is something that will aid the group in discussions.
- The two White papers "Strengthening Core Elements of Regulatory Systems in Developing Countries" and "Critical Tools for Comparing National Food Safety Programs" are both tied together. Caroline Smith DeWaal indicated that they were approached by Wiley Publishing to publish a book on the first white paper so further discussions will be ongoing with these topics.
- Hosted 2 webinars this past year:
 - Safe Food for Canadians- Regulatory Framework for Federal Food Inspection.
 - FSMA Proposed Rule for Sanitary Transportation of Human and Animal Food.

New Business:

- Professor Dr. Adisorn Swetwathana of the Faculty Agricultural Industry, King Mongkut's Institute of Technology Ladkrabang provided a discussion on food laws in Thailand. He indicated that the Food Act of B.E. 2522 (1979) was the beginning of Food Law in Thailand. Since 2003 there has been a requirement for Good Manufacturing Practice applicable to all domestic and foreign suppliers of 54 food types of products. Importers of covered products must present

an equivalent certificate of GMP for factory or plant. Dr. Swetwathana indicated that Thai officials agree that U.S. practices are normally superior to GMP Thai. Therefore they allow any type of statement on imported products indicating that food manufactured under 21 CFR Part 110 would be acceptable if Thai GMP is not followed.

- DeAnn Benesh nominated Tim Jenkins to the position of Vice Chair to start at the 2015 IAFP meeting. It was unanimously approved by the PDG.
- Symposium ideas for 2015:
 - DeAnn Benesh proposed submitting an idea that was submitted several years ago but was not accepted. The title of the proposed symposium is "Regulations, Standardization, Accreditation, Validation, Certification and Verification: What's What?!"
 - Potential speakers: Regulation criteria – Rosa Peran, DGSANCO and Caroline Smith DeWaal, CSPI; Standardization – Paul in't Veld; Accreditation – Roy Betts, Campden BRI; Method Validation/Certification – Daniele Sohier, ADRIA, France.
 - Jenny Scott indicated that it is important that we connect the regulatory portion of the session with the laboratory methods piece of the session.
 - Steve Gendel, along with Isabel Walls proposed a full symposium on how climate change will impact human health. Possible areas of discussion include: how food safety will be affected by climate change; food security issues resulting from climate change; changes in agricultural practices affected by climate change; changes in population movements because of changes in climate change; climate changes causing nutritional changes to food; changes in environment causing increased plant stress and; potential increases in pesticide use on plants. Tim Jenkins suggested that the Fruit & Vegetable PDG may be interested in collaborating on this symposium.
 - Gloria Swick-Brown proposed a short symposium idea which would discuss what happens when no one is following the laws around food. Have speakers discuss the law and the results of not following those laws from a US perspective.
 - What are the ramifications? What are the enforcement actions? What legal actions will occur?
 - Another symposium detailing the international system and what is happening in those countries where food laws are not followed was also suggested. Atef Idriss indicated that some international countries do not have a way to penalize people who are not following the law, either because there are not food laws or there is not enough education about what the proper course of action should be. In some countries the science is not available to create the laws and this is why bribery and excessive fees are common ways to bypass the legal sys-

tem. In the international community it is important to foster the alliance between the science and the law and build a food safety culture from the ground up.

Additional Business:

- DeAnn Benesh will schedule a meeting in September to discuss symposium ideas.
- DeAnn Benesh was asked to speak at the PDG Chair breakfast to discuss the group's activities.
- Caroline Smith DeWaal suggested having some webinars or talks where FDA can speak to the regulations. Jenny Scott indicated that there will be some supplemental notices coming out and FDA can do webinars discussing those during the public comment periods.
- Atef Idriss asked for some information to be shared and explained concerning FSMA and the requirements. Many folks overseas, particularly those in Africa and the Middle East, are concerned about FSMA and are unclear of the requirements.

Recommendations to the Executive Board:

1. Approve Christie Gray as Vice Chair of the Food Law PDG starting at the 2014 IAFP meeting.
2. Approve Tim Jenkins as Vice Chair of the Food Law PDG starting at the 2015 IAFP meeting.
3. Recommend Lester Brown as a speaker for the Ivan Parkin Lecture for next year. He is the author of *Full Planet, Empty Plates: The New Geopolitics of Food Scarcity*, which was released in September 2012.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 10:23 a.m.

Chairperson: DeAnn L. Benesh.

Food Packaging PDG

Members Present: Linda Leake (Chair), Gordon Hayburn (Vice Chair), Gary Cohen, Kay Cooksey, Chuck Czuprynski and Larry Dworkin.

Board/Staff Members Present: Alejandro Mazzotta.

New Members: Turonda Crumpler, Margaret Duckson, Tony Jin, Mary Krogull, Abhijit Natu, Milad Navaei, Lee-Yan Sheen, Yan Song, Sarisa Suriyarak and Lily Yang.

Visitors/Guests: Brent Brehmer, Erdogan Ceylan, Liz Cohen, Roxanne Davis, Maria El-Haddad, Larry French, Andy Hwang, Alireza Mahdaviifar, Lisa Olsen, Vincent Paolillo, Gale Prince and Marianne Solomotis.

Recording Secretary of Minutes: Gordon Hayburn, Vice Chair.

Meeting Called to Order: 3:00 p.m., Sunday, August 3, 2014, by Linda Leake, Chairperson.

IAFP antitrust guidelines were reviewed.

All attendees were welcomed by Linda Leake and introductions were made by all in attendance. In particular, attendees shared information on their professional interests in packaging.

Old Business:

The minutes of the 2013 Annual Meeting were reviewed by Linda Leake and approved by the membership as read.

Linda Leake reported that the Packaging PDG would be sponsoring the following symposium at this Annual Meeting: *A Physical Firewall: Packaging is the Ultimate Food Protection*. Organized and Convened by Barb Blakistone and Kay Cooksey. Kay reported that one of the speakers had dropped out and that she would be deputizing.

New Business

Linda Leake introduced PDG member, Larry Dworkin, who gave a special presentation entitled "Food Safety for Packaging Materials should be based on Packaging Science."

Larry is the Director of IFS PAC Secure and Government Relations, PAC, The Packaging Consortium, Toronto, ON, Canada.

Board Liaison Alejandro Mazzotta updated the PDG on new information from the board. He offered his support and encouragement to the PDG for the coming year.

Linda Leake explained that she and Gordon Hayburn suggested that the PDG elect the new vice chair for 2015 through an on-line election next spring, to allow all PDG members to vote, not just the Annual Meeting attendees. There were no objections to this plan.

While Gordon Hayburn had been scheduled to attend the PDG Chairs and Vice Chairs meeting on Saturday afternoon as the representative from this PDG, he had issues with travel arrangements which prevented this.

The group discussed packaging topics of interest that might lend themselves to symposia, roundtables, workshops, etc. for the 2015 Annual Meeting. Members also discussed additional possible activities for the coming year including webinars, webinar series, workshops, written materials, social media communications, etc.

Linda Leake mentioned she had recently reached out to all the Student PDG members via E-mail, inviting them to attend this PDG meeting. She asked PDG members to encourage the students to get involved with our PDG.

Possible Symposia Ideas:

1. The Impact of New Regulations; FSMA, Safe Food for Canadians Act, etc. on Food Packaging.
2. Requirements for Recycling and Compostable Packaging Materials.
3. See addendum below for 3rd symposium idea.

Possible Workshop Ideas:

1. "Packaging 101" The Key Properties of Various Packing Materials, their Performance Criteria and Food Safety Risks.
2. GFSI Packaging Standards and Auditor Requirements.

Linda Leake will schedule a conference call, before the end of September, for the PDG members to further discuss these ideas and formalize the proposals.

Announcements

Our next PDG meeting is scheduled for Saturday July 25, 2015, at the Oregon Convention Center, Portland OR.

The deadline for proposals for symposia, roundtables and workshops the 2015 IAFFP Annual Meeting is Tuesday, October 14, 2014 at 11:59 pm Eastern Time.

Recommendations to the Board: None.

Meeting Adjourned: 4:55 p.m.

Chairperson: Linda Leake.

Addendum to the Meeting Minutes:

1. PDG Member Tony Flood, who was unable to attend the meeting, provided Linda Leake with a suggestion for a symposium: "Packaging Alternatives for the 21st Century: Food Packaging 2.0 from BPA to What?" This symposium would cover where we are today, micro challenges, consumer input, novel technologies for food packaging like nanotechnology and for banned substances what do we use as replacements in packaging.
2. Barb Blakistone was not able to attend the PDG meeting because she had to chair the Seafood PDG meeting at the same time as Packaging. After the PDG meetings she informed Linda Leake that she would be willing to work on the proposed Packaging 101 workshop as a team member.
3. Larry Keener joined the PDG on the final day of the Annual Meeting. He informed Linda Leake that he planned to send her an idea for a symposium after the Annual Meeting.

Food Safety Education PDG

Members Present: Pamela Wilger (Chair), Carol Wallace (Vice Chair), Brita Ball, Christine Bruhn, Bryan Chapman, Ellen Evans, Shelley Feist, Anthony Flood, Tong-Jen Fu, Judy Harrison, Lone Jespersen, Lynette Johnston, Larry Kohl, Deon Mahoney, Deborah McIntyre, Lynn McMullen, Sara Mortimore, George Nakamura, Ruth Petran, Jennifer Quinlan, Sarah Schober, Angela Shaw, Adrienne Shearer, Ellen Thomas and Brian Turner.

Board/Staff Members Present: Linda Harris.

New Members: Susan Algeo, Sarah Allard, Yousef Alsaadi, Matthew Bailey, Rishi Banerjee, Lauren Bowman, Jagpinder Brar, Rocelle Clavero, Kaiping Deng, Christine Endacott-Palmer, Ashley Eisenbeiser, Daniel Follett, Vinayak Ghatge, Kirsten Howe, Mike Ionni, Paul Monroy, Armin Norouzi, Kathleen O'Donnell, Bryan Oliveros, Donna Rosenbaum, Donna Schaffner, Tracey Sinclair, Regius Tabafunda, Yeru Wang, Daniel Wing and Marcel Zwietering.

Visitors/Guests: Nicole Arnold, Patricia Borrusso, Francie Buck, Andrew Capps, John, Dzubak, Leanne Ellis, Emilee Follett, Robert Gaze, Kathy Gombas, Jeannie Kim, Amy Kramer, Kay Legge, Katrina Levine, Modesto Olanya, Ram Rao, Andrea Ray, Dojin Ryu, Steve Tracey, Ashley Turner, Lily Yang and Yue Zheng.

Meeting Called to Order: 3:00 p.m., Sunday, August 3, 2014, by Pamela Wilger.

Recording Secretary of Minutes: Debbie McIntyre.

Pam welcomed everyone and reviewed antitrust guidelines. Carol Wallace was introduced as Vice Chair. Sign in sheets were passed around.

Report from IAFFP Executive Board: Linda Harris (IAFFP) – Current Secretary of the Board IAFFP Board indicated that the Board appreciates the work that goes on in these PDGs and she thanked everyone for coming and participating in the meetings. She provided an overview of organization: Record

attendance (>2800) last year and we are on target to surpass that number this year; received feedback from attendees that too many choices are available; may need to extend meeting an extra day in the future to accommodate the growing number of choices; 20% more exhibits this year (224 booths); More sustaining members (135); *Food Protection Trends*—looking for articles; and next year will need to change days of week of conference (Sat. to Tues. July 25-28, 2015). PDG meetings will be on SATURDAY next year.

Guest Speakers:

1. Christine Bruhn, Director of Center for Consumer Research, UC-Davis presented on the Food Safety Training Project titled: “Reaching the Community Volunteers with Safe Food Handling Information.”
 - Shared findings of MS student, Henry Yeung.
 - Project funded by USDA grant; looked specifically at *E. coli*.
 - Used online video modules; translated into Spanish.
 - Program delivered into 6 counties in CA.
 - Completing the modules online had higher initial scores than those that took the class in-person (with respect to increased food safety knowledge).
 - Summary of project:
 - Educational interventions (e.g., online modules) increased food safety knowledge.
 - They are seeking collaborators to test Spanish translation of the modules.

2. Lone Jespersen, Director of Food Safety Strategy, Maple Leaf Foods and Sara Mortimore, Land O’Lakes presented two major initiatives to address the need for an International Training Standard:
 - (1) IFPTI-International Food Protection Training Institute.
 - Build capacity of individuals in the food industry.
 - Establishing good curriculum materials.
 - Mapped 700 courses in the U.S.
 - Search IFPTI Web site.

 - (2) Safe Food Canada – presentation is on LinkedIn.
 - Search on LinkedIn.
 - Shared learnings.
 - Discuss training quality standard.

Sara indicated that good work is going on and we need to have a training standard—based on ISO or PAS. Need a standard that lays out a quality training offering (e.g. HACCP, Hygiene, Sanitation) and what the core pieces need to be. **Industry and Academia are needed to help with this initiative. There was a recommendation from a committee member to look at the American Society for Training and Development. Pam also noted that General Mills is establishing a GMA Education and Training share group and anyone that is interested in joining this group should send Pam or Sarah Geisert at General Mills an E-mail.

1. Tony Flood, Director of Food Safety Communications, International Food Information Council (IFIC) www.foodinsight.org is the new and improved Web site. IFIC is non-profit science based group. Have dedicated food safety tab on Facebook.

Highlights from 2014 International Food Information Council (IFIC) Foundation Food & Health Survey titled “The Pulse of America’s Diet from Beliefs to Behaviors.”

Online Survey results:

- Government agencies, especially FDA and USDA, are most trusted sources for Food Safety (by Consumers).
- 1,005 participants in survey.
- Consumer confidence has remained high but see a slight decrease over the last 3 years.

Upcoming FS Events:

- Food safety Education Month – Sept 2014
Twitter, Blog carnival, and Webinar
- 2014 Food Safety Education Conference
Social Media Workshop
- Follow IFIC on Twitter @FoodInsight
- Sign up for Food Insight Newsletter @www.foodinsight.org

Award – Sylvia Rowe Fellowship Program:

- Application opening Jan 2015
- Encourage Professors in room to share with students
- 8-12 week paid internship with IFIC

2. Shelley Feist, Executive Director, Partnership for Food Safety Education
New Resources & Events.
Have produced a lot of new material this past year (www.fightbac.org).
 - Summer with *Salmonella* Illness postcard campaign.
 - Producepro – consumer guidance on handling produce at home.
For Bac! Fighters and Retailers
Will be doing a webinar
 - Six Smart practices for safer fruits and vegetables.
 - Home Food Safety Mythbusters—coming in Aug. 2014.
 - Consumer Food Safety Education Conference—Dec 4-5, 2014 in Arlington, VA.
Partnership for Food Safety Education is host this year.
Bringing on sponsors now.
All conference information is @www.teamfood-safety.org/2014.
Registration fee increases Nov 1, 2014.
Will also offer poster sessions.

Symposia, Roundtable and Workshop ideas — submission deadline is October 14, 2014.

Pam called for creative ideas that engage audiences and feature up-and-coming speakers.

The 3 submissions from last year were reviewed since none were accepted by the Program Committee for this year’s program. The previous submissions, as well as new ideas, were discussed and the following ideas were considered:

- “HACCP Trained and Still Don’t Get It.”
Owners: Lone Jespersen, Maple Leaf and Sara Mortimore, Land O’Lakes.
- “Sharing Technologies for Delivery of Training.”
- (Owner last year was Junehee Kwon, Kansas State; Owner volunteering this year: Jennifer Quinlin, Drexel)
Jennifer indicated that she would like to hear from BacFighters—report from the Field. 10-15 minute presentation on what they see, what they need. Christine Bruhn agreed that this would be a good idea. Could title it: “Hearing from the Front Lines” or “Different Strokes for Different Folks.”

- “Developing Food Safety Professionals – IFPTI and Safe Food Canada.”
Could pursue this topic in collaboration with the Food Safety Professionals PDG (Wendy White).
- “Dummies Guide to FSMA.”
(Owner: Jennifer Pierquet, Minnesota Department of Ag) Pro/con debate- training and education (not as much about policy) or Roundtable- Educating on FSMA
Provided example of “Eat, Pray, Regulate” (using schools as a model) And “Ag in the Classroom.”
- Home based kitchens – “Cottage Kitchen Law”.
Making food at home for community events – e.g., Farmers Market. There is no education available for persons preparing these foods or for labeling, etc.
Partner with Food Law PDG on this topic.
- Ellen Thomas from NC State indicated that the Student PDG discussed partnering with this Education PDG. Tony Flood volunteered to work with the Student PDG group.

PDG Committee Vice Chair Nominations:

- Andrew Clark, Maple Leaf Foods.
- Brita Ball, University of Guelph and Brita Ball & Associates.

Pam will send out short Bios for both nominees and then the PDG members will vote. Don't need final choice until next year's meeting but would like to do this early so that we can transition more easily.

Proposal to have sub-groups within the Food Safety Education PDG:

It was determined to have 2 sub-groups:

- Industry (includes retail) – Andrew Clark, Maple Leaf Foods to Lead.
- Consumer (includes K-12, media and health professionals) – Shelly Feist to Lead.

Recommendations to the Executive Board:

1. The Food Safety Education PDG recommends that each PDG be allowed ONE symposium or round table idea that they choose to be in the program since they have worked hard to put this idea together and have a community interested in the topic. The Program Committee will receive the one idea chosen from each of the PDGs and then build the rest of the program around these ideas from all other ideas submitted by the Association members.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 4:45 p.m.

Chairperson: Pamela Wilger.

Fruit and Vegetable Safety and Quality PDG

Members Present: Kalmia Kniel (Chair), Achyut Adhikari, Bassam Annous, Samir Assar, Elizabeth Bihn, Alejandro Castillo, Hyun-Jung Chung, Antonio Cid, Faith Critzer, Michelle Danyluk, Kaiping Deng, Julia DeNiro, Mario Estrada, Harold Ewell, Jeff Farber, Peyman Fatemi, Faye Feldstein, Tong-Jen Fu, Gary Gensler, David Gombas, James Gorny, Robert

Gravani, Miguel Gutierrez, John Guzewich, Sanja Ilic, Lee-Ann Jaykus, Tim Jenkins, Tony Jin, Stephen Kenney, Karen Killinger, David Kingsley, Larry Kohl, Sharan Lanini, Alvin Lee, Jeff LeJeune, Lisa Lucia, Li Ma, Wendy Maduff, Karl Matthews, Rachel McEgan, Sherri McGarry, Sudarsan Mukhopadhyay, Suresh Pillai, Juan Ponce De Leon, Donna Rosenbaum, Manan Sharma, Sujata Sirsat, Michelle Smith, Patrick Spaninger, Stacy Stoltenberg, Trevor Suslow, Gloria Swick-Brown, Laura Tobilla, Zeynal Topalcengiz, Mike Villaneva, Gretchen Wall, Qihong Wang, Keith Warriner, Michael Wood, Randy Worobo and Hyun Gyun Yuk.

Board/Staff Members Present: Linda Harris.

New Members: Shirin Abd, Sarah Allard, Rishi Banerjee, Rebecca Burnworth, Gordon Davidson, Bryan DiMenna, Wilfredo Dominguez, Jill Dunlop, Malak Esseili, Christie Gray, Dorey Gray, Thomas Ingram, Fawzy Hashem, Kirsan Hirneisen, Joe Holt, Laretta Johnson, Yayin Jou, Chelsea Kaminski, Shige Koseki, Sarah Markland, Beatriz Mazon, Claudia Narvaez Bravo, Ruiqing Pamboukian, Salina Parveen, Brian Sauders, Juming Tang, Jane Van Doren, Qing Wang, Yeru Wang, Stephanie Wilkins, Christina R. Wilson, Ruben Zapata and Meijun Zhu.

Visitors/Guests: Richard Brouillette, Gustavo Gonzalez, Judy Harrison, Ernest Julian, Penelope Kirsch, Modesto Olanya, Hao Pan, Eric Puente, Andrea Ray, Heather Saxton, Adrienne Shearer and Xinhe Wang.

Meeting Called to Order: 1:05 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Kali Kniel and Sherri McGarry.

Old Business: Discussion of 2013 minutes was E-mailed and available on the IAFP Web site. PDG publicly thanked David Gombas for his dedication and service as past PDG Chair.

New Business: Election of PDG vice chair. In keeping with the order that the Executive Board uses, the PDG elected an individual from a government agency to serve as the vice chair of the PDG. Both Sherri McGarry and Bassam Annous offered to serve in the capacity of vice chair. Sherri McGarry was elected to vice chair by the group present using paper ballots prepared before the meeting.

Historically, the FVSQ PDG provides a series of updates to the members, which are outlined below.

Outbreak Update: The outbreak update was given by Sherri McGarry (FDA). Discussions included information on epidemiology and traceback issues of the 2014 (January-June) sprouted chia seed outbreak associated with *Salmonella*; *E. coli* O157 outbreak associated with clover sprouts; Romaine lettuce outbreak; *E. coli* O111 with green cabbage as suspect food involved; recall of peaches and other stone fruit and *Listeria* illnesses only reported consumption of the recalled peaches; and ongoing *Cyclospora* outbreak (January-June).

Regulatory Update: The regulatory update was provided by Samir Assar (FDA). The supplemental notice on water and manure associated with the Proposed Produce Rule is anticipated to be released in the summer of 2014. Discussions included use of education before regulation and assistance with compliance for growers. Remarks were also made on sampling assignments and potential for data usage.

Alliance Updates: The Produce Safety Alliance (PSA) is devel-

oping educational tools and training for growers across the United States. Betsy Bihn provided the update on the PSA (<http://producesafetyalliance.cornell.edu/>). The educational slide sets are complete and the PSA is currently developing a pilot train the trainer program. Training will begin prior to the release of the final rule in October 2015. An update on the Sprouts Safety Alliance (SSA), a group developed to enhance knowledge and best practices for the sprouts community was provided by Kaiping Deng. The SSA is currently developing novel training modules. Information is available at http://www.iit.edu/ifsh/sprout_safety/. There was some discussion on how microgreens might relate to the SSA.

Other Topics: Members requested a discussion on the potential for norovirus to contaminate berries, following the European Food Safety Authority report, EFSA Journal 2014;12(6):3706 (<http://www.efsa.europa.eu/en/efsajournal/doc/3706.pdf>). Lee-Ann Jaykus provided commentary on this report. The discussion centered on aspects of berry production identified in Europe as potentials for risk of contamination by norovirus. Fresh berries are harvest manually for direct consumption and both manually and mechanically for frozen berries. The concern for risk is that berries may be contamination and the used in multi-ingredient foods. GAPs and GHPs are important within the country of origin.

Shelly Feist introduced the PDG to Produce Pro Educational materials, since education is the key to keeping produce safe. These materials are available for use and can be disseminated by anyone who wishes to use them (www.fightbac.org).

Suresh Pillai updated the PDG on APHIS extended use of irradiation on produce commodities for insects and pests to increase shelf-life. Commodities can be picked outside of the US, shipped to the US, and treated by irradiation within the US all within 24-48 hours of harvest. This is being done now for mangos harvested in some countries outside of the United States.

Discussion of Symposium Topics:

1. Issues associated with sprouted seeds (A short symposium including sprouted chia seed outbreak, sprout guidance, *Salmonella* on tahini) – in conjunction with the Pre Harvest PDG.
2. Chasing Zero – in collaboration with the Risk Analysis PDG.
3. Risks ahead concerning microgreens and aquaponics – Roundtable.
4. Microbial indicators: they are what you make of them... (Use of indicators across the produce environment) – in collaboration with Applied Lab Methods and Sanitation PDGs.
5. Proceed with Caution...interpretation of big data.

Recommendations to the Executive Board:

1. Recommend to the Board that Sherri McGarry serve as the Vice Chair for this PDG.
2. Recommend to the Board that the arrangement of the furniture in the PDG meeting space be more conducive to discussions with large numbers of people. Typically we have had a large circle of chairs with a second set of chairs around the perimeter. This previous set-up is advantageous compared to the lecture-style format of today's meeting.

Next Meeting Date: Saturday July 25, 2015.

Meeting Adjourned: 2:52 p.m.

Chairperson: Kali Kniel.

HACCP and Food Safety Systems PDG

Members Present: Lone Jespersen (Chair), Ben Warren (Vice Chair), Dennis Burson, Gordon Hayburn and Amy Kramer.

New Members: Brita Ball, Rishi Banerjee, Laura Bauermeister, Jagpinder Brar, Rochelle Clavero, Kim Cook, Tanya D'Souza, Christine Endacott-Palmer, Robert Gaze, Vinayak Ghate, Kathy Gombas, Leon Gorris, Stephen Grove, Allen Haas, Hussein Hassan, Gretchen Hill, Michael Ionni, Tim Jackson, Lori Ledenbach, Patrick Logan, Deon Mahoney, Molly Mills, Stephanie Nadya, Chantal Nde, Armin Norouzi, Bryan Oliveros, Forest Reichel, Donna Schaffner, Jenny Scott, Peter Taormina, Jennifer Weber, Jordann Wenzel, Elizabeth Williams and Jian Wu.

Board/Staff Members Present: Mickey Parish.

Meeting Called to Order: 1:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Andrew Clarke.

Welcome and Introductions

Chair Lone Jespersen called the meeting to order and welcomed new and existing members. The Chair then discussed the anti-trust statement and reminded attendees to sign the attendance sheets. The Chair reviewed the PDG's mission statement to ground members and the days' discussion in the groups agreed upon mission.

Mickey Parish, Board Liaison, was introduced and provided greetings from the Board. He provided an update which included information on the organizations financial position and the increased number of membership and attendees at this year's conference. He also reminded the group to form partnerships with other PDGs wherever possible and also a reminder that the PDG meetings would be scheduled for the Saturday before the conference in 2015.

Old Business: Nothing outstanding from previous meeting.

New Business: Discussion on the Drafted White Paper "HACCP Steps: Principles, Content and Industry Gaps" with suggestions for enhancements to the document. Those present were also requested to provide suggestions for symposia, roundtables for next year's annual conference and also other work topics which the group could work on in the coming year.

HACCP Meeting Finland

Carol Wallace provided an update to the group on the recent meeting in Finland, organized by the Finnish government to discuss the existing Codex HACCP document. The meeting was well attended with interesting and constructive discussions. Feedback will eventually be provided to Codex from the working group on potential amendments to the document.

Discussion on the drafted white paper "HACCP Steps: Principles, Content and Industry Gaps."

Since the inaugural meeting in Charlotte, one of the sub-working groups had met regularly and between them drafted a document which was intended to highlight the gaps in the

application of the HACCP steps within manufacturing plants and to suggest specific areas where improvements could be made to ensure HACCP related activities provided benefit and were also easier to apply.

The Chair allocated specific HACCP Steps to those present and a working session ensued, members were encouraged to critique the draft document and supply information as to where they would like to see focus and further information included.

Feedback was then provided to the group:

Step 1—Assemble the HACCP Team

Requested more information when defining “Scope” such as product categories, raw materials etc. as it was felt this was important to ensure the correct people were engaged to support the HACCP team where gaps were identified. In addition a request was made to include information on the types of records of individuals’ education and competency which were required to be retained.

Step 2—Describe the Product

It was felt that the importance of the product description needed to be made clear specifically its linkage to facilitating a hazard analysis as this was a gap which the group felt occurred often. In addition the process of how this refers to intended (unintended) use was also felt to be needed in the document, especially when there could be changes in ingredients or to where the product might be sold where it may be used differently. It was felt reference to effective change management would be very important inclusion within the document and also clarity on the intended use of the document.

Step 3—Identify Intended Use

A suggestion was to include reference to pet food and animal food addition and provide more clarity in the definitions, a specific example mentioned was RTE. The inclusion and more information on unintended use was also suggested.

Step 4 and 5—Construct and Confirm Process Flow Diagram

Suggestion was to include where it was acceptable to group ingredients/product types and to ensure the diagram was not too complex and difficult to follow which may cause confusion.

With confirming the flow diagram, it was suggested that an accompanied person external to the HACCP could be utilized to complete the confirmation as this gave an independent view. The group also felt it was important to make sure the review was completed at different times, for different product categories to ensure all potential variations could be considered.

Step 6—List All Potential Hazards, Conduct a Hazard Analysis and Consider Control Measures.

It was felt that there was an opportunity to provide more information and more examples of how to complete a hazard analysis, such as the tools that could be used and some suggestions on approaches to take. It was also felt that some forms of actual hazard analysis would be beneficial.

Step 7—Determine CCPs

It was suggested that providing some information on the connection with subsequent steps would be beneficial, particularly determining critical limits.

Step 8—Establish Critical Limits – This step will be completed.

Step 9—Establish Monitoring Activities

Overall it was felt that the information contained within the document was good. Some inclusion on what constitutes continuous monitoring would be beneficial and also how to determine monitoring frequencies which were not continuous.

Step 10—Establish Corrective Actions

Mention to scientific support was deemed to be important and reference to gaps in competency and knowledge of individuals completing corrective actions was suggested as an issue which needed addressing. The importance of effective root cause analysis to ensure preventative measures are effective was also thought to require reference within the document.

Step 11—Establish Verification Procedures

The group felt that understanding the differences between verification and validation was of particular importance.

Step 12—Establish documentation and record-keeping

Again, it was mentioned consistency throughout the document is needed. Definitions are required. It was suggested that inclusion of how to complete trend analysis of records and data to understand performance would also be worthwhile. Consideration to different methods of record keeping, such as electronic, could be included and also the security aspects and also what should occur when altering electronic records to ensure legality.

Volunteers were required to support and assist the core group that had been working on the document to take it to the next level, those present were encouraged to volunteer.

2015 Activities

The Vice Chair, Ben Warren, requested the group to continue to work in groups to come up with ideas for the program committee for next year’s IAFP conference. Some interesting suggestions were provided by the group which included:

Workshop:

- Foundational HACCP – Learn the basic of risk management through HACCP and pitfalls to avoid.
- Auditing HACCP Plans – 3rd party auditing and risk based approaches to audit.

Symposia:

- “HACCP Training – But I still don’t get it?”
- Developing nations and the challenges they face with implementing effective HACCP programs
- “Was it worth it?” Lessons learned from the past meat and seafood HACCP plans etc.
- “Same destination different journey.” Focus on different mechanisms for root cause analysis; consider speakers outside of food safety to comment on the pitfalls of the different mechanisms of analysis.
- HACCP and connection to food safety systems – include expectations and limitations of HACCP in food service, primary processing and good practices which extend and support fundamental HACCP – incorporate pre-requisites requirements.

Roundtable:

- What is HACCP and where does it belong with food safety management – viewed through different lenses – manufacturer, supplier, regulators
- HACCP – interactive session with audience participation with clickers, expert panel etc. Examples of scenarios and decision to confirm whether a process step is CCP or not.

Webinars:

- Specific to preventative controls
- Develop models – such as how to approach HACCP development and implementation and provide specific examples.
- Develop guidance to provide a basis on understanding of requirements for decision making and scientific decision making.

Recommendations to the Executive Board: None.

Next Meeting Date:

A conference call will be arranged for September 22nd at 9:00 a.m. EST where the proposals for symposia, roundtables and next steps for the group will be discussed. Members were encouraged to provide any ideas to the Chair or Vice Chair.

Meeting Adjourned: 2:55 p.m.

Chairperson: Lone Jespersen.

International Food Protection Issues PDG

Members Present: Caroline Smith DeWaal (Chair) Patrice Arbault, Peter Ben Embarek, DeAnn Benesh, Julia Bradsher, Bob Buchanan, Roger Cook, Maria Teresa Destro, Tong-Jen Fu, Leon Gorriss, John Guzewish, Ian Jenson, Keith Lampel, Linda Leake, Deon Mahoney, Charles Muyanja, Xiangwu Nou, James O'Donnell, Kathleen Rajkowski, Ram Rao, Jenny Scott, Chistropheer Snabes, Isabel Walls, Pamela Wilger and Elizabeth Williams.

Board/Staff Members Present: Don Zink, Alejandro Mazzota, Mickey Parish and Katie Swanson.

New Members: Bassam Annous, Claudio Bauza, Pamela Coleman, Tony Flood, Bob Gravani, Heather Jordan, Luciana Luz, Lee-Yan Sheen, Marianne Solomotis, Sultan Al Taher and Ewen Todd.

Visitors/Guests: Rishi Banerjee, Deepa Bhajekar, Solomon Gebru and Jimmy Liu.

Meeting Called to Order: 2:30 p.m., Saturday, August 2, 2014.

Recording Secretary of Minutes: Bobby Krishna.

Caroline Smith DeWaal, Chair, opened the meeting welcoming the members and guests. She reminded the participants of the purpose of the meeting, announced the results of the vote for Vice Chair and welcomed the guest speaker. The Chair introduced the newly elected Vice Chair, Bobby Krishna, who was elected by polling the members prior to the meeting. Mr. Krishna works for the Food Control Department of Dubai Municipality. He is the coordinator of the Dubai International Food Safety Conference (DIFSC), an annual food safety event held in Dubai. Bobby is a recipient of the NSF International Food Safety Leadership Award as a Trendsetter (2013) and a recipient of the Hygiene Champion Award (2013) from the Pro Chef Magazine.

Old Business:

1. Minutes from 2013 PDG Meeting were adopted as written.

New Business:

1. Don Zink welcomed the members on behalf of IAFF and said that this was anticipated to be a record breaking year. He mentioned that next year in Portland, Oregon, the annual conference would start one day earlier than usual.
2. The Chair identified relevant 2014 Program Highlights and encouraged Members to attend those sessions.
3. As in past years, the International PDG hosted a guest speaker who was introduced by the Chair. Ms. Amy Evans is the head of the Global Food Safety Partnership (GFSP) Secretariat based at the World

Bank Headquarters in Washington, D.C. She brings more than 30 years of experience in international development to the position. Evans informed the members that this was the first partnership where the World Bank has utilized a public and private partnership model. The GFSP is administered through a trust fund where donors from public, private sector and foundations contribute. She described the structure of the GFSP and its desire to expand their partnerships, including with IAFF. She described the objectives of the GFSP as aiming towards promoting the harmonization of training, ensuring best practices, developing baseline for training standards and discussed the goals for next year, including targeting a number of country pilots. She also answered questions from the PDG members.

4. Updates from the World Health Organization, the Food and Agriculture Organization, Codex Alimentarius and ICMSF.

The report from WHO and FAO were provided by Peter Ben Embarek. He mentioned that a series of high profile events including food issues will be organized in the coming month. Among others, the 2nd International Conference on Food Security and Nutrition in November 2014 in Rome will likely recognize a greater issue around water, sanitation, parasites, and the role of food safety in food security as part of a final declaration on food security and nutrition. WHO and FAO will be hosting a side event on food safety. It is also the 10-year anniversary of INFOSAN. Upcoming activities include a review of early warning systems and horizon scanning; piloting activities in east Africa and supporting African initiative on food safety and regional authorities; and developing a platform for sharing data and information. FAO and WHO are also working on an international assessment of the global burden of foodborne disease; risk based approaches to inspection and control; and developing practical guides to the statistical aspects of micro criteria and food safety risk communication. Finally Peter discussed the WHO's work on antibiotic resistance, including the WHO Advisory Group on Integrated Surveillance of Antibiotic Resistance; a global action plan for antibiotic use that covers animal use, human use; and emerging pathogens, like avian influenza, and MERS.

The report on Codex Alimentarius was provided by the Chair, who discussed new work in the Codex Committee on Food Hygiene on controlling *Salmonella* in beef and pork, and new work in the Codex Committee on Food Import and Export Inspection and Certification Systems on a guide to implement the Principles and Guidelines for National Food Control Systems and on emergency communications between national governments.

The report on the ICMSF was provided by Leon Gorriss, who discussed that the latest ICMSF guides are being translated into several additional languages, including Chinese, Japanese, and Spanish. The ICMSF is also developing a new subgroup working in the African region.

5. Discussion of proposals for 2015:
 - Trade Issues Raised by FSMA – Julia Bradsher
 - Safe Food For the Entire Family: The Global Pet Food Frontier – Linda Leake, Bob Buchanan and Abani Pradhan.
 - 20 Years of the World Trade Organization: Successes and Challenges – Ian Jensen.
 - International Food Outbreaks and the Impact of Internet and Online Sales – Peter Ben Embarek and Roger Cook.

- Outbreak Investigations and Reporting 2.0 (including new tools for outbreak investigations, integrated surveillance models, rapid communication of surveillance and new media) – Caroline Smith DeWaal and Peter Ben Embarek.
- Rewriting the Lab Training Model: What is Working in Developing Countries – Bob Buchanan
- Bushmeat: What is Lurking in the Airline Cargo? – Keith Lampel.
- The WHO Report on the Global Burden of Disease – Arie Havelaar, Caroline Smith DeWaal, Peter Ben Embarek and Bob Buchanan.

Regional Reports

1. Roger Cook, New Zealand Food Safety Authority
Fonterra milk event resulted in numerous ministerial enquires; the FSA is also working on rebuilding infant formula standards and a new food control law. Raw milk has also proven to be highly controversial with over 4000 comments collected on their policy.
2. Charles Muyanja, Makerere University, Kampala Uganda
Uganda is trying to establish and improve its food quality and safety policy. While policies and a food authority are in place, structures for implementation are not available. Trade is also an important issue for the country. Finally, street vended foods are a very important food safety issue for consumers.
3. Maria Teresa Destro, Brazil
There was no major event around the World Cup, though there were two outbreaks officially reported. Milk fraud has emerged as a major issue, as it is being diluted with well water and agricultural urea.
4. Deon Mahoney, Australian Dairy Association
Listeria recalls are occurring and Australia adopted new standards for microcriteria for LM in milk products and adopted the Codex standard for RTE products. They are also considering new standards for nutrition and health claims, and for raw bovine milk.
5. Patrice Arbault, France
STECs are becoming a bigger problem in France. In addition to showing up in meat, they are also showing up in raw milk cheeses. They have conducted risk profiles for ground beef and are considering a zero tolerance. The rapid alert system is showing many rejections for STECs in imported products. There is also focus on new labeling regulations, consumer information on where their food is coming from and food allergens.

Recommendations to the Executive Board:

1. Approve Bobby Krishna as the new Vice Chair, with the term of Chair to begin in 2015.
2. Investigate the potential for partnership with the World Bank on the Global Food Safety Partnership.
3. Consider inviting a speaker to give the Ivan Parkin lecture on the topic of the 20th anniversary of the World Trade Organization.

Next Meeting Date: July 24, 2015.

Meeting Adjourned: 5:00 p.m.

Chairperson: Caroline Smith DeWaal.

Low Water Activity Foods PDG

Members Present: Elizabeth Grasso (Chair), Nathan Anderson, Samir Assar, Pardeepinder Brar, Polly Courtney, Carl Custer, Michele Evans, Peyman Fatemi, Jennifer Frankenberg, Dana Gradl, Paul Hall, Robin Kalinowski, Jeffrey Kornacki, Lisa Lucia, Pancita Manalili, Edyta Margas, Bradley Marks, Chantal Nde, Monica Ponder, Gale Prince, Jean Schoeni, Christine Strapp and Erdal Tuncan.

Board/Staff Members Present: Linda Harris.

New Members: Shirin Abd, Brent Brehmer, Nurliza Buyong, Wei Chen, Michelle Danyluk, Tanya D'Souza, Christine Endacott-Palmer, Teri Ehlinger, Carrie Ferstl, Judy Fraser-Heaps, Susan Frye, Max Golden, Kari Graber, Judith Hajdenwurcel, Ian Hildebrandt, Atef Idriss, Keith Ito, Michael James, Sanghyup Jeong, Karim Khinouche, Yasu Komoto, Pichamon Limcharoenchat, Patrick Logan, Lisa Lucore, Wendy Maduff, Rachel McEgan, Armin Norouzi, Wilfredo Ocasio, Monica Ponder, Frank Ridgley, Joe Shebuski, Juming Tang, Chris Theofel, Alice Wei, Edith Wilkin and Guodong Zhang.

Visitors/Guests: Jean Anderson, Richard Brouillette, Elena Enache, Jeff Farber, Johnathan Flannery, Laurel Gann, Michele Gorman, Harsh Jhankhariya, Jeannie Kim, Amy Kramer, Laurie Post, Kelly Probasco, Laura Reina, Jenny Scott, Rico Suhaim, Danielle Voss, Yansong Xue and Meijun Zhu.

Meeting Called to Order: 9:02 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Dana Gradl.

Old Business: (E. Grasso).

- Review Board Responses to 2013 PDG recommendations.
- Previous minutes were circulated. Motion passed to approve minutes from July conference call (B. Marks-motion, N. Anderson-second).

New Business:

- 2015 Meeting dates- (L. Harris).
 - Meeting in Portland is from July 25-28th.
 - PDGs will be held on Saturday, July 25th.
- Election of Vice Chairperson – (E. Grasso)
 - Induae Mello had to step down due to having responsibilities no longer focusing on low water activity foods. Position will assist Chairperson with E-mails, planning webinars, etc.
- Nominations include:
 - Monica Ponder (Associate professor at Virginia Tech).
 - Edith Wilkin (Vice President of Food Safety at Leprino Food Company).
 - Voting: 9 for Monica, 19 for Edith.
- Student Liaison – (E. Grasso).
 - Motion passed for group to have a student liaison.
- Nominations include:
 - Ian Hildebrandt nominated (Michigan State University).
 - Pardeepinder Brar nominated (University of Florida).
 - Linda Harris checked with the Board. While PDGs have not had more than one in the past it is not against the Bylaws.

- Group passed motion to have two student liaisons as the PDG has a large membership and is multi-faceted.
- Social Media – (E. Grasso).
 - Currently have a LinkedIn group.
 - A few members have previously expressed interest in a Facebook group. The topic was brought up for conversation. No members in attendance supported this decision, so it was not able to be brought to a vote. If membership changes their mind in the future, it can be discussed again.
 - FoodSafe – news list on the internet. It may be a good resource.
- Annual PDG Format – (E. Grasso).
 - The format of the Portland PDG meeting was discussed. The membership was interested in hosting a short (15 minute presentation) to kick off the meeting.
 - The motion was accepted.
 - The speaker will be identified at a future date.
- Frequency of conference calls (E. Grasso).
 - Have quarterly conference calls but can discuss “hot topics” as need arises based on things that come up in the news.
 - Contact E. Grasso or E. Wilkins if you think a topic warrants a special discussion.
- Discuss 2015 Activities.
 - Proposals for next year are due 10/14/14.
 - Previously identified ideas for discussion for webinars/symposia/roundtables/workshops.
 - Effect of pH and A_w on halophilic organisms and molds.
 - Policy and regulations.
 - Relationship of A_w to heat resistance and shelf stability.
 - Day to day information.
 - Pet food safety.
 - Molds in low A_w foods—can collaborate with other PDGs for content.
 - Industry concern with surrogates.
 - Policy and regulations have been big topics recently. Will have a final ruling soon with FSMA but for now better to shy away from this topic (N. Anderson).
 - Program committee looks for novelty and hot topics (B. Marks).
 - Brad Marks willing to work on pet food.
 - Consider facility and environment as well as the product itself (G. Prince)
 - Carl Custer: how to make standards for shelf stability work.
 - Ex. 0.85 molds still grow; industry perspective on what to do since standards often fail.
 - Address low A_w internationally—not too much currently occurring for this.
 - Current assumptions that plant is inherently dry are an issue. May be a good webinar idea. There is more to wet/dry cleaning than just the equipment. Need to take into account environmental monitoring, separation, etc. (L. Lucore).
- What ways are there to educate those with this outlook on how to keep dry areas dry and still do wet cleaning requirements (ex. for allergen removal) (T. Ellinger).
 - One plant did not have *Listeria* on their radar, but it was found in the drains.
 - Plants now have better wet/dry separation but some are continuous processing (E. Wilkin).
 - Collaborate with other groups and industries doing similar work.
 - Food hygiene may be interested (their meeting was occurring simultaneously).
- Jeff Kornacki is interested in heading up workshop on dry cleaning methods (novel) for controlling *Salmonella*. It may deal with challenges for completely dry sanitation, maintaining equipment, plant sanitation, cleaning approaches (dry ice blasting, hot oil, chlorine dioxide), how to restart after a recall, how to assess production risk, etc.
 - People that need to see this information may not be attending the meeting (M. Danyluk).
 - Quarterly webinar series leading up to a workshop may help address issues and increase interest (M. Danyluk, B. Marks).
 - May choose to partner with Food Hygiene and Sanitation and Equipment Design PDGs, involve plant engineers (G. Prince).
 - Hygiene group has a lot of interest in sanitation for low A_w foods.
 - Practical applications should be given in each webinar (M. Evans).
 - Broader audience than just scientists.
 - “Practical knowledge transfer” to audience could help with success.
 - People would be able to tell their bosses exactly what they are getting out of the webinars and workshops.
- Pet food topics.
 - Ingredient issues.
 - How to clean the facility and other controls.
 - Is sometimes the “forgotten sector.”
 - How to kill pathogens and know product will be safe.
 - Old science, but is not always applied in smaller places.
- Create a series of webinars—one or two will not likely cover things (J. Frankenberg).
 - Bring attention and allow people to focus on the topic.
 - She is interested in helping organize the whole thing.
 - Focus on key topics since cannot cover everything.
 - Topics for webinar as well as symposia.
- Setting standards may not be as valuable as webinars and other educational tools since each plant likely has their own standards already.
 - Add a validation component.
 - Have topic on industry practices.
 - What is being done now compared to old standards, do they work with current products? (L. Lucore).

- Industry should provide current product information for comparison and evaluation.
- Industry development of own best practices is powerful, can use webinar as a tool to make a document (N. Anderson).
- Gather info from industry and field members, compare to academic setting. It may lead to better research and plant outcomes by doing so.
- Education component (C. Custer).
- “Low A_w = *Salmonella* risk” paradigm (J. Kornacki).
 - There are other areas that can be explored, such as *Cronobacter* in infant formula and other foods.
 - Especially important to explore for at risk populations.
 - MRSA in dry foods.
 - Workshop yesterday addressed what else is a concern besides *Salmonella* (E. Grasso).
 - It is a possible symposium idea.
 - Industry products tested by FDA (public data) includes tests for multiple organisms, they do not narrow focus to only *Salmonella* (L. Lucore).
- Would be helpful to scope all of these ideas for webinars.
 - Quarterly webinar that starts broad but narrows.
 - Use to prepare for IAFP the following year.
 - Practical application.
 - Focus in presentations tends to be North American despite having an international audience.
 - Make first webinar more global.
 - Hurdles unseen in US due to restriction and lack of knowledge.
 - World at large topic and then narrow.
 - What is happening and how to apply ideas.
 - Partner with the international PDG.
 - Middle market companies have no clue.
 - Think their products are safe and therefore nothing applies to their company.
 - What is hook to capture people’s attention so that they can watch and learn?
 - There should be concern about the facility, not just about the product.
 - Larger companies are usually better, so how can it be brought into smaller companies.
 - Microorganisms and other risks associated with imported ingredients.
 - Larger companies are international.
 - Cannot apply same standards across the board.
 - How to manage all aspects to achieve a safe product.
 - Health Canada has Hygienic low moisture codex. Can collaborate for an international talk.
 - Ongoing webinar process, not just for the next year only.
 - Question of which ones to do first.

Potential quarterly webinars identified as: Broad to narrow range → symposium/workshops

1. Hook to interest large audience into webinar series
 - Risks of ingredients

2. Low water activity regulations in global arena (International PDG, GFSI).
 - Testing
 - Hurdles
3. Equipment (Equipment PDG).
 - Control measures
4. Cleaning/Sanitation (FHS PDG, Pre Harvest PDG).
 - What to do before it gets into facility
 - Allergens
 - Segregation of plant
 - Clean break

2015 Proposals:

Symposia Ideas

- Pet foods (B. Marks heading).
- How to address allergens in dry environment.

Symposia/Roundtable Idea

- Pathogens beyond *Salmonella*.

Workshop

- Dry Cleaning (J. Kornacki).

[Members broke into smaller groups to discuss these topics, one person charged with giving the discussion notes to Chairperson.]

Recommendations to the Executive Board:

1. Appoint Edith Wilkin to be Vice Chairperson.
2. Appoint Ian Hildebrandt and Pardeepinder Brar as student liaisons.
3. Try not to schedule Low Water Activity Foods PDG at the same time as Food Hygiene and Sanitation PDG. Many members of these PDGs overlap, as well as themes of discussion, and this would allow more robust attendance at each PDG meeting.

Next Meeting Date: Tuesday, September 9, 2014, 10:00-11:00 a.m. Central Time.

Meeting Adjourned: 11:03 a.m.

Chairperson: Elizabeth Grasso.

Meat and Poultry Safety and Quality

Members Present: Patricia Wester (Chair), Barb Masters (Vice Chair), Christine Aleski, Patrice Arbault, Aaron Asmus, Kannan Balan, Laura Bauermeister, Betsy Booren, Dennis Burson, Carl Custer, Catherine Cutter, Bryan DiMenna, Alejandro Echeverry, Kevin Edwards, Jeff Farber, Paula Fedorka-Cray, Veny Gapud, Kathy Glass, Margaret Hardin, Evan Henke, Craig Henry, Gretchen Hill, Ian Jensen, Amanda King, Ken Macklin, John Marcy, Lynn McMullen, Amit Morey, Salina Parveen, Randall Phebus, Mark Pratt, Gireesh Rajashekara, Jolyda Swaim, Peter Taormina, Leslie Thompson, Darren Toczko, Morgan Wallace and Kurt Westmoreland.

Board/Staff Members Present: Don Zink.

New Members: Claudio Bauza, Wade Fluckey, Gary Gensler, Miguel Gutierrez, Marques Irving, John Jarosh, Audrey Kreske, Eric Martin, Leo Mitchell, Abhijit Natu, George Paoli, Jena Roberts, Michelle Rossman, Donna Schaffner, Melissa Schlabs, Brooke Schwartz, Caroline Smith DeWaal, Yan Song, Christopher Snabes and Lily Yang.

Visitors/Guests: Kevin Edwards, Joe Heinzelmann, VuTuan Nguyen, Tina Shaffer, Robert Tebbs, Jean Valbrun and Jordan Wenzel and Stephanie Wilkins.

Meeting Called to Order: 9:00 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Barb Masters.

Old Business:

1. Review of antitrust guidelines and housekeeping items.
2. Acknowledgement of Patricia Wester as outgoing Chair.
3. Review of 2013 minutes.

New Business:

Discussion on potential symposia for next IAFFP meeting: It was discussed IAFFP is working to assist the PDGs in collaboration across the groups.

Topic Ideas for Next Year Include:

1. Applying Process Control to Pathogens in Poultry-discussion on the process control indicator as required by the FSIS Modernization Rule; Validation: and International aspects. (John Marcy and Amit Morey)
2. Consumer Behavior in Labeling – discussion on consumer behavior relative to GMO, organic, humane verified, etc. labeling. (Betsy Booren)
3. World Wind Tour of Pathogens and unusual vehicles and pathways. (Jeff Farber)
4. Pro/Con Session on Understanding the Impact Undercooking of Products – Include retail, industry, consumer, education. (Patricia Wester)
5. Changing Dogma In Spoilage Indicators. (Cathy Cutter and Peter Taormina)

Discussion on the NIFA Funding and the ability to influence research priorities for government and private funding. It was agreed to form a subcommittee to be led by Betsy Booren. She will host a conference call within the next 60 days.

Sharing of current “hot topics” internationally by Roger Cook and Jeff Farber.

Invitation to provide input with regards to making the list of medically important antibiotics useful to the industry. The list is available on the WHO Web site at AGISAR. Comments can be provided to Caroline Smith DeWaal or Paula Fedorka-Cray.

Recommendations to the Executive Board:

1. Recommend that the Board approve the nomination of Betsy Booren as Meat and Poultry Safety and Quality PDG Vice Chair.
2. Recommend that the Board consider shortening of PDG times to 2 hour slots and staggering the PDGs so that members can attend multiple PDG sessions. With the new PDG chair/vice chair meeting to collaborate on topics the group felt this should enhance and shorten discussions within the PDG allowing the time to be shorter and therefore facilitating participation at multiple PDGs.

Next Meeting Date: Pre-proposal deadline (October 14th) conference call.

Meeting Adjourned: 11:30 a.m.

Chairperson: Barb Masters.

Microbial Modelling and Risk Analysis PDG

Members Present: Yuhuan Chen (Chair), Alejandro Amezcuita, Michael Batz, Peter Ben Embarek, Ray Collins, Paw Dalgaard, Francisco Gaerces Vega, Leon Gorris, Miao Guo, Arie Havelaar, Erin Headley, Shigenobu Koseki, Deon Mahoney, Clare Narrod, Maarten Nauta, Hao Pang, Fernando perez-Rodriguez, Abani Pradhan, Sofia Santillana Farakos, Panagiotis Skandamis, Erdal Tuncan, Jane Van Doren, Elizabeth Williams and Marcel Zwietering.

Board/Staff Members Present: Mickey Parish.

New Members: Matthew Bailey, Jagpinder Brar, Bill Centrella, Ammar Chinwalla, Alejandro Echeverry, Vinayak Ghate, Sandra Hoffmann, Yasu Komoto, Ivan Leguerinel, Tong Liu, Beatriz Mazon, Bryan Oliveros, Omar Oyarzabal, Florence Postollec, Weilin Shelver, Maria Elena Tanabe, Zeynal Topalcengiz, Clement Trunet, Yangyang Wang, Yeru Wang and Aixia Xu.

Visitors/Guests: Brita Ball, Tammy Barnaba, Erdogan Ceylan, Matthias Filter, Jayanthi Gangiredla, Lorna Graham, Dave Horowitz, Joneth Luna, Russ McMinn, Jen Patro, Padmini Ramachandran, Lu Ran, Carmen Tartera, Weimin Wang and Ben Warren.

Meeting Called to Order: 9:01 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Marcel Zwietering (with help from Yuhuan Chen and Alejandro Amezcuita).

Chair Yuhuan Chen, taking over from Alejandro Amezcuita, welcomed attendees, followed by self-introductions for all PDG members and visitors. Yuhuan reviewed the meeting agenda and asked if there were any additional items; there were none suggested.

Old Business:

Minutes. Minutes from the 2013 meeting were tabled for comments or edits. There were no edits. Motion to adopt the minutes by Alejandro, seconded by Keith Ito. Minutes adopted.

Webinars. Alejandro gave a brief re-cap on the 6 webinars held in the last three years. (see list in Appendix I). Alejandro and Yuhuan thanked all the speakers for contributing to the PDG. It was mentioned that webinars are a good way to show benefit of being a member. They are available to IAFFP members at: <https://www.foodprotection.org/events/webinars/>.

MMRA PDG Highlight Article in *FPT*. The article will be published in the *Food Protection Trends* Sept/Oct issue. People who did not see *FPT* yet are encouraged to look it up.

New Business:

THANK YOU to past chair and election of new vice-chair. Yuhuan Chen and the PDG members thanked past chair Alejandro for his outstanding leadership and for the many accomplishments of the PDG achieved under his leadership, not only illustrated in the symposia and webinars but also the networking and collaborations among PDG members, and collaborations with other PDGs. Some of the accomplishments will be highlighted in the upcoming *FPT* article. To show the impacts from Alejandro's leadership, Yuhuan also cited a message from David Tharp: “You and the Microbial Modelling & Risk Analysis PDG Team have done an outstanding job ... You are an example of what can be done in IAFFP's PDG structure to keep communication channels open between your Members throughout the year. Thank you for your leadership.”

Yuhuan called for nominations for vice chair. One nomination was received -- Marcel Zwietering. There was overwhelming support for Marcel. The PDG proposed to appoint Marcel as vice chair.

Guest speaker: Dr. Regis Pouillot – US FDA gave a very well structured informative presentation on “Quantitative Microbial Risk Assessment: What could we do better to tackle key challenges in modeling?”

Three main points have been presented as being crucial:

- better consideration of rare events
- better consideration of variability and uncertainty
- better transparency and quality check.

After the presentation the following remarks were made. Arie Havelaar mentioned that EFSA is working on an overall approach of uncertainty in analysis of risks in food (including tox), and soon there will be a call for public comments. Bob Buchanan mentioned that there is still a lot of confusion on variability and uncertainty. Often mixed up by risk managers (if at all understood) but also assessors. A second point is the difficulty of working with rare events of rare events. A third point is that often there are in MC not enough iteration, guidance on how many iteration might be useful. Concerning the last point Regis mentioned that indeed many iterations are needed, which is less of a problem nowadays, but in certain cases it is also not totally needed, by sometimes just using good math, much better certainty and insight can be obtained.

Greetings/Comments from Executive Board: Mickey Parish thanked members for their involvement and contribution to the PDG. IAFP is doing well. There are 4 new affiliates and a new PDG proposed. He also provided data to show increased attendance and exhibit booths at the annual meeting. Last year we had 2,822 participants, this year again higher. Last year 187 booths, increased now to 224. We have now 3,900 members (30% increases in last 8 years). Due to the increases in participants for the next year, meeting will start a day earlier (for one year). International symposia are organized in Middle East (Dubai), Europe, Taipei, and Brazil.

- IAFP’s Latin American Symposium on Food Safety October 12-15, 2014 Iguazu Falls, Brazil.
- China International Food Safety and Quality Conference and Exhibition (11/05/2014 - 11/06/2014).
- Dubai International Food Safety Conference and Exhibition (11/09/2014 - 11/11/2014).

As last point he indicated that the Board would prefer to have in the minutes as a symposia list, one clearly identified list and then text.

Updates from the ICPMF Committee: Marcel Zwietering (as being the chair of the International *Committee* on Predictive Microbiology of Food) explained the committee that was founded 12-9-2011 in Dublin (ICPMF-7, the 7th International Conference on Predictive Microbiology of Food). The mission is “to catalyse the development of predictive modelling in foods, primarily through advancing the success and sustainability of the biannual ICPMF-conferences.” The next conference will be in Rio de Janeiro in September 2015.

Symposia/Workshops/Roundtables – Ideas for 2015

1. Arie Havelaar (RIVM): *Symposium on output of global burden of food borne disease estimates* (FERG, WHO).

2. Florence Postollec (ADRIA): *Symposium on the new ISO working group on designing challenge tests (growth and survival) with the use of predictive microbiology.*
3. Jane van Doren (FDA): *Symposium: How to do risk assessment under a lot of uncertainty.*
4. Bob Buchanan: (Univ of Maryland): *Celebrate 20 years of WTO and the role of risk analysis.*
5. Yuhuan Chen (FDA): *Produce-related risk assessment.*
6. Ben Warren (vice-chair of HACCP PDG): *Towards more quantitative HACCP systems.*
7. Yuhuan Chen (FDA) – *Workshop on tools for risk assessment (FDA-iRISK).*
8. Dennis Seman (Kraft) *Symposium on how to make practical examples of use of models in industry.*
9. Peter Ben Embarek (WHO): *Roundtable on major risk assessments developed in the last 20 years – how have they been used and lessons learned* (suggested after the PDG meeting).

Helps if the proposal is sponsored by the PDG, and supported by other PDGs. Yuhuan reminded all that the proposals are due by October 14, 2014.

Elaboration on ideas for Symposia:

1. Arie Havelaar (RIVM) – output of global burden of foodborne disease estimates (FERG). By May 2015, WHO will publish report and a series of paper in a PLoS journal. Dedicated symposium in The Hague. Ultimate metric: DALY.
2. Florence Postollec (ADRIA) – ISO working group (No 19) on challenge testing. Challenge test for growth & now also to assess survival. Predictive modelling is part of the guideline. Build on the IAFP Europe 2014 symposium on microbial inactivation modelling. Present guidelines. Potential also to do a webinar on this topic.
3. Jane Van Doren (FDA) – How to do risk assessment under a lot of uncertainty. Use case studies such as virus risk assessment (NoV in shellfish) and parasite risk assessment.
4. Bob Buchanan (Univ of Maryland) – Celebrate 20 Years of WTO. The role of Risk Analysis in the SPS Agreement. Speaker from WTO ideal (potentially to invite him/her as Ivan Parkin lecture, focusing of the accomplishments of WTO). Yuhuan indicated that the International Food Protection Issues PDG are interested in collaborating with the MMRA PDG to form a small working group to identify themes/topics and further develop a symposium proposal around the progress made and challenges in the use of risk analysis in food safety in areas such as standard setting and trade. Connect with International Food Protection Issues PDG.
5. Yuhuan Chen (FDA) – Produce-related risk assessment. Microbial risks in fruits and vegetables. In the context of FSMA. Connect with Fruit & Vegetable Safety & Quality PDG.
6. Ben Warren (vice-chair of HACCP PDG) – towards more quantitative HACCP systems. Connect with HACCP PDG.
7. Yuhuan Chen (FDA) – Workshop on tools for risk

assessment (FDA-iRISK). Hands-on exercises understanding real needs from industry and evaluating how iRISK can be used to answer questions.

Bob Buchanan's comment: better to go for a symposium that this is a viable approach for the determination of equivalence. This will help 'convince' industry and government to use this tool for determination of equivalence, particularly when it is between 2 countries. This is one of the benefits of risk analysis. But if you propose a workshop, you need to 'sell' it that this is a viable approach. Framework of equivalence is a risk management / policy topic.

Mike Batz's comment: maybe the discussion around risk assessment role in determination of equivalence would be a good topic for a roundtable. If it is just a training session on iRISK, then fine. I would not frame the workshop around equivalence.

Yuhuan Chen's comment: the proposed workshop would focus on risk assessment but not risk management or policy aspect of equivalent. It would focus a better understanding of how it can provide an accessible methodology to establish a baseline, and to compare different control measures and alternatives based on risk estimates and a common metric.

Connect with HACCP PDG & Fruit/Vegetable PDG.

Bob Buchanan's comment: also of interest to the Food Law PDG and International PDG.

8. Denis Seman (Kraft) – How to make models useful for industry. Useful microbial modelling, practical examples. Industry should not disregard models at once because they don't work. Paw Dalgaard's comment: this is a good suggestion. One of the big limitations is that the range of environmental parameters is too limited. Secondly we don't characterise enough the food. This is an important boundary. Some models are not used to their full potential because we don't know enough about the food. Also explore other options Webinar? White Paper? Short symposium? Alejandro Amezcuita (Unilever) interested to work with Denis/Paw on this.

Ideas for webinars topics 2014-2015:

Webinar: Leon Gorris mentions that the idea of a webinar on FSO metrics / case study is still planned: Lisa Gkogka and Leon Gorris. We will reach out to the HACCP PDG potentially interested in co-sponsoring.

IAFP 2014 – Yuhuan provided a brief review of a list of selected Symposia and Technical Sessions of note – a few of the symposia/round tables were organized by members of the PDG and/or were developed from ideas proposed at the 2013 meeting, e.g., S4, S5, RT2, S26 and S35, organized in collaboration with several other PDGs. Also of note, this year the Silliker Lecture is on the topic of "Bringing Science-based Risk Analysis to Practice to Further Improve Food Safety."

Other Business: None.

Recommendations to the Executive Board:

1. Recommend to the Board that Marcel Zwietering be the Vice Chair.
2. Recommend to the Board that the MMRA PDG mission statement be revised as follows:

To facilitate communication on the topics of predictive modelling (PM) and microbial risk analysis (MRA), encourage research and data reporting methods to support PM and MRA, and promote their applications and use.

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

Meeting Adjourned: 10:58 a.m.

Chairperson Name: Yuhuan Chen.

Appendix I.

Webinars

Re-cap and feedback on webinars held in 2012-2014.

- i. Quantitative Assessment of the Microbial Risk of Leafy Greens from Farm to Consumption (Dr. Don Schaffner – Rutgers University, USA) 17 January 2012
- ii. ComBase (Dr. Jozsef Baranyi – Institute of Food Research, UK) 18 April 2012
- iii. Distributions of Microorganisms and Their Impact on Food Safety (Dr. Marcel Zwietering – Wageningen University, Netherlands) 31 January 2013
- iv. Risk-based Microbiological Criteria for Campylobacter (Dr. Maarten Nauta – Technical University of Denmark) 29 May 2013
- v. How Do We Move to Risk-based HACCP? (Dr. Bob Buchanan – University of Maryland, USA) 12 December 2013
- vi. Towards Harmonization of Food Safety Risk Modelling and Its Resources (Dr. Maarten Nauta – Technical University of Denmark and Mr. Matthias Filter – Federal Institute of Risk Assessment BfR, Germany) 28 May 2014

Pre Harvest Food Safety PDG

Members Present: Divya Jaroni (Chair), Achyut Adhikari, Soohyoun Ahn, Bassam Annous, Robert Buchanan, Carl Custer, Maria Estrada, Paula Fedorka-Cray, Eduardo Gutierrez-Rodriguez, David Gombas, Jack Guzewich, Atef Idriss, Kwang Cheol Jeong, Kalmia Kniel, Sharan Lanini, Jeffrey LeJeune, Li Ma, Patricia Millner, T. G. Nagaraja, Rajesh Nayak, Patrick Spaninger, Sid Thakur, Mike Villaneva and Claudio Zweifel.

Board/Staff Members Present: Linda Harris.

New Members: Rishi Banerjee, Mandy Carr Johnson, Diane Ducharme, Lorna Graham, Dorey Gray, Ganyu Gu, Dayna Harhay, Joe Holt, Thomas Ingram, Buddhini Jayasundera, Karim Khinouche, Pushpinder Litt, Tong Liu, Leo Mitchell, Stephanie Nadya, Cladia Navvacz, Stephanie Pollard, Gireesh Rajashekara, Pragathi Belagola Shridhar, Meghan Styke, Sara Swanson, Ewen Todd, Qing Wang and Yeru Wang.

Meeting Called to Order: 3:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Buddhini Jayasundera.

Divya Jaroni (Chair) called the meeting to order. Buddhini Jayasundera was appointed the recorder of the meeting minutes. Sign-up sheets were passed around for new and existing members and visitors. The meeting started with Divya Jaroni welcoming the new and existing PDG members and introducing Linda Harris (Secretary) from the Executive Board. Dr. Harris talked about the importance of PDGs and mentioned three new PDGs this year: 1) HACCP Utilization and Food Safety; 2) Sanitary Equipment and Facility Design; and 3) Low Moisture Foods. She also talked about one of the options for more members to be able to attend the various PDG meetings was to increase the number of PDG meetings on Saturday afternoon. This was followed by the announcement for vice chair election for the Pre Harvest Food Safety PDG (2 year term, 2014-2016) and ballots with names of each nominee were passed around to members and attendees. A call for any new nominations besides those already on the ballot was made; no new nominations were put forward. This was followed by a speech from the out-going chair Dr. Sid Thakur.

Old Business: The meeting minutes from last year were approved without any modifications. Divya Jaroni went over the symposium topics discussed in the last meeting. A total of 6 symposia/roundtable topics were submitted, out of which two were submitted from the Pre Harvest PDG and four were submitted in collaboration with other PDGs (shown below). Divya Jaroni introduced the symposia to the PDG and briefly explained the significance and the sub-topics of the symposia. Sid encouraged the members to resubmit the symposia proposals which were not accepted after suitable modifications. Accepted symposia include:

- a. As The World Turns: A 360 Point: Counterpoint of Global Issues as Expressed by Those with Differing Views: Roundtable. Primary sponsor: Pre Harvest PDG. Organizers: Paula Fedorka-Cray and Sid Thakur.
- b. Update on the Shiga toxin-producing *Escherichia coli* Coordinated Agricultural Project (STEC-CAP): Full Symposium (3 h). Primary sponsor: Applied Laboratory Methods Organizer: Rodney Moxley.
- c. Development and Applications of Advanced Spectroscopic Techniques in Food Safety and Defense: Full Symposium (2 h). Primary sponsor: Applied Laboratory Methods PDG. Organizer: Lili He.
- d. *Cyclospora*: Recent foodborne outbreaks and challenges. Full Symposium (3 h). Primary sponsor: Viral and Parasitic Foodborne Disease PDG. Organizers: Robert Tauxe and Ynes Ortega.
- e. Microgreens and Sprouts under Microscope: Similarities and Differences in Botanic Structure, Agricultural Practices, and Food Safety Risks. Full Symposium (3 h). Primary Sponsor: Fruit and Vegetable Safety and Quality PDG. Organizers: Yaguang Luo, Michelle Smith and Tong-Jen Fu.

New Business:

- I. Elections for the new vice chair for the PDG were held by asking the members to submit their votes on the ballot. Each nominee for the vice chair was introduced by Divya Jaroni. The nominees were as follows:

1. Keith Warriner, Professor, University of Guelph.
2. Monica Ponder, Assoc. Professor, Virginia Tech.
3. Ravirajsingh Jadeja, Postdoctoral Research Assoc., University of Georgia.
4. Li Maria Ma, Asst. Professor, Oklahoma State University.
5. Bassam Annous, Research Microbiologist, Eastern Regional Research Center, USDA-ARS – NAA, Wyndmoor, PA.

Sid Thakur (out-going chair) counted the paper votes. Bassam Annous was elected for the position.

- II. New areas for symposia topics for next year were discussed.
 1. Steve Gandolph (FDA) proposed the development of an assessment document looking at how climate change can have an impact on food safety. It was also suggested that all PDGs could work together on the topic. The primary goal of such a topic would be to raise awareness and to work out any preventive measures that may help combat or reduce any negative impact that climate would have on food safety. Scott (FSIS) addressed the importance of the topic of climate and its impact on food safety especially in grow-out facilities, orchards, and pre-harvest food safety in fresh produce.
 2. Caroline Smith DeWaal proposed a look into meat inspection systems in use in other parts of the world (outside North America). How do these systems impact meat safety? Some of the systems involve animal ID systems that track animal life cycles. These methods impact the way that animals are slaughtered and the order in which they are processed (cleanest first, for example). Can these meat inspection systems become an advantage with regards to traceability? Specific topics dealing with the issue suggested were:
 - a. Animal and international ID systems...
 - b. Traceability and fresh produce
 - c. Regulatory (USDA/FDA) aspect

It was also suggested that the Pre Harvest Food Safety PDG collaborate with the Meat and Poultry PDG on this one.

3. Divya Jaroni brought up last year's topic of animal welfare and food safety and called for new ideas – no new ideas or suggestions were brought up.
4. Epidemiological studies with fresh produce and microbial studies. It was suggested that support be sought from the Fresh Produce PDG.
5. The previous year's submission 'Appearing From Nowhere, They Seem to Surprise: Emerging Antimicrobial Resistance' (submitted by Paula Cray) was brought up, however, there was no further discussion on the topic.

Divya Jaroni then announced the submission deadline of October 14 for roundtable, symposium, workshop and/or webinar topics for IAFFP 2015.

- III. Presentation: Important topics and new challenges in pre-harvest food safety:
Presentation by Atef Idriss, MEFOSA (sarl), Middle East North Africa Food Safety Associates. Title: Food

Safety and Pre/Post Harvest Handling & Storage in Middle East and North African region. Issues of food safety in the MENA region were addressed, including the lack of food safety education in the region and the need to implement standardized and updated laboratory testing procedures, as well as enforcement of good manufacturing/farming practices, taking into consideration the cultural, socio-economic, and regional criteria.

- IV. Sid Thakur then opened the floor for the Pre Harvest Food Safety panel discussion. The following topics were discussed:
- Import/export of food safety and how to manage pre-harvest safety on an international scale – It was stressed that farm level testing needs to also be introduced in the United States. It was suggested that the role of international food safety laws and FSMA needed to be addressed in an attempt to manufacture safer food products at an international level.
 - Water use at the pre-harvest level – It was proposed that the topic be addressed as a symposia topic for the following year. It was also suggested that water use at the pre-harvest level could be a topic that could be tied in with the climate change issue addressed earlier in the meeting.
 - Role of buffer zones in agriculture. The role of climate as a buffer zone and its impact on food safety was addressed.
 - Pre-harvest challenges in sustainable farming systems: “Grow local, eat local.” Under this topic, it was suggested that urban gardening farming be an element of education that could be introduced into schools. It was also suggested that the unavailability of fresh produce into inner city areas be a subject that is tied in with the topic in question.
 - Antimicrobial use and the impact of their elimination/reduction from animal industry on pre-harvest food safety. The implications of using international systems (such as those employed by the EU) in the United States were discussed. It was also suggested that host-pathogen interactions and alternative antimicrobials be touched upon under this topic. A member of the audience suggested a potential speaker for the topic in question: Emilio Esteban, US Department of Agriculture FSIS-OPHS-EALS.
 - Role of parasites at the pre-harvest food safety level.

Recommendations to the Executive Board

- The Pre Harvest PDG committee recommends Dr. Bassam A. Annous as the new Vice Chair for 2014-2016.
- As a solution to getting equal representation by all PDGs on symposia, it was suggested that at least one symposium by each PDG be selected for presentation. Selections are to be made after ranking all presented topics per PDG, and the most popular topic will be picked for presentation. Dr. Paula Cray suggested that the solution proposed may pose to be a difficult model.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 4:45 p.m.

Chairperson: Divya Jaroni.

Retail & Foodservice PDG

Members Present: Gina Nicholson (Chair), Atallah Baroudi, Zeb Blanton, Ronald Bottrell, Turonda Crumpler, Carl Custer, Ashley Eisenbeiser, Thomas Ford, Veneranda Gapud, Donna Garren, Dale Grinstead, Susan Hammons, Marjorie Jones, Larry Kohl, Yale Lary, John Marcy, Paul Marra, Thomas McCaskey, Ann Marie McNamara, Jay Neal, James O'Donnell, Kathleen O'Donnell, Ruth Petran, Fred Reimers, Todd Rossow, Chris Seeber, Pete Snyder, Anna Starobin, Hilary Thesmar, Stephen Tracey, Brian Turner and Sharon Wood.

Board/Staff Members Present: Alejandro Mazzotta.

New Members: Jeff Anderson, Claudio Bauza, Betsy Booren, Pam Coleman, Cory Hedman, Dawn Huston, Bob Kramer, Kay Legge, Jeff Lindholm, Deirdre Schlennuger, Chris Spangenberg and Michelle Wollenzien.

Visitors/Guests: Lauren Bush and Dina Scott.

Meeting Called to Order: 1:04 p.m., Sunday, August 3, 2014 by Gina Nicholson.

Recording Secretary of Minutes: Sharon Wood.

Chair Gina Nicholson read the antitrust guidelines for association meetings.

Welcome: Introductions and circulation of rosters.

Review of Agenda and Call for additional Agenda Items:
No additional agenda items.

Old Business:

Adoption of 2013 PDG meeting minutes was voted on to include Board recommendations and status from 2013. The motion, second, and all approved. Move to accept by John Marcy and 2nd by Kathleen O'Donnell then voted as approved by entire membership.

Use of Google Groups – Bobby Krishna has established a Retail & Foodservice PDG Google Group. You can use the following link to send a message that would go to the entire PDG: retailpdg@googlegroups.com.

Recognition of our Student Liaison for our PDG from Purdue University: Susan Hammons, Master's Student, Department of Food Science, Purdue University, hammonss@purdue.edu.

The Retail and Foodservice PDG either sponsored or co-sponsored 6 sessions for IAFP 2014. Plan on attending and supporting these sessions! Reviewed session list and thanked those that contributed to developing and submitting symposia, workshops, technical and roundtable sessions.

New Business:

Presenters: 10 minutes each

- STOP Foodborne Illness – Deirdre Schlennuger, and Lauren Bush - putting a face on foodborne illness – this organization reviewed their purpose as well as

the partnerships with industry members and introduced members of the STOP Board.

2. GFSI Retail/Wholesale Technical Working Group Update – The members of the work group were recognized and many were present at the PDG meeting and members of the Retail & Foodservice PDG. Members were asked to give updates on the status of the work being done by this work group. Tom Ford gave a brief overview and discussed the reason for the development of the work group. Inspection was completed and now auditor competency is in progress. Work should be included in the 2016 guidance document for Retail. Foodservice work group formation will follow. Fred Reimers gave an update on SQF audit credentialing and a related FMI scholarship. Cory Hedman also mentioned that the Consumer Goods Forum is at booth #252 where members can go to get more information and volunteer for work groups. This is the parent organization for GFSI.
3. Conference for Food Protection (CFP) Update – Executive Board member Donna Garren gave the members a brief update on what the CFP is and 2014 CFP outcomes.
4. Technology Discussion – Brian Nummer – Technology and the future of Health Inspections was presented to the PDG and asked for member input. There was active discussion on industry needs and some work that has been done around the management of data. This may be a good topic for Roundtable submission for the next IAFP.

Black Pearl Award Recognition

Congratulations to Sodexo the IAFP 2014 Black Pearl Recipient. Brian Turner spoke briefly to the group about the award and what actions lead to the award and the inward evaluation that his company went through during the process. Recognition was also given to past Black Pearl recipients. Fred Reimers mentioned the background and founder of the award.

Student PDG & RF-PDG Mentorship Program

- Last year, our PDG suggested to the board to develop a Mentoring Program for student members of IAFP. The goal would be to 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. It was moved and seconded to move forward with a Board recommendation around this process.

Vice Chair Election

Jay Neal, Hilton College and University of Houston, and Michelle Wollenzien, HEB, were nominated for the Vice Chair position of the PDG. Each introduced themselves and gave a brief synopsis of their background and experience. Jay Neal, Associate Professor, was elected as the new Vice Chair. The PDG discussed election of a Secretary. It was moved and seconded that each would have 2-year terms. The PDG voted in favor on the 2-year rotation and that Michelle Wollenzien, Food Safety Manager, HEB, would serve as the Secretary.

Proposed 2015 Sessions for Submission: Submission deadline is Oct. 14, 2014.

Assignments of Leads and exchange of contact information for 2015 Session Development Individuals that volunteered to lead committees to develop and submit sessions for IAFP 2015 collected names of those that would like to assist with development.

- GFSI retail wholesale / foodservice efforts – Hilary Thesmar.
- Future of Health Department Inspections – Retail / FSMA – Ruth Petran, Brian Nummer.
- Food Waste - Yale Larry, Sharon Wood, Brian Turner, Students.
- EPA – Biofilm claims (Sanitation PDG) – Dale Grinstead.
- Communicating Food Safety up and down in your organization (Sanitation PDG) – Gina Nicholson.
- Sustaining Public Health While Reducing Food Waste – Yale Larry.
- Mobile Food Vehicles – The Newest Trend - Jennifer Lahnoudi.
- The Critical Role of Behavior Change in Achieving a Food Safety Culture – Educating and Training in Today's World – Laura Nelson.
- Food Equipment in Today's Global Market: Food Safety Standards for Commercial Food Equipment – Gina Nicholson.
- Developing, Analyzing and Leveraging *Meaningful* Audit Data to Drive Food Safety Excellence at Retail/ Foodservice – Marjorie Jones.
- Building Food Safety and Quality Assurance in Retail Food Service Operations – Nasandra Wright.
- Enhanced Traceability – Using Electronic Traceability To Proactively Prevent Food Safety Problems – Andrew Furner.
- Food Safety and Quality Assurance – Challenges in growing economies and developing countries – Nasandra Wright.

Award Presentation: Sharon Wood, Past Chair of the PDG, introduced O. Pete Snyder, who was present and was the recipient of the first annual Distinguished Service Award. She then presented the Retail and Foodservice PDG 2nd annual Distinguished Service Award to Mr. Fred Reimers who was present at the meeting.

Student PDG and Retail & Foodservice Mentor Program Outline:

IAFP PDG Mentoring Program.

Targeted audience.

Groups involved.

Student PDG.

Retail and Foodservice PDG.

Target groups.

Developing Food Safety Professionals PDG.

Any other PDG or member who would be interested.

E-mail to be sent to all PDG Chairs to gauge interest.

Aims.

Increase the interaction between student member and young professionals in Food Safety with veteran members.

Allow for a one on one interaction fostering guidance and experience to younger members.

Grow networking capacities of all those involved.
Member involvement.
Time commitment.
As little or as much as desired.
Suggested interactions between participants.
Monthly calls/E-mails to be exchanged.
Current program and experiences within the food industry/government/academia.
Advice on opportunities.
Interaction at Annual Meetings.
One on one meeting.
Participation in shared interest roundtables and symposium.
Further networking between colleagues.

Recommendations to the Executive Board:

1. Consider the formation of a separate PDG on Audit and Inspections with a farm to store emphasis.
2. Develop a Mentoring program for student members of IAFFP. The goal would be to connect them with IAFFP business professionals that are willing to mentor them. See details in minutes.

Meeting Adjourned: 2:57 p.m.

Chairperson Name: Gina Nicholson.

Sanitary Equipment and Facility Design PDG

Members Present: Paul Dix (Chair), Ronald Schmidt (Vice Chair), Jennifer Frankenberg, Bob Hagberg, Gale Prince, Steven Sims and Zhinong Yan.

Board/Staff Members Present: Don Zink.

New Members: Warren Clark, Mark Davis, Roxanne Davis, Michele Evans, Thomas Ford, Charles Giambone, David Herweyer, Kirsten Howe, Marques Irving, Jeffrey Kornacki, John Merenick, Mark Morgan, Steve Murphy, Joemel Quicho, David Rasmussen, Tim Rugh, Allen Saylor, Tracey Sinclair, Edith Wilkin and Yue Zheng.

Visitors/Guests: Pia Abdel Karim, Hatice Bostan, Alex Brandt, Brent Brehmer, Francie Buck, Travis Clark, Nicole Delaney, Cristal Garrison, Ivonne Litwin, Hao Pan, Vincent Paolillo, Robert Sanders, Joe Stout and Rico Suhaim.

Meeting Called to Order: 1:04 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Paul Dix.

Reviewed IAFFP Antitrust Guidelines.

Allen Saylor provided a short update on the Dairy Practices Council. He explained that they write guidelines regarding practical ways to meet dairy regulatory requirements. They got their start in the Northeastern U.S. many years ago. Their group used to be called the Northeast Dairy Practices Council. They have grown to include many other areas of the United States. Allen reviewed some of the guideline titles to show that they apply to dairy farms, plants, hauling, and every aspect of the dairy business from farm to

table. He introduced the group to the Web site and informed them about the upcoming 2014 Annual Conference to be held November 5-7, 2014 in Kansas City, Missouri.

Featured Speaker: Joe Stout "Proper Equipment Design Insures Safe Food."

Joe Stout provided the new PDG with a great presentation to get member's thoughts and interests moving forward. Joe provided slides depicting hygienic design versus poor design. He explained that it is not enough to design sanitary food equipment, proper installation makes all the difference. There are plenty of cases where equipment installations meet regulation or code, but working space, accessibility for cleaning/ service, and proximity to other equipment could compromise the installation. Joe shared lists of equipment standards, guidelines, and documents for hygienic equipment design. He emphasized that there are plenty of standards, select one standard and follow it through. Joe showed plant diagrams with proper and improper product flows. Food companies must make production flow charts where raw rooms are on one side of a plant and processed and packaged foods are on the opposite side of the plant. This limits possible cross contamination of finished foods from raw products/ ingredients. Joe shared a bar graph that showed how some plants have cycles of sanitation levels over a measured time span. The sanitation levels improve greatly after a special situation occurs, then that level drops back each year for the next few years. When another special situation occurs, the sanitation level improves again. Set the sanitation goal higher to produce safer foods. Challenges within food plants include legacy equipment, and the constant changing consumer demands for new products and convenient packaging.

Old Business:

The 2013 Sanitary Equipment and Facility Design PDG Minutes were reviewed and approved.

Paul Dix explained that the new Sanitary Equipment and Facility Design PDG was not a name change from 3-A Committee on Sanitary Procedures. This new PDG was formed from the necessity of sanitary design of food processing equipment from all different types of foods. This new assembly is a "stand alone" PDG that will allow the sharing of lots of different standards and guidelines for hygienic design in all foods.

Jennifer Frankenberg presented an update on the new ANSI Equipment Standards for the Baking Industry.

Report from 3-A CSP:

The 3-A Committee for Sanitary Procedures holds monthly conference calls to review dairy equipment. This year the 3-A CSP has reviewed 10 Work Group Ballots, 5 Consensus Body Ballots and 4 Steering Committee Ballots. New General Standards "A" Level Document has made it through the balloting process. Paul Dix presented the highlights of this new document with a Power Point presentation that was authored by Eric Schweitzer. Many industries use sanitary standards including dairy, beverages, meats, fruits/vegetables, bakeries, pharmaceuticals/ cosmetics, and paints/inks. The new General Requirement Standard 00-00 has made it through the balloting process and will become the normative reference. The 71 current standards will become the "B" Level Documents as they are updated and balloted. The scope of General Requirement standards includes milk, milk products, foods, food ingredients, beverages, and other edible materials. There are also ten 3-A practices that address

systems or processes. Product contact and non-product contact surfaces were defined and illustrated. Paul encouraged the group to become involved in the creation and updating 3-A Sanitary Standards and Accepted Practices by participating in 3-A Working Groups and attending upcoming webinars, Paul provided contact information for 3-A through Eric Schweitzer erics@3-a.org or 703-790-0295.

The Annual Meeting for 3-A Sanitary Standards, Inc. was held May 12-15, 2014 in Milwaukee, Wisconsin.

The Symposium Titled "Equipment and Facility Contributions in Cases of Foodborne Illness Outbreaks and Recalls" will be presented on Wednesday.

The Symposium Titled "Cleaning and Sanitation of Low Water Activity Processing Environments" will be presented on Tuesday.

The Symposium Titled "Developing a Protocol for Meeting FSMA Validation Requirements in Heat Processed Low-Moisture Foods" will be presented on Wednesday.

New Business:

Symposium (or Publication) Idea: Developing a Vision of a Hygienically Designed Food Plant of the Future-Demonstrate dollars saved up front to the company. Compare the difference in properly designed food equipment, upgrading/retrofitting food equipment, and poorly designed food equipment. Identify and evaluate costs of properly designed equipment versus losses from foodborne illness outbreaks, product recalls, and market losses. Emphasize microbiological and allergen cross contamination prevention. Cooperate with Food Hygiene and Sanitation PDG and Food Chemical Hazards and Food Allergy PDG.

Symposium Idea: Dealing with Legacy Facilities and Equipment with Emphasis on Low Moisture Foods Including Pet Foods. Retrofitting an old plant. It is not just about sanitary equipment design, but installation layout. Cooperate with Low Water Activity PDG and 3-A Committee on Sanitary Procedures.

Symposium Idea: Hazard Analysis of Sanitary Equipment Design – How to determine sanitary design parameters in a risk assessment model. Where does it fit in risk assessment? How do you foster sanitary design of equipment before the catastrophic event? Cooperate with 3-A Committee on Sanitary Procedures and HACCP Utilization and Food Safety Systems PDG.

Roundtable Discussion Idea: Risk Assessments in Legacy Facilities – How to calculate return on investment for good sanitary design of food equipment. How does one carry hygienic design ideas into older food processing facilities including the impact of aggressive cleaning/ sanitizing regimes on inappropriate surfaces/finishes? Evaluate appropriate cleaning/ sanitizing solutions and justify sanitary design. Cooperate with Food Hygiene and Sanitation PDG.

Recommendations to the Executive Board:

1. Because of considerable overlap in membership, please do not schedule the meeting of the 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 IAFP 2015.

Next Meeting Date: July 25, 2015, Oregon Convention Center- Portland, OR.

Meeting Adjourned: 3:01 p.m.

Chairperson: Paul Dix.

Seafood Safety and Quality PDG

Members Present: Barbara Blakistone (Chair), Michelle Lovett (Vice Chair), Zeb Blanton, Kevin Edwards, Veneranda Gapud, Peter Hibbard, David Kingsley, Kathleen Rajkowski, Otto Simmons, Tori Stivers, Jane Van Doren and Isabel Walls.

Board/Staff Members Present: Alejandro Mazzotta.

New Members: Claudio Bauza, Ken Davenport, Shelley Lankford, Armin Norouzi, Forest Reichel, Katja Schilling, Melissa Schlabs, Maria Elena Tanabe, Juming Tang, Kim Thayer, Kitiya Vongkamjan and Meijun Zhu.

Visitors/Guests: Tejas Bhatt, Derek Grillo, Penelope Kirsch, Eric Puente, Tom Kinsey, Jian Wu and Janet Zhang.

Meeting Called to Order: 3:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Michelle Lovett, Vice Chair.

Old Business: Approved Minutes of 2013 meeting.

New Business:

- Otto Simmons updated the group on the Norovirus Collaborative study based at NCSU with the main objective to reduce the burden of foodborne outbreaks related to norovirus.
- Tejas Bhatt and Janet Zhang discussed the work of the Global Food Traceability Center (GFTC) to which IAFP belongs. The purpose of this project is to strengthen the performance and proficiency of the seafood industry by providing knowledge about the impact of traceability on reduction of waste, enhancement of consumer trust, and increase of business efficiencies. GFTC is also working on a Best Practices Project to include 6 food Sectors (Seafood, Bakery, Produce, Meat & Poultry, Dairy, and Processed Foods). Additionally, the project will deliver a software application that can be used by stakeholders seeking to better understand their return on investments in traceability solutions. Tejas Bhatt requested that his contact information be distributed to Seafood PDG members after the meeting.
- Discussed Potential topics for Symposia, Workshop, and Webinar
 - HACCP Segment II-Workshop.
 - Aquaponics-Webinar.
 - Risk Assessment of Norovirus in bi-valves/ molluscan shellfish.
 - Climate Change in Food Safety (Seafood focus).
 - Risk Assessment of Aquaculture Seafood vs. Wild Caught.
 - 2017-topic: 20th Anniversary of Seafood HACCP implementation.
- Alejandro Mazzotta discussed news from the Board, especially the 4 new affiliates to IAFP as well as the change of meeting days for IAFP 2015 in Portland, Oregon.

Recommendations to the Board: None.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 4:27 p.m.

Chairperson: Barbara Blakistone.

Student PDG

Members Present: Byron Chaves (Chair), Lily Yang (Vice Chair), Susan Hammons (Social Chair), Matthew Moore (Secretary), Stephanie Pollard (Treasurer), Margaret Duckson, Ellen Evans, Clyde Manuel, Keila Perez, Songsirin Ruengvisesh, Patrick Spaninger and Ellen Thomas.

Board Members Present: Don Zink.

New Members Present: Sinem Acar, Nicole Arnold, Matthew Bailey, Andrea Balutis, Lauren Bowman, Jagpinder Brar, Yue Cui, Eileen Duarte Gomez, Kris Gerard Alvarez, Eric Handy, Van Ho, Buddhini Jayasundera, Simran Kaur, Pushpinder Litt, Veronica Rodriguez-Martinez, Maria Elena Tanabe, Daniel Wright and Shuang Wu.

Visitors/Guests: None for meeting.

Meeting Called to Order: 1:25 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Matthew Moore.

Old Business: Presentation of outgoing officers.

New Business: Introduction of new officers occurred and new members were welcomed. Discussion occurred of suggestions for roundtable. Ellen Thomas suggested the topic of how to communicate food science to others about a controversial topic related to food safety. Further, she suggested how to convey risk communication to a lay audience. Byron Chaves also suggested potentially partnering with the Molecular Methods PDG to propose a symposium on CRISPRs. It was decided that other student symposium related topics would be discussed via conference call in the coming weeks. A date is still pending. The deadline for proposals is October 14, 2014.

Additionally, collaboration and involvement of the SPDG with other PDGs was discussed. Specifically, collaboration with the Developing Professionals PDG, Packaging PDG, and Advanced Molecular Methods PDG was discussed, potentially to have speakers and propose mutually beneficial symposium/roundtable topics. Also, Susan Hammons suggested more student involvement in the Retail Food Safety PDG as she is the student liaison and she proposed potentially have a mentoring program.

Next, potential speakers were discussed. The need for bringing in new people, possibly from outside of food safety would be beneficial, as it would provide fresh ideas and perspectives. Also, social media efforts to keep SPDG members connected were discussed. Facebook and LinkedIn pages for the group were discussed and will likely be created soon. Finally, the topic of getting more undergraduate involvement was discussed along with the possibility of a mentoring program.

Recommendations to the Executive Board: None.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 1:55 p.m.

Chairperson: Byron Chaves.

Viral and Parasitic Foodborne Diseases PDG

Members Present: Stephen Grove (Chair), David Kingsley (Vice Chair), Sarah Markland, Franck Chatigny, Doris D'Souza, John Guzewish, Lee-Ann Jaykus, Julie Jean, Kalmia Kniel, Sarah Markland, Douglas Marshall, Alma Perez-Mendez, Suresh Pillai, Sarita Raengpradub, Adrienne Shearer, Jennifer Shields and Qing Wang.

Board/Staff Members Present: Don Zink.

New Members: Michael Batz, Catherine Carlin, Hsiaoli Chen, Kristine Clemens, Christine Endacott-Palmer, Sharan Lanini, Christina Moore, Ravindra Ramadhar, Otto Simmons, Apostolos Vantarakis and Samantha Wales.

Visitors/Guests: Sophie Butot, Andrea Cipriani, Gabe Keith, Penny Kirsch, Sharan Lanini, Sherri McGarry, Marianne Miliotis-Solomotis, Lisa Olsen, Dan Pedersen, Meghan Styke, Chun Wang, QiuHong Wang, Amy Woron and Sophie Zuber.

Meeting Called to Order: 9:04 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: David Kingsley.

Welcome and Introductions: Stephen Grove, Chair; David Kingsley, Vice Chair; and all attendees present.

Report from IAFP Executive Board: Don Zink provided the update from the Executive Board, reporting a strong attendance at the IAFP 2014 meeting.

Old Business: The PDG was reminded that the minutes of the 2013 PDG meeting are located on the IAFP Web site for review and no recommendations were made to the Board last year.

New Business:

Lee-Ann Jaykus, North Carolina State University, presented an update on the USDA-NIFA NoroCORE project. The major initiatives of the project include work to develop cultivation methods for norovirus; investigate common and emerging surrogates and to develop an education and extension program focused on enteric viruses.

The project is now entering its fourth year out of five, and the range of research areas is wide. One recent area of discussion within the stakeholder committee focused on U.S. regulatory issues surrounding use of hand sanitizers in retail food service settings, and avenues to addressing these.

Sherri McGarry, FDA, gave an update on the ongoing *Cyclospora* outbreak in the U.S., which has currently caused approximately 200 illnesses in 19 states. Majority of cases have been reported in Texas but to date no food commodity has been identified. Outbreak investigation involving FDA, CDC and states, is still ongoing.

Last year's outbreak of hepatitis A virus in the U.S. involved imported pomegranate arils from Turkey, caused 162 illnesses with 71 hospitalized. PDG members discussed possible routes of contamination and implications for other fresh and frozen commodities, particularly berries.

Michael Batz, University of Florida, updated the group on a recent effort led by FAO/WHO to perform a world-wide risk ranking of foodborne parasites. The group reduced the initial list of 93 parasites down, in order to focus on 23 in detail.

Of these, a large focus centered on the top ten, which were ranked in part by effect on international trade and economic impacts of disease, not just disease burden.

Virus- and parasite-related sessions at IAFP 2014 were highlighted and members were encouraged to attend where possible.

Ideas for topics to be covered at the IAFP 2015 meeting were discussed, and include the following:

The complex world of viral metagenomics

- An introduction to metagenomics and how learnings from work with bacteria can be applied to viruses.
- Application to irrigation water, the food supply, and fecal samples of humans and animals.
- Zoonotic issues – what is the impact of detecting these animal viruses and emerging human viruses in the food supply?

Industry-oriented management of viruses

- How to approach the management of viruses in food production and in a food safety system?
- What is the effect of mild and pasteurization processes on human norovirus, and what impact does strain variability play?
- How does the food industry interpret data from using surrogate viruses?
- Effect of sanitizers.
 - Same idea for parasites.

Transferring advances in clinical and public health efforts to detect viruses to the food industry

- With advances in detection of clinical diseases, what pressure does the food industry feel in order to keep up with strategies to prevent transmission of illness?

Hepatitis E virus

- What role does this virus play in disease worldwide?
- Why do rates of infection appear lower in the U.S. than in other countries?
- How should this virus be managed by the industry?

NACMCF document on viruses

- Barriers (utensils, gloves) are vital to preventing foodborne spread.
- Why are spikes of viral illness observed, associated with person-to-person transmission, in winter months, while illnesses linked to food stay stable during the same period?
- Other outcomes of the report, which is due in Fall 2014.

Update on culturing norovirus

- History of the approaches to culturing human norovirus and need for a method.
- Promising research currently underway.
- Collaborative approaches and future outlook.

Toxoplasma gondii

- Promising detection methods and relationship to bioassay (the Gold Standard).
- Increasing demand for free range pork and poultry, and the potential for increasing exposure to humans with contaminated meat.
- Pre-harvest interventions to control *Toxoplasma gondii*.
- Reports on seroprevalence in livestock and poultry.
- Increasing rates of detection in other animals (horses and cattle).
- Report on current EFSA study on naturally- and experimentally-infected livestock.
- Link between latent infection and neurological disorders.
- Industry perspective from Pork Board, Sheep, Goat, Cattle, etc.

These topics will be discussed in upcoming conference calls and potential speakers identified. The group will decide if any topics are better suited for a webinar.

Recommendations to the Executive Board: None.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 10:55 a.m.

Chairperson: Stephen Grove.

Water Safety & Quality PDG

Members Present: Wendy Maduff (Chair), Dan Anderson, Michael Brodsky, Peter Kennedy, Kalmia Kniel, Sharan Lanini, Susan McKnight, Geoffrey Morell, Suresh Pillai, Kathleen Rajkowski, Jennifer Shields, Trevor Suslow, Lisbeth Truelstrup Hansen, Mike Villaneva and Dorothy Wrigley.

Board/Staff Members Present: Alejandro Mazzotta.

New Members: Siobhan Egan, Carlos Fuhr, Barbara Gerten, Gulu Gwesa, Fawzy Hashem, Heather Jordan, Rachel McEgan, Stephanie Nadya, Abhijit Natu, Milad Navaei, Salina Parveen, Pat Spaninger, Daniel Wing and Mejun Zhu.

Visitors/Guests: Kim Cook and Mabuhay Malonzo.

Meeting Called to Order: 10:04 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Siobhan Egan.

Old Business:

1. Review of antitrust guidelines and housekeeping items
2. Reviewed and accepted 2013 minutes

New Business:

Include recommendations on vice/chair

1. Asked for self-nominations for Vice Chair. Dorothy Wrigley and Suresh Pillai were the two volunteers; Suresh requested Dorothy fill the position. Dorothy gave a brief summary of her background and was voted into the position.

2. The Revised Total Coliform Count Rule (RTCR) was discussed.
3. Alejandro spoke on behalf of the IAFP Board.
4. Webinar suggestions:
 - a. Water in the Food Safety Modernization Act.
 - b. RTCR.
 - c. The impact of fracking on water safety and quality and availability.
 - d. Impact of climate change on water quality and availability.
 - e. Overview of Safe Drinking Water Act and other Global Standards.
 - f. Source water protection.
5. Roundtable suggestions:
 - a. Where does water come from?
To include discussion about ground water, surface water, rain, one speaker to be a hydrogeologist to address tracing water systems.
 - b. Task force to find resources to speak at this roundtable: Suresh, Kathleen, and Lisbeth.
6. Discussed the value of Global Water Quality Standards – Jamie Bartram is working on collecting and collaborating with him to create a database of searchable standards. Many members agreed this would be valuable but questioned the maintenance and support of the site once posted. Wendy will follow up on the status this project and ask about the maintenance plan for the site. Requesting funding from the IAFP Foundation was debated and members thought offering a letter of support would be appropriate.

Recommendations to the Executive Board:

1. International positions on public policy, food safety and regulations.
2. Posting a link to the ISO standards on the IAFP Web site.

Next Meeting Date: Pre-proposal deadline (October 14) conference call.

Meeting Adjourned: 10:45 a.m.

Chairperson: Wendy Maduff.

New Media Task Force

Members Present: Benjamin Chapman (Chair), Brian Sauders (Vice Chair), Gary Acuff and Deon Mahoney.

Board/Staff Members Present: Don Schaffner, Mickey Parish and Lisa Hovey.

New Member: Renee Boyer.

Visitors/Guests: Kathy Glass, Carl Custer, Gale Prince, Todd Rossow, Bob Sanders, Yan Song and Daniel Wing.

Meeting Called to Order: 8:30 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Ben Chapman.

Old Business: Review Board response.

New Business: Confirm the social media strategy document to be sent to the Board. See recommendations below. The New Media Task Force Recommends that the Board

adopts the below steps as a specific set of tasks that make up the social media/online presence strategy:

- A. Be the Public face of IAFP of – Facebook, Twitter, LinkedIn and Instagram.
 - Have daily activity in snippets with the main goal of increasing the online relevancy of IAFP (and IAFP activities).
 - Create 4 featured Facebook and Twitter campaigns based around papers in issues of *FPT* and *JFP* each month. These campaigns may be based on current publications or older, but relevant publications.
 - These campaigns should include hashtag chats with the authors and facilitated public-facing webinars (content responsibility of authors, hosting/marketing from IAFP).
 - As our members are strong users of LinkedIn, IAFP facilitate 4 LinkedIn discussions, work with PDG chairs to pick topics and engage their members.
 - Connect current news items (On average, 10 per week) with past relevant publications from *FPT/JFP* (not a full campaign).
 - Seek out authors/collaborators in each social media platform and tag/engage them into current discussions.
 - Actively search out members' (organizations and individuals) social media activities and amplify the messages.
 - Evolve the *IAFP Report* into a free membership-driving publication (make each issue an event on social media, tweeting/posting links).
 - Add each article on the IAFP Web site and create RSS feeds
 - Live tweet the Annual Meeting, all PDG webinars, European and Asian meetings.
 - Create a community of live tweeting at Affiliates (Board speaker members, active IAFP members) and provide amplification of Affiliate activities.
 - Provide a place for an "ask the experts" type of dialogue that IAFP could facilitate (and in turn, provide training to those experts).
 - To better help direct content facilitation IAFP should improve the analytics for all online content (beyond page views and look at webinar views post posting, top downloaded documents, what specific sections of the Web site are hot topics).
- B. Create an app that will be used throughout the year. This app will be a portal where members can go for all IAFP materials in one mobile spot, Roll in the current annual meeting app scheduler and *FPT* app if possible. Allow anyone to download the app but keep certain things behind the members' access wall (consistent with things that are behind the wall on the current Web site).

Additions to the app:

 - Membership materials (including direct integration of the membership directory).
 - Donate to the foundation.
 - Dues and registering for the meeting.
 - Old/current annual and other meeting information (abstracts, content, recordings).

- Tracking status of publication.
- Events (IAFP and affiliate events).
- Integrate PDF access of the journals.
- Provide direct access to abstracts.
- Allow for content notifications (push disabled as default).

C. Curate materials.

- Have a catalog/list of resources that have been “vetted” that are tagged/sorted and available to members.
- Vetting includes evaluating the relevancy, currency and technical correctness of materials.
- Solicit membership to submit materials (digitally).
- Tell the membership that the material will be reviewed by a subcommittee of the taskforce and/or PDGs for evidence base and cannot be a commercial.
- We would suggest starting with general topics: hand washing; method validation; working with media; cleaning and sanitizing; and what to look for in a good supplier.
- The PDGs should be provided their own spot/ topic area within the curated site.
- Include a disclaimer that the curation/inclusion does not represent an endorsement, just a provision of resources.

Recommendations to the Executive Board:

1. The New Media Task Force recommends that the Board adopts a specific set of tasks that make up the social media/online presence strategy. See details in Minutes.
2. Recommend to the Board to continue the work of the Task Force through IAFP 2015.

Next Meeting Date: July 25, 2015.

Meeting Adjourned: 9:54 a.m.

Chairperson: Ben Chapman.

Webinar Task Force

Members Present: Gary Acuff (Chair), Bob Gravani, Kali Kniel, Doug Marshall, Manpreet Singh and P.C. Vasavada.

Meeting Called to Order: 10:00 a.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Gary Acuff.

Old Business: Task Force members reviewed topics covered in previous meetings and discussed issues that might impact the successful offering of webinars by IAFP. Concern was expressed regarding the assurance of high quality webinars offered by IAFP. Developing webinars from rejected Annual Meeting symposium submissions was discussed earlier, but the Task Force is now of the impression that we should be quite selective in what topics are chosen, the choice of a speaker who will be received well in a webinar and should provide an emphasis on creating a loyal audience.

The possibility of adding an option to registration (like signing up for journals) for an unlimited webinar participation fee was discussed. The Task Force is unclear whether this endeavor is being considered for “break even” or as a revenue stream. Industry sponsors for webinars were also suggested as an idea for reducing cost.

New Business: Moving forward, the Task Force discussed the need to conduct a survey of our membership, exhibitors and affiliates (since some of them are not IAFP members) and get a better feel for the landscape. We need to know what kind of competition exists in terms of other food safety webinars and we need to know how many webinars our members participate in annually. We need to know how many webinars people would consider participating in and how much they would be willing to pay. Other issues could be addressed in a survey as well that would give us a better footing in terms of addressing real versus perceived needs.

Members discussed the possibility of utilizing the author of the *JFP* most-viewed article (published in *IAFP Report* each month) – contact the author and ask to give a short 10-15 minute webinar regarding usefulness of the research (specifically addressing the need for research, extension and industry communication).

Need to focus on quality rather than quantity. Our E-mail inboxes are flooded with webinar announcements. IAFP webinars need to be something special – fewer webinars, but something membership does not want to miss. We don’t want to add to the saturation of substandard content.

Webinars might give us the opportunity to bring back our “Rapid Response” meetings.

We introduced these several years ago, but planning a meeting meant the response was never that “rapid.” This could be a great branding opportunity as webinars could provide a truly rapid response.

Recommendations to the Executive Board:

1. Logistics need to be worked out for webinars. Recommend to the Board that a survey of membership, exhibitors, Affiliate members and others be conducted to determine need and niche for IAFP webinars.
2. Survey will indicate whether this effort should be a “member service” or a revenue stream, but the Task Force members strongly recommend to the Board that high quality webinars should be offered as a member service.
3. Not really a webinar, but the Task Force also recommends the Board consider offering short podcasts (interviews with authors of most downloaded or most viewed JFP articles; more of a chat with the author about the applicability and usefulness of results rather than a podcast seminar).
4. We need to make sure our webinars are not “just one more webinar advertisement in our E-mail inbox.” These need to be high quality and well planned. These could be huge branding opportunities and the Task Force recommends we take advantage of this aspect.
5. Once a survey has been conducted, if the Board wants to proceed with planning of webinars, all of the Task Force members are willing to serve on a committee to help administer.

Next Meeting Date: July 25, 2015.

Chairperson: Gary Acuff.

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.