

Recommendations to Executive Board from Committee Minutes

with Executive Board Responses

Affiliate Council

Recommendations to the Executive Board: None.

STANDING COMMITTEES

Food Protection Trends Management Committee

Recommendations to the Executive Board:

1. The committee recommends moving from 12 publications a year to 6 publications a year. The 6 publications a year would contain the same number of manuscripts annually.

Board Response: Agreed. Will implement in January of 2013.

Journal of Food Protection Management Committee

Recommendations to the Executive Board:

1. The Committee recommends that the wording be changed in the Executive Summary of the Strategic Plan concerning the *Journal of Food Protection*. The wording should be changed from "Protect status and increase *impact* of *JFP*" to "Protect status and increase *influence* of *JFP*".

Board Response: Agreed.

2. The Committee recommends that Mike Davidson be re-appointed to another four year term as scientific co-editor.

Board Response: Agreed.

3. The Committee recommends the appointment of Manan Sharma as Vice-Chairperson.

Board Response: Agreed.

Program Committee

Recommendations to the Executive Board: None.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

Recommendations to the Executive Board:

1. The group (including the 3 CSP members present) supports a new name and an expanded focus. Our new name could be called "Sanitary Equipment and Facility Design PDG". We recommend a joint conference call with 3-A CSP and IAFP to work out the details. This new group could allow for membership growth from other food group areas and disciplines.

Board Response: Agreed.

2. This new PDG could have sub-committees that include 3-A CSP, EHEDG, etc.

Board Response: Agreed. Sub-committee(s) can be established by the PDG Chairperson.

3. The group wishes to create a committee to work on the wording of the bylaws and insure that the new group is not in violation of IAFP rules and that the 3-A CSP could continue to operate as one of the sub-committees.

Board Response: Agreed. Sub-committees are not identified in the IAFP Bylaws and can be appointed by the PDG Chairperson (as stated in #2 above). The 3-A Sanitary Standards, Inc. should be consulted regarding the ability of IAFP to establish this sub-committee.

Committee on Control of Foodborne Illness

Recommendations to the Executive Board:

1. The CCFI will develop a task force composed of CCFI members and IAFP Board members to explore extent of manual distribution and means of marketing the procedures manuals, as IAFP wants to increase sales and broaden the audience. Marilyn Lee and Jack Guzewich are the CCFI members along with Ewen *ex officio*. One of the tasks will be to identify mailing list of state/provincial organizations, armed forces, educational institutions (e.g., Schools of Public Health). Another is to work with Springer who is willing to participate in a marketing strategy but has found difficulty reaching state and local health departments because of the bureaucratic restraints.

Board Response: Agreed. The Board members appreciate this effort to further expand the distribution of the Foodborne Manual and are willing to help establish a link with Springer, if needed.

2. CCFI will establish a task force with input from the Board and the Food Safety Education PDG to consider developing a training program based on the procedures manuals, including any costing involved. Courses could be developed in collaboration with groups, e.g., International Food Protection Training Institute, NEHA. Ewen and Judy will be the initial contacts to set this up with Board.

Board Response: Agreed. The Committee Chairperson may establish a Task Force.

3. The CCFI recommends that the 6th edition of the foodborne illness procedures manual will be translated into Chinese and Spanish. Springer may have a source to translate into Chinese and CCFI will work with Springer on progress. The CCFI will approach the Board if any translation costs are anticipated to consider the Foundation for any funding. All translations of the Procedures to Investigate Foodborne Illness must be coordinated through the IAFP office and Springer Publications.

Board Response: Agreed. CCFI to coordinate with Springer. Cost estimates should be provided to the IAFP office and a request for support will be made to the IAFP Foundation. Translated materials, after completion by Springer, should be reviewed by an IAFP Member fluent in the language so that the proper meaning is carried through in the translated text.

4. The CCFI plans to consider collecting and collating disease outbreaks around the world involving specific commodities that would be searchable for food/agent combinations and factors contributing to the outbreaks as a part of 100 years of Committee history.

Board Response: Agreed.

5. Since the CCFI will celebrate 100 years of existence in 2014, a special symposium will be planned for the 2014 Annual Meeting in Indianapolis.

Board Response: Agreed.

Constitution and Bylaws Committee

Recommendations to the Executive Board:

1. Recommend acceptance of Kathy Glass as new Committee vice-chairperson.

Board Response: Agreed.

2. Recommend revision(s) to the membership application and the annual demographic update form which will require a "self-identification" by the individual or

organization to one of the three (3) existing categories of membership (e.g., industry, academia, education) and language that will emphasize the importance for such identification.

Board Response: Agreed.

Foundation Committee

Recommendations to the Executive Board:

1. Recommend the Board accept the revised Policy on Foundation Investments

Board Response: Agreed.

2. Recommend the continued support of State/Local health department travel scholarships

Board Response: Agreed.

Membership Committee

Recommendations to the Executive Board: None.

Nominating Committee

Recommendations to the Executive Board: None.

Past Presidents' Committee

Recommendations to the Executive Board:

1. Change the IAFP vision statement to read as follows: "IAFP is recognized as the pre-eminent venue for information exchange between food safety professionals around the world."

Board Response: After discussion, it was decided to keep: "IAFP is recognized as the pre-eminent source of information for food safety professionals in the world."

2. Reinstate the IAFP Annual Golf Tournament as a Saturday social event but not a formal Foundation fundraiser.

Board Response: The Board stands ready to review a full proposal to reestablish a golf tournament associated with the Annual Meeting.

PROFESSIONAL DEVELOPMENT GROUPS

Applied Laboratory Methods PDG

Recommendations to the Executive Board:

1. Provide a webinar on the uses and advantages of Google groups so that PDG have a better idea if it is a tool they would like to use.

Board Response: Agreed.

2. Investigate the ability of the organization to add podcasts as an alternative to webinars so that can gain wider audience.

Board Response: The New Media Task Force is looking into using podcasts to disseminate food safety information.

3. IAFP staff provide data on the number of times a webinar is accessed from the website.

Board Response: Agreed. Staff will investigate the cost of establishing a rating system and report to the Board.

Beverage PDG

Recommendations to the Executive Board:

1. Symposium/Roundtable organizers were not copied on communications to speakers this year (due to cc functionality issues with third-party communication service), so there were several disconnects between IAFP and PDG/organizer instructions to speakers; recommend that the necessary functionality be included for next year.

Board Response: Agreed.

Dairy Quality and Safety PDG

Recommendations to the Executive Board:

1. Elected our student liaison Qiongqiong Yan – College Dublin (Dublin, Ireland) majoring in Food to a two-year term.

Board Response: Agreed.

2. Allow two alternates with two-year terms but with a vote every year to stagger terms to allow continuity. Alternates:

- Kimberly M. Altenhofen
- Sai Gaayathri Ramanathan

Board Response: Agreed.

3. Recommended the position of Co-Vice Chair be formalized. The committee unanimously endorsed that Dawn Terrell continue in the position she has unofficially held since last year. The position has allowed more flexibility by the committee leadership and provided additional review of committee business. The committee recommends to the Board of directors that this position be added as part of the committee leadership as a two year position to later become the Vice Chair and then the Chair of the committee as it will allow better transition.

Board Response: It is ok to identify an "incoming Vice-Chairperson" (or a Co-Vice Chair) for continuity and better transition between the positions, but to formally establish a "position" for this would require a Bylaws change. At present, the Board does not see a need to change the Bylaws to establish a formal position. At the same time, if this method serves the Dairy PDG well, we encourage you to continue using the same process.

Developing Food Safety Professionals PDG

Recommendations to the Executive Board:

1. It's our recommendation for the Board to approve the appointment of Wendy White as Vice Chair of the Developing Food Safety Professionals PDG.

Board Response: Agreed.

2. It's our recommendation for the Board to approve the appointment of Tumnoon "Pow" Charaslertrangsi as Student Liaison of the Developing Food Safety Professionals PDG to facilitate collaboration and communication with the Student PDG.

Board Response: Agreed.

3. In order to increase participation in the PDG meetings, we recommend this PDG's meeting format transition to a paid luncheon, similar to the Student PDG, on Monday or Wednesday. Board guidance is sought to help explore the parameters of this transition and defining the meeting structure.

Board Response: Further discussion between the Board, staff and PDG leadership is needed.

Food Chemical Hazards and Food Allergy PDG

Recommendations to the Executive Board:

1. The PDG recommends that the Board approve Ravi Ramadhar as Vice Chairperson.

Board Response: Agreed.

2. The PDG recommends that the Board review the selection process for student liaison and allow for multiple student liaisons to participate. The PDG objects to having to select a single liaison as this might alienate the other candidates. This is contrary to the goals of increased student participation in the PDG and the IAFP in General.

Board Response: The Student Liaison position is not a required position, but one that can provide a contact person (a student) for the PDG leadership to communicate directly to in order to reach the student population. Multiple students can continue to actively participate on various PDGs. Should the

PDG leadership wish to communicate with one or more students within the PDG without designating one person as the Student Liaison, this is ok too.

Food Defense PDG

Recommendations to the Executive Board:

1. Deconflict PDGs.
Board Response: It is difficult, if not impossible to schedule PDG meeting where no schedule conflicts occur. If there are specific PDG meetings that you prefer to not be scheduled at the same time as this PDG meeting, inform the IAFP office prior to December 1.
2. Deconflict sessions of similar interest.
Board Response: Similar to the answer to #1 above, it is difficult, if not impossible to schedule sessions of similar interest where no conflicts occur. The Program Committee balances and schedules the program while considering possible interest conflicts.
3. Push out ANPR (Advanced Notice of Proposed Rulemaking) for FSMA on Food Defense to IAFP international sessions/conferences when it is issued.
Board Response: Agreed. FSMA is a part of the plan for international meetings where we have input into the programming.
4. IAFP participation in IFIC led group on food communication, how messages are disseminated in a consistent manner on food safety and defense, need to define the mechanism.
Board Response: Additional information will be needed on what the PDG Members are proposing here. PDG Leadership should communicate directly with a Board Member to discuss details.

Food Hygiene and Sanitation PDG

Recommendations to the Executive Board:

1. We request a longer meeting time (2.5 to 3 hours) to include a speaker.
Board Response: Agreed.

Food Law PDG

Recommendations to the Executive Board:

1. Provide a webinar to IAFP members demonstrating options available via Google Groups and Google Plus for PDGs to have the information needed to determine if they would like to use these approaches. Webinar would be recorded and on the IAFP website for all members to view. Bobby Krishna, Dubai Municipality, has been using Google Groups and Google Plus since 2007 and would be happy to provide this Webinar to the association.
Board Response: Agreed. Staff will arrange with Bobby Krishna to hold this Webinar.

Food Packaging PDG

Recommendations to the Executive Board:

1. Please schedule this PDG meeting later in the day on Sunday for 2013. Since this PDG is young and growing, attendance is deterred by this early start time, when so many attendees, including established PDG members have not yet arrived at the annual meeting.
Board Response: The PDG meeting schedule is revised each year. So in 2013, the Food Packaging PDG will be moved to an afternoon time slot.

Food Safety Education PDG

Recommendations to the Executive Board:

1. Strategic planning goals should also include impact of *Food Protection Trends*, not just *JFP*.

Board Response: Agreed. *Food Protection Trends* is addressed in the strategic plan.

2. Extension should take place in other regional meetings (Europe, Latin America, etc.) because meetings could have better impact at local level- the focus should not just be North America meeting.

Board Response: The international meetings where IAFP is involved are planned by local (to the area) organizing committees who bring topics onto the program that are of interest to their region of the world.

3. Next international meeting should include focus on Defining & Optimizing Outreach in IAFP.

Board Response: As in #2 above, international meetings are planned and organized by local (to the area) organizing committees.

4. Approve election of Carol Wallace as Vice Chair to begin term at IAFP 2013.

Board Response: Agreed.

Fruit and Vegetable Safety and Quality PDG

Recommendations to the Executive Board:

1. Recommend approval of Kali Kniel as Vice Chair.
Board Response: Agreed.

International Food Protection Issues PDG

Recommendations to the Executive Board:

1. Recommend acceptance of Caroline Smith DeWaal as new PDG vice-chairperson.
Board Response: Agreed.
2. Support the hosting of a Google Group Training Webinar by the PDG and it possible hosting across the PDG membership, facilitating consistent and efficient use of Google Groups for PDG members.
Board Response: Agreed.

Meat and Poultry Safety and Quality PDG

Recommendations to the Executive Board:

1. Consider the use of Pre-recorded Podcasts for webinars to allow for inclusion into the IAFP AV library.
Board Response: Agreed. All Webinars are available for IAFP Members to view and are being discussed by the New Media Task Force to "replace" the discontinued, Audiovisual Library of training tapes (and CDs).

Microbial Modelling and Risk Analysis PDG

Recommendations to the Executive Board:

1. Approve corporate sponsorship for PDG 'for-fee' webinars if the PDG secures the sponsorship.
Board Response: Agreed. A mechanism and guidance outline will need to be developed, but in concept, this can be done.
2. Clarification regarding co-sponsoring vs. co-organizing a symposium / workshop / webinar between MMRA PDG and another organization. Is funding required to designate "co-sponsorship" by another organization?
Board Response: Organizations outside of IAFP can co-organize or organize sessions to be held at IAFP meetings. IAFP should be notified of this involvement so that proper credit can be given to the organization in program materials and sponsorship listings.

Pre Harvest Food Safety PDG

Recommendations to the Executive Board:

1. There was some concern where the student members mentioned about not being involved with the day to day business of the PDGs. A similar request was made last year by the students and faculty members about

not being clear of the role and objectives of the PDGs. We are aware that the IAFP Executive Board took necessary steps to highlight the role of the PDG to the members including students. Our recommendation to the Executive Board will be to request the chair of different PDGs to actively solicit student participation in their groups.

Board Response: While we do agree that student involvement should be pursued and actively promoted, it will be up to each PDG chair (or the PDG Members) whether they have time to carry out this effort.

Retail Food Safety and Quality PDG

Recommendations to the Executive Board:

1. That the Meat and Poultry PDG meeting NOT be scheduled at the same time as the Retail and Foodservice PDG meeting due to the high level of cross membership in these two PDG's.
Board Response: The Committee and PDG meeting schedule will be revised for 2013 and this will be taken into account.
2. Many members of this PDG are frustrated with the overlapping of times for PDG meetings. This is an old subject, but this chairperson felt the need to communicate the concern.
Board Response: It is difficult, if not impossible to schedule PDG meetings where no schedule conflicts occur. If there are additional, specific PDG meetings that you prefer to not be scheduled at the same time (as you have identified in #1 above) as this PDG meeting, inform the IAFP office prior to December 1.
3. This PDG would like to request that the practice of sharing between different PDG's of submission topics continue as done last year so that a more streamlined approach to submissions is obtained as well as a solid venue for cross communication between PDG's.
Board Response: Agreed. A teleconference for Committee and PDG Chairs and Vice Chairs will be scheduled to review all planned symposium submissions.
4. Recommend the name of the PDG be changed to Retail and Foodservice Professional Development Group.
Board Response: Agreed.

Seafood Safety and Quality PDG

Recommendations to the Executive Board:

1. As expressed at the Chairpersons' Breakfast, Seafood PDG too supports a recommendation to the Board to re-visit the policy fees for PDG webinars versus those open to all IAFP members. Seafood feels the current policy is an equivocation to the mission of IAFP.
Board Response: A \$25 registration fee is fair and equitable and should not be a deterrent to participation by IAFP Members or interested parties. Further, completed Webinars are posted on the IAFP Website and are made available for viewing at no charge.
2. Seafood PDG requests a continuation of 2 hour meeting period for 2013 and thanks the Board and Staff for providing that time slot in 2012.
Board Response: Agreed.

Student PDG

1. For the 2013 Annual Meeting, the SPDG would like to recommend that session monitors be provided with special T-shirts for identification by session moderators. Students have expressed extreme dislike for the yellow vests that were worn this year. It has also been brought to our attention that some monitors are not wearing the vests at all or hanging them on the back of their chairs so they are not as easily identifiable as anticipated. The requirement of session monitors to wear a specific IAFP T-shirt may prevent this problem.

Board Response: T-shirts were considered for monitors, but the cost associated with them prompted the use of the yellow vests. The vests are reusable (green initiative friendly!), one size fits all, and they allow the session convenors and attendees to easily identify the room monitors. Unless the PDG has another, economical suggestion, the Board would like to continue using the yellow vests for 2013 and reassess after completion of IAFP 2013.

2. Because of the increase in funds being provided for next year's student mixer, the SPDG would like to recommend that the student mixer be held on a night that does not interfere with other social events such as the bioMerieux event. The SPDG Student Mixer often loses attendees because of this conflict.

Board Response: Based on a recommendation in an earlier year from the Student PDG, the Mixer was moved to Tuesday night since most students have completed their presentations by that time. Monday night has also been used for company sponsored symposia or other events. Therefore, the Board believes that the Mixer should keep consistent and continue on Tuesday night.

Viral and Parasitic Foodborne Disease PDG

Recommendations to the Executive Board:

1. Members of the PDG that are involved in the development of a webinar should have the webinar registration fee waived. The charging of a fee was surprising to the PDG members in particular to those who had helped develop the webinar.
Board Response: Agreed. Instructors and those who actively participate in organizing and producing Webinars are not charged a registration fee.
2. Aid in the establishment of a means of communication among the PDG, in particular to reduce overlap of symposia topics. Perhaps Google groups could be used for this? Perhaps a conference call could be run by IAFP (if this was worthwhile last year).
Board Response: Agreed. A teleconference for Committee and PDG Chairs and Vice Chairs will be scheduled to review all planned symposium submissions.
3. IAFP could waive the registration fee to the Annual Meeting for the chair of each PDG. This might be useful in recruiting new vice-chairs as well as to ensure that the chair is financially able to attend the IAFP annual meetings.
Board Response: The Board is not aware of a shortage of volunteers to serve as chairs and vice chairs for PDGs and Committees. All attendees pay to attend the IAFP Annual Meeting, including speakers and Board Members.
4. Please define the role of the student liaison to the PDG. Perhaps this could be added to the committee handbook.
Board Response: Agreed. A description can be added to the Committee Handbook for Student Liaisons. You may use the Student Liaison as appropriate and to interact between the PDG and the Student PDG.

Water Safety and Quality PDG

Recommendations to the Executive Board:

1. Implement an iCloud to permit IAFP members to easily retrieve archived information.
Board Response: Don Schaffner volunteered to work with the Water PDG to further this effort.

New Media Task Force

No minutes submitted.