

# RECOMMENDATIONS TO THE EXECUTIVE BOARD WITH BOARD RESPONSES FROM BOARD MEETING HELD JULY 29, 2015

## STANDING COMMITTEES

### *Food Protection Trends Management Committee*

1. Recommend to the Board to appoint Faith Critzer as the Vice Chair of *Food Protection Trends* Management Committee.

**Board Response:** Approve.

2. Recommend to the Board to reappoint Catherine (Cathy) Cutter as the *FPT* Scientific Editor a 4-year term.

**Board Response:** Approve.

3. Recommend to the Board to check with Allen Pre-publication Reference Checker to check references in journal articles submitted for publication.

**Board Response:** IAFP staff to research the cost and see if it can be used for both *JFP* and *FPT*. Use of the correct "EndNote" template can also help.

4. Recommend to the Board to redefine in the IAFP Bylaws Section V, Part C the definition of *FPT* to include words such as applied research, information, and member news.

**Board Response:** *FPT* Editor and staff to look into redefining this section of the Bylaws. Then a recommendation would be made to the Constitution & Bylaws Committee to consider the change.

5. Recommend to the Board to develop a survey to determine if *FPT* and *JFP* are meeting the needs of the membership.

**Board Response:** IAFP staff will look into the cost and determine if the survey should be jointly conducted for both journals or if a separate survey for each is needed. It will need to be determined if the survey has a readership or publishing focus.

6. Recommend to the Board to determine the numbers and usage of articles downloaded from IAFP website by users.

**Board Response:** IAFP staff will work with the Web developer to obtain additional statistics.

### *Journal of Food Protection Management Committee*

1. The *Journal of Food Protection* (*JFP*) Management Committee suggests the following members to join the Board-led sub-committee (chaired by Alejandro Mazzotta) to address changes to *JFP*: Manan Sharma, Vijay Juneja, Sean Leighton, Elliot Ryser (representing the scientific coeditors). A Non-*JFP* Management Committee member suggested to be on the taskforce is Steve Kenney.

**Board Response:** Approve and request the sub-committee add at least one more academic member.

2. If an author chooses to publish their article in *Journal of Food Protection* under the "OpenAccess" the author should only be charged a flat \$3,000 fee and not be charged for additional page charges.

**Board Response:** Approved a \$2,500 Open Access fee for members and \$3,000 for non-member to begin immediately.

3. Conduct a survey among IAFP membership seeking insights into the choice or reluctance to publish in *Journal of Food Protection* and *Food Protection Trends* with questions to be developed by Impact Factor Taskforce, *JFP* Management Committee, and *Food Protection Trends* Management Committee.

**Board Response:** IAFP staff will look into the cost and determine if the survey should be jointly conducted for both journals or if a separate survey for each is needed. It will need to be determined if the survey has a readership or publishing focus.

4. Ask the Scientific Editors to establish a formal effort (to be implemented at the Editors' discretion) to invite authors (either previously published authors in *JFP* or other prominent authors) to submit a mini-review article to *JFP*.

**Board Response:** The Board agrees and sets a goal that each Editor invite a minimum of two (2) review articles (and obtain) each calendar year.

5. Request additional data specific to citations used to calculate Impact Factor from Thomson Reuters (as suggested by Judy Luther, consultant to *JFP*) to provide more data for Impact Factor Committee. Judy Luther should be consulted on specific data request to be made.

**Board Response:** IAFP staff will look into what data is suggested and the cost associated with obtaining.

6. Consider providing an incentive for *JFP* Editorial Board members to publish in *Journal of Food Protection* (e.g., reduced or eliminated page charges for an article on a recurring basis)  
**Board Response:** Board would need to know the benefits of doing so.

#### Program Committee

1. Consider arranging Webinars for symposia that were good proposals, but were not accepted.  
**Board Response:** Agree.
2. Make sure PDGs have clear direction for proposals and PDG meetings.  
**Board Response:** A teleconference with PDG Chairs will be held prior to the submission deadline to review the submission process and to point out what makes a successful submission.

### SPECIAL COMMITTEES

#### 3-A Committee on Sanitary Procedures

None.

#### Committee on Control of Foodborne Illness

None.

#### Constitution and Bylaws Committee

None.

#### Foundation Committee

1. Consult our financial advisor regarding the possibility of reducing our investment in the Foundation Account by approximately \$100,000 and moving these funds to the DSIP Investment.  
**Board Response:** IAFP staff will consult with the financial advisor.
2. Expand the Travel Award for a Food Safety Professional from a Country with a Developing Economy to two (2) recipients for 2016.  
**Board Response:** Agree.

#### Membership Committee

1. Request to have IAFP members (including students, industry, government, and industry members) submit short one-minute video testimonials. The clips would be screened for appropriateness and could be posted on the IAFP website and used in IAFP presentations.  
**Board Response:** IAFP staff will look into having a video booth for IAFP 2016.
2. Permission to investigate the development of a virtual affiliate to engage members and attract new members from remote areas.  
**Board Response:** Webinars and Internet communications can help remote members to feel a part of IAFP.

3. Region specific symposia should be considered, as a way to increase interest from non US members.

**Board Response:** Regional specific symposia are a part of the current Annual Meeting program.

#### Nominating Committee

None.

#### Past Presidents' Committee

1. Approve Don Zink as incoming Vice Chair.  
**Board Response:** Approve.
2. The Executive Board PDG talking points should include an encouragement of PDG members to encourage award nominations.  
**Board Response:** This was included. In addition, the Board included encouragement of members to consider a nomination for IAFP Secretary. IAFP staff will send early reminders to all members on Awards and Secretary nominations.
3. The board should re-evaluate the Nominating Committee selection and operating process to ensure it meets our current needs. Options could include adding Past Presidents to the Committee and terms of office for the Nominating Committee (as with most other IAFP Committees).  
**Board Response:** Board will review the process and suggest revisions where needed.

### PROFESSIONAL DEVELOPMENT GROUPS

#### Advanced Molecular Analytics PDG

1. Approval of Dr. Greg Siragusa for Chair and Dr. Palmer Orlandi for Vice-Chair.  
**Board Response:** Approved.

#### Applied Laboratory Methods PDG

None.

#### Beverages and Acid/Acidified Foods PDG

1. We recommend Wilfredo Ocasio be confirmed by the board as Vice-Chair of the Beverage and Acid/Acidified Foods PDG.  
**Board Response:** Approved.

#### Dairy Quality and Safety PDG

1. Approve the succession of Dawn Terrell and Yvonne Masters to Chair and Vice Chair respectively.  
**Board Response:** Approved.
2. Recommend that the Board approve the newly-elected co-vice chair/secretary Nancy Eggink.  
**Board Response:** Approved.

3. Provide the ability to go into IAFP website member profile to choose which PDG that the member wants to be in or opt out of the PDG distribution list.

**Board Response:** IAFP staff will look into making these changes.

### Developing Food Safety Professionals PDG

1. Development of a new recognition program, "IAFP's 40 Under 40." Forty IAFP members under the age of 40 years old would be recognized as developing professionals that have made strides in their respective fields and the organization. Each member would have to be nominated by a past president or existing board member. This program would serve to encourage involvement in the organization by developing members and recognize potential leaders in our industry. We are not recommending that this be a recognition program and not be associated with a scholarship or prize. Possibly spotlighting these individuals in *Food Protection Trends* and during the Opening Session. Sean Leighton from Coca-Cola is the originator of this idea and can be contacted for further details and to improve on the process (selection, graduation from the program after the age of 40, etc.). The Coca-Cola Company has offered to sponsor this program (financially and otherwise).

**Board Response:** The Board is interested to learn more and needs additional detail on how the program would operate before making an approval. IAFP staff will discuss further with Sean Leighton.

### Food Chemical Hazards and Food Allergy PDG

1. Recommend to the board to explore list management software or solution to enable better PDG membership management. A single sign up on the web and management via web.
2. Recommend the Program Committee consider scheduling any chemical and or toxicology related symposia be scheduled for Monday on the program. By doing so, it enables Society of Toxicology (SOT) and other chemical participants we're trying to attract to attend the PDGs and then Monday present. It would reduce a travel hurdle for a segment we're trying to develop.

**Board Response:** Board agrees and will communicate this initiative to the Program Committee.

### Food Defense PDG

1. Recommend approval of Jennifer Pierquet as Vice Chair of the Food Defense PDG who will take over as Chair in 2016.

**Board Response:** Approve.

### Food Hygiene and Sanitation PDG

1. Continuous Improvement Idea:  
Background: Manually collecting and transcribing the old and new members present at the meeting is time consuming and prone to errors. Proposal to use a bar code reader app to scan in PDG attendee information. CHARM volunteered to purchase the \$300.00 app for our PDG.

**Board Response:** IAFP staff will investigate using scanners or an app to scan name badges of those participating in the PDG meetings.

2. Approve Ken Davenport as Vice Chair and Vanessa Cranford as Vice Chair-Elect.

**Board Response:** Agree.

### Food Law PDG

None.

### Food Packaging PDG

1. Please approve Ken Davenport as the new vice chair of the Food Packaging PDG to serve a one year term and then to become chair at the annual meeting in 2016 for a 2-year term.

**Board Response:** Approve.

2. That the Board encourage all PDGs to use online tools such as SurveyMonkey for elections of vice-chair or assistant vice-chair prior to annual meetings. This should eliminate any uncomfortable or awkward in-person elections and increase fairness for all PDG members who are unable to attend the annual meeting.

**Board Response:** Agree. PDGs to conduct elections either via E-mail or using SurveyMonkey.

### Food Safety Education PDG

1. A more efficient method of keeping lists of PDG members up to date is needed. Currently a roster list is generated by the IAFP office and any new member requests have to be manually input by the Chair/Vice Chair during the year. This relies on emails being picked up and actioned one-by-one. A method of automatic updating, perhaps linked to member choices of PDGs on the website, would be more efficient and would make sure that new members are not being missed.

**Board Response:** IAFP staff will look into making these changes.

2. It is recommended that a short break is included in the PDG meeting schedule to accommodate PDGs leaving a room and setting up for the next group before the next PDG is due to start.

**Board Response:** IAFP staff will work on schedule to allow for changeover of rooms from one group to another.

3. It is recommended that a static laptop be provided in the PDG rooms on PDG meeting day that is already linked to the projector and has WiFi Internet capability. This would save set-up time at the beginning and crossovers between meetings where laptops have to be switched.

**Board Response:** Computer, projector, and screen will be provided in each PDG meeting room beginning in 2016.

### Fruit and Vegetable Safety and Quality PDG

1. Recommend to the Board that the website be enhanced to enable the selection and deselection of PDG(s) that a member (or non-member) can join and that updated information be automatically sent to the IAFP staff, and Chairs and Vice chairs of the applicable PDG(s).

**Board Response:** IAFP staff will look into making these changes.

### HACCP Utilization and Food Safety Systems PDG

1. Approve Lisa Moody as Vice-Chair for 2015-2017.

**Board Response:** Approve.

### International Food Protection Issues PDG

1. Approve Leon Gorris as the new Vice Chair, with the term of Chair to begin in 2017.

**Board Response:** Approve.

### Low Water Activity Foods PDG

1. Pardeepinder Brar stepped down as Student liaison because she has graduated. Requesting board approval for Manoj K. Shah, North Dakota State University – as Student Liaison.

**Board Response:** Approve.

### Meat and Poultry Safety and Quality PDG

None.

### Microbial Modelling and Risk Analysis PDG

1. Webinars are a great way of promoting food safety to students, the developing world, small and medium enterprises and other interested parties, and also a good marketing tool for IAFP. Currently the recordings are only available for members and the webinars itself freely available if it has as audience PDG members only. The MMRA PDG recommends that recordings of MMRA-PDG webinars be made freely

available again (as was in the past) for both IAFP members and non-members. The PDG also recommends that webinars sponsored by the MMRA PDG be freely available to members of other IAFP PDGs.

**Board Response:** Webinars are available to IAFP Members as a member benefit and serve as an incentive to those who are not members to become an IAFP Member. Membership rates are kept extraordinarily low so that it is possible for any interested individuals to be an IAFP Member.

### Pre Harvest Food Safety PDG

1. Recommend having new, upcoming, young scientists as speakers to give them platform for exposure. It will also capture the attention of the program committee.

**Board Response:** The Board encourages this action.

2. Suggest having a session on international food safety policies.

**Board Response:** Agreed and suggest that the International Food Safety PDG consider presentations on this topic.

3. Suggest sending a copy of the finalized symposia topics to the Student PDGs so that they also can look at them and have a chance to participate in symposia.

**Board Response:** The Student PDG leaders are on the distribution list of PDG Chairs and Vice Chairs and should receive the proposals and finalized symposium topics.

### Retail and Foodservice PDG

None.

### Sanitary Equipment and Facility Design PDG

1. The Sanitary Equipment and Facility Design PDG recommends the Executive Board recognize the election of Edyta Margas as Vice-Chair.

**Board Response:** Approve.

### Seafood Safety and Quality PDG

1. Approve Forest Reichel as PDG Vice-Chair.

**Board Response:** Agree.

2. Webcasts available to nonmembers.

**Board Response:** Webinars are available to IAFP Members as a member benefit and serve as an incentive to those who are not members to become an IAFP Member. Membership rates are kept extraordinarily low so that it is possible for any interested individuals to be an IAFP Member.

3. One free webinar per year with membership renewal.

**Board Response:** The current systems would not allow for this to happen. IAFF keeps the Webinar fee extremely low so that anyone can participate.

### Student PDG

1. Allow students to have student-based/led symposia, roundtables, etc.

**Board Response:** There have been student-led symposia in the past and the Board encourages the Student PDG to continue this effort.

### Viral and Parasitic Foodborne Disease PDG

1. Efi Papafragkou recommended as Vice-Chair of the PDG.

**Board Response:** Agree.

### Water Safety and Quality PDG

1. Rethink policy on IAFF taking no policy stances

**Board Response:** IAFF does not make policy statements or take policy positions. We provide information to food safety professionals who can then influence policy.

2. Circulate names and emails of chairs and vice chairs of all PDGs to chairs of PDGs to facilitate collaborations on symposia and roundtables by early September 2015.

**Board Response:** IAFF staff will do.

3. Modify proposal format to facilitate multiple PDG organizers.

**Board Response:** Staff will provide list of proposals to those PDGs supporting for PDG Chair to review and approve.

4. Approve Samia Estassi as Vice Chair.

**Board Response:** Agree.

## TASK FORCES

### New Media Task Force

None.

### Webinar Task Force

1. Convert the Webinar Task Force to Standing Committee of 5-6 members with three-year terms and then conduct a review to determine effectiveness. This should be done as quickly as possible to provide optimal opportunity to make progress before next annual meeting.

**Board Response:** The Board will consider establishing a Special Committee to allow for flexibility. For the next year, the Board encourages the Webinar Task Force to operate like a Committee. This will allow for a better proposal for the Board to consider.

2. Recommend the following to be considered as members: Don Schaffner, Manpreet Singh, P.C. Vasavada, Jim Dickson, Kali Kniel, Gary Acuff, and Bob Gravani.

**Board Response:** All are excellent choices. The Board encourages government and industry Member involvement in addition to the already mentioned academic members.

3. Recommend Manpreet Singh as new committee chair. Gary Acuff can assist as vice-chair if needed.

**Board Response:** Approve.

4. Recommend that the new Committee closely collaborate with Ben Chapman and Brian Sauders on New Media Task Force, and with PDG chairs/vice-chairs.

**Board Response:** Approve.

5. Recommend that symposia not accepted by the Program Committee be sent to the Webinar Committee for possible development into webinars.

**Board Response:** Approve.

## AFFILIATE COUNCIL

1. Since funds and/or technical resources are often unavailable for some Affiliates, the Affiliate Council asks that the Board consider providing funding/resources to develop a website "template" for Affiliates to help them develop their own or improve upon their existing website, respectively.

**Board Response:** IAFF staff will explore the cost of developing a template and report to Board.

2. Could certain affiliates hold a subscription to *JFP* to allow their respective Affiliate members access as an incentive to joining the affiliate (since print availability is becoming less and less through libraries, etc.)?

**Board Response:** Many changes are in the works for *JFP*. We will need to see what changes are possible before developing a structure to allow access.

3. To help "reactivate" a stagnant Affiliate, can IAFF offer an incentive to new Affiliate members, such as complimentary *JFP* subscription or a Membership discount?

**Board Response:** IAFF could offer a \$50, one-year membership that includes *JFP* online (and *FPT* online) for new members.