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Kentucky
Metropolitan
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Mississippi
Missouri
Nebraska
New York
North Dakota
Ohio
Pennsylvania
South Dakota
Southern California
Tennessee
Texas
Washington
Wisconsin
Wyoming

View From the Chair

**Another Year Goes By ...
By Stephanie Olmsted**

Where did the year go? It’s amazing how quickly 2004 flew by, and now we’re setting the stages and plans for the IAFP 2005 Baltimore meeting already. Now that you have 2005 calendars, be sure to block out August 14th – 17th, 2005 for the 92nd Annual Meeting in Baltimore, Maryland. The IAFP Executive Board and staff are busy working on the Baltimore Meeting, and I am excited to pass along the following information to the affiliates:



Affiliate Meetings and Photos:

Did you know that we have 40 affiliates worldwide? Most of the affiliates have their own meetings, and we’d love to have you share your meetings with others. Lucia is hard at work putting together a slide show, highlighting the affiliate meetings. This slide show will be used at upcoming annual meetings, and at last count she had over 30 slides prepared. In today’s age of digital cameras, many of you have taken to being extraordinary photographers and sent your digital photos to Lucia. Please keep sending photos from your local meetings and functions, along with a written paragraph or two with descriptions of the photos.

Executive Speaker Program:

In the November issue of *Food Protection Trends*, IAFP President Kathy Glass did a great job of highlighting the importance of the affiliates. Many of them utilize the Executive Board Speaker Program, which is a good way to bring timely topics and speakers to your local meeting.

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View From the Chair

View From the Chair (continued from page 1)

At a recent board meeting the decision was made to extend this speaker program to universities. There are a dwindling number of dairy, food, and animal science programs out there, and IAFP wants to be involved in supporting these programs and students. To assist in growing our future and attracting new IAFP Members, we have budgeted funds to cover travel expenses to universities. If you are a professor, or know of a university that could benefit from the Executive Speaker Program, please contact Lucia at the IAFP office or see page 15 for more information.

Non-compliant Affiliates:

One topic that rears its ugly head each year is that of "non-compliant affiliates." To be a chartered affiliate of IAFP, there are only five requirements.

1. *Submit an annual report* (this year the reports are due by March 14, 2005. You can download the report from the IAFP Web site, or contact Lucia for details).
2. *Your affiliate president must be a member of IAFP.*
3. *Your affiliate delegate must be a member of IAFP.*
4. *Maintain a minimum of five affiliate members as IAFP Members.*
5. *Hold an annual business meeting for your members.*

The IAFP staff works diligently by communicating with non-compliant affiliates to get them back into compliance, but sometimes without success. Make sure your Affiliate keeps in compliance!

Award Nominations:

In addition to the affiliate awards, IAFP recognizes individuals, groups, organizations and companies for various achievements at the annual awards banquet. This is an excellent opportunity to recognize a well deserving affiliate member or group. Over the last few years there have been awards not given out due to a lack of nominations.

Nominations are due in the IAFP office by March 14, 2005 so please take time to nominate a deserving affiliate member or organization. One often overlooked opportunity open to affiliates is the Certificate of Merit Award. If you know someone deserving, show your appreciation by completing and submitting the paperwork to IAFP. Certificate of Merit Awards are available to affiliates throughout the year and are given to members who have been active in both their affiliate and IAFP, and have shown support of the ideals and objectives of IAFP.

A few years ago, I took the time to write a letter of nomination for a fellow Washington affiliate member and friend, Bill Brewer. Words cannot express the good feelings one gets watching a deserving candidate like Bill (with 35-years of work at both the local and international level) being recognized. I know there are many other well deserving members who should be recognized. Please take the time to make the nominations.

Affiliate Educational Reception:

After several years of successful attendance, we are currently planning the affiliate educational reception on Saturday, August 13 in Baltimore. To continue this event, we're again asking for financial sponsors from affiliates and companies. In addition, if you have specific topics or speakers, I'd be happy to hear from you. Please contact either Lucia or myself if you have ideas, as we'll need to firm up a speaker and topic soon.

As we ring in 2005 and in its beginning weeks, I look forward to working with the staff and other IAFP Board Members in setting the stage for an excellent meeting in Baltimore. I wish to thank all of those affiliate members and IAFP staff that made 2004 an **outstanding** and successful year for the Association. May there be many more to come.

Certificate of Merit Awards

Affiliates are encouraged to nominate individuals for Certificate of Merit Awards. These awards are given to Members who have been active in both their Affiliate and IAFP, and have shown support of the ideals and objectives of IAFP.

The nomination must be in writing and background infor-

mation needs to be provided regarding the individual's involvement with IAFP and Affiliate organizations.

Nominations should be addressed to David Tharp, IAFP Executive Director. Allow 60 days for processing. All nominations are reviewed by the IAFP Executive Board.

Affiliate Members to Receive IAFP Winter Newsletter

In an effort to reach more of our Affiliate's Members, IAFP Affiliate Delegates are asked to forward this newsletter to all of their members who have E-mail. This can be done by inserting the newsletter's link from the IAFP Web site in the E-mail sent to Delegate's Affiliate members.

Affiliate members who wish to be added to the E-mail newsletter list should contact Lucia McPhedran at Imcphedran@foodprotection.org. If Affiliate members do not have E-mail but want to be added to the newsletter mailing list, they should contact Lucia at the Association office.

Gary Acuff and Frank Yiannas Travel to Mexico



IAFP Member Alex Castillo (left), Past President of AMEPA, and Frank Yiannas, IAFP Vice President, posed by the IAFP trifold featuring Spanish versions of the graphics.



IAFP Vice President Frank Yiannas spoke at the AMEPA Meeting

The Mexico Association for Food Protection (AMEPA) featured two of IAFP's Executive Board Members at its November 5-6, 2004 Annual Fall Meeting: Frank Yiannas, Vice President, and Gary Acuff, Secretary. Frank and Gary traveled to Guadalajara, Jalisco, Mexico to attend the meeting. They were welcomed by Alex Castillo, an AMEPA founder and Past President, and currently Associate Professor at Texas A&M University, College Station, Texas.

About the meeting, IAFP Secretary Gary Acuff noted, "The meeting went great, and there were throngs of people at our display every time I looked!"

Frank Yiannas said, "The Mexican Affiliate of IAFP is one that we should be very proud of. They had great participation at their meeting as well as strong interest in IAFP."

Frank Yiannas Visits Wisconsin Affiliate

By Kristen Houck
WAFP Member

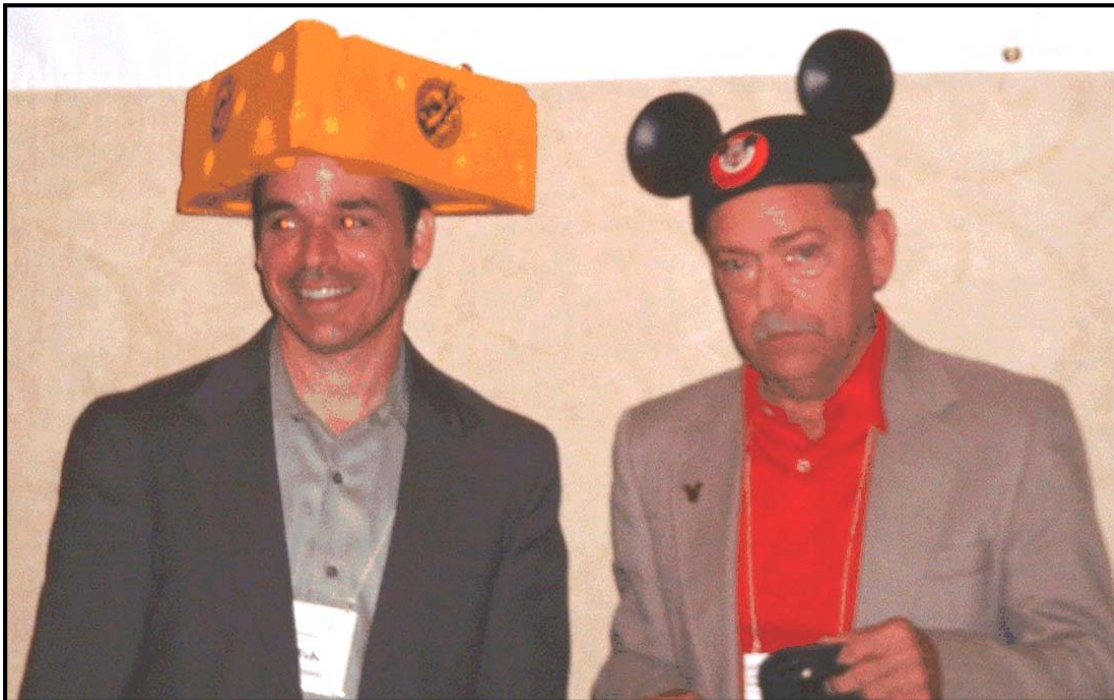
The Joint Education Conference (JEC) was held on September 28 and 29, 2004 at Ho-Chunk Convention Center in Baraboo, Wisconsin. The JEC is hosted by the Wisconsin Association for Food Protection (WAFP), Wisconsin Environmental Health Association and the Wisconsin Association of Dairy Plant Field Representatives.

The meeting was kicked off by the International Association for Food Protection's Vice President, Frank Yiannas. Frank talked about food safety at the Walt Disney World facilities, incorporating the latest technology with on-going training and positive reinforcement. The measures have been so successful that IAFP awarded the Black Pearl Award to Disney World in 2001. At the conclusion of Frank's talk, Randy Daggs "christened" Frank as an honorary Wisconsinite with his very own cheesehead.

Another highlight of the conference included honoring Byron Dennison as the Sanitarian of the Year. Byron has been a long-time member of WAFP and has served on various committees and positions within WAFP.

Current IAFP President, Dr. Kathy Glass, spoke on emerging pathogens, and Matt Mathison, WAFP second vice president, talked about farm-to-plant food security. Attendees were informed on the latest food safety issues, detection methods for pathogens, prions and viruses, and organic foods and farming.

Finally, after a prosperous year as WAFP President, Virginia Deibel handed the gavel to incoming president Howard Mack. Howard was the chair of this year's successful Joint Education Conference.



Frank Yiannas (left), IAFP President-Elect, aka "Top Cheese," was a featured speaker at the WAFP Annual Meeting, Ho-Chunk Casino & Convention Center, Wisconsin Dells, on Sept. 28-29, 2004. IAFP Delegate Randy Daggs switched hats with Frank as the "Mickey Mouseketeer."

More WAFP Photos



Virginia Deibel, WAFP President, passed the gavel to incoming President Howard Mack at the WAFP Annual Fall Meeting.

Matt Mathison, (left) WAFP Second Vice President, talked about farm-to-plant food security at the Annual Fall Meeting.



Paul Hall Visits Brazil

By Maria Teresa Destro
BAFP Affiliate Delegate

The III International Symposium on Food Safety, organized by the Brazil Association for Food Protection (BAFP), was held October 25 and 26, 2004 at the Conselho Regional de Química, São Paulo City, SP, Brazil. It was a great venue, and our speakers did a great job! Our motto this year was "Food Safety - From Farm to Table" and we organized the presentations so that the topics could cover the different aspects in a logical flow. The societies, BAFP, IAFP and Brazilian Society for Microbiology, were presented by Mariza

Landgraf, Paul Hall and myself, respectively. Our other international guests were IAFP Member Stan Bailey, who opened the technical sections, and Jean Pierre Wahli, former Nestlé Vice President.

Several Brazilian experts presented their speeches: Raphael Andreatti Filho, Edir N. da Silva, and Elizabeth S. Nascimento. The Ministry of Health and Ministry of Agriculture and Consumers Organization also sent their representatives. The meeting included poster presentations by under-

graduate students. We'd like to express our gratitude to our sponsors for their support: bioMérieux, BioControl-Sovereign, Qualicon-Madasa, Roche, Nestlé, SFDK, Embrarad and Varella.

We're looking forward to the 2005 BAFP meeting on June 13 and 15 at the same location. If you're interested, come and join us. It would be a pleasure having other IAFP Affiliate Members here!



Speakers and organizers of the BAFP meeting, back row, left-to-right: Paul Hall and Maria Teresa Destro. Front row: Stan Bailey, Mariza Landgraf, Raphael Andreatti Filho, Bernadette D.G.M. Franco, Edir N. da Silva and Elizabeth S. Nascimento.

Listening intently to BAFP speakers are Paul Hall (right), IAFP Past President, and Stan Bailey, IAFP Member.



Ahoy!

FAFP's 2004 Annual Educational Conference a Success!

By Marjorie Jones
FAFP President

“Ahoy Matey!” That was the greeting most often heard at the Florida Association for Food Protection's (FAFP's) Annual Education Conference Oct. 20-22, 2004. The Sheraton Sand Key, Clearwater Beach, was the setting for the conference with the theme “Florida's Gold Coast ... A Treasure Chest of Food Safety Innovations.” Approximately 75 food safety pirates (aka professionals) took over the resort. The fun began with a golf outing at the Belleview Bitmore golf club. For non-golfers, an educational workshop on Processing Innovations in Food Safety was held concurrently.

October 21 was the official opening of the conference with International Association for Food Protection (IAFP) President Dr. Kathy Glass delivering the keynote address titled “Multiple Hurdles: The Right Track to Food Safety.”

In addition to presentations, attendees also had the opportunity to visit several vendor exhibits and bid on numerous items in FAFP's 2nd Annual Silent Auction. Attendees found the exhibits very informative and were able to take away much useful information. The proceeds from the auction will be used for FAFP's scholarship fund. A new record was set with a total of \$1,013 raised!

FAFP's Annual Conference is known throughout IAFP for its outstanding after-hours activities. This year's event featured Captain Memo's Pirate Cruise, which lived up to everyone's expectations. Approximately 50 pirates set sail on a sunset cruise aboard the “Pirate's Ransom,” an authentic pirate ship. To say everyone had a wonderful time would be an understatement!

Dr. Kathy Glass said, “Simply put, after attending your fall meeting, I can see why FAFP has been awarded the Shogren or Best Affiliate Meeting Awards for three of the last four years.” She added, “FAFP clearly plays a major role in advancing IAFP's mission. Your excellent educational program focused on the needs of your local food safety professionals who may not have an opportunity to attend the international meeting. I felt privileged to be included on the roster of outstanding speakers. Certainly, the Pirate Cruise was a treat, but it also allowed the attendees to enjoy the camaraderie of their colleagues who work together for food safety.”



FAFP Board members (left-to-right): Natalie Dyenson and Jennifer Morrell; IAFP President Kathy Glass, and Johnson Diversey's Joe Watson aboard the Pirate's Ransom ship.



IAFP President Dr. Kathy Glass (center) and FAFP Treasurer Kristin Boncaro learn how to make sushi at the FAFP Conference.

Steve Murphy Speaks at AIMFES Meeting

By Nicky Oates
AIMFES Member

The big days of the Associated Illinois Milk Food and Environmental Sanitarians (AIMFES) Annual Meeting and Seminar were October 12 and 13, 2004. The subject of this seminar was "Building a Food Safety Program."

We had Steve Murphy as a special IAFP Executive Board speaker from Cornell University. He spoke about food safety in regard to dairy processing and how overall food safety programs can extend the shelf life of

products. Steve stayed for all the events and the evening entertainment. We enjoyed having him at our meeting!

Other speakers from industry attending included Dennis Gaalswyck from Quality Chek'd, George Smith from NSF International, and Tom Svitak from AIB. Our evening entertainment was Jim Post's impersonation of Mark Twain.



AIMFES 2005 officers (left to right): Frank Brown, Illinois Dept. of Public Health (IDPH), Secretary; Rebecca Thomas, IDPH, 2nd Vice Pres.; Pam Brannon, IDPH, Treasurer; John Ellingson, Dean Foods, 1st Vice Pres.; Jayne Nosari, IDPH, President-Elect, and Pat Callahan, Prairie Farms Dairies, President.

AIMFES Photos



Pat Callahan, 2005 AIMFES President (left), thanked Don Wilding (outgoing AIMFES President) for his service with a President's Appreciation plaque.



Steve Murphy (far right) was a presenter at the AIMFES meeting. Other speakers from industry (left-to-right) included Dennis Gaalswyck from Quality Chek'd, George Smith from NSF International and Tom Svitak from AIB.

The evening entertainment was Jim Post's impersonation of Mark Twain.



OAFES Meeting Highlights



The Ohio Association of Food and Environmental Sanitarians (OAFES) met October 27, 2004 at the Ohio Department of Agriculture in Reynoldsburg, Ohio. Approximately 65 Sanitarians were in attendance.

2005 OAFES officers elected at the business meeting were (left-to-right): Barry Pokorny, 2nd Vice President; Don Barrett, Secretary/Treasurer; Gloria Swick-Brown, Vice President and IAFP Delegate, and Virginia Meecham, Past President. Not pictured is Dan McElroy, President.



Ann Tomlinson, Registered Sanitarian, Columbus, Ohio was the winner of the free IAFP Membership drawing at the OAFES affiliate meeting.



A report on the South Bass Island outbreak that made 1,450 people ill during the summer of 2004 was presented by (left-to-right) Nancy Osborn, MPA, RN, Health Commissioner of Ottawa County Health Department; Ellen Salehi, MPH, Epidemiologist, Ohio Department of Health, and Rebecca Fugitt, MS, RS, Administrator of the Residential Water and Sewage Program at the Ohio Department of Health.



Kathleen Smith, DVM, MPH, gave a presentation on the zoonotic disease update in Ohio. Rabies has become of particular concern in Ohio as a number of raccoons have tested positive during this year from the Cleveland area.

UMDIA Meeting Means FUN!

*Upper Midwest Dairy Industry Association (UMDIA) Annual Meeting
Sept. 21-22, 2004
Holiday Inn, St. Cloud, Minnesota*



Leading the UMDIA meeting auction was Vernal Olson, Minnesota State Dairy Inspector, and Christina Rettmann, Minnesota "Princess Kay of the Milky Way."

Pictured left-to-right are Vern Loch, Jr., Miscellaneous Cheese Maker of the Year, First District Association, Litchfield, MN; Dale Heintz, UMDIA Board Member & Program Chair, and Sherri Newell of the Midwest Dairy Association.



Shown left-to-right are Lisa Ramacher, UMDIA Butter and Cheese Contest Superintendent, and Minnesota State Dairy Inspector; Pat Wear, Associated Milk Producer's Inc., New Ulm, Minnesota, and 2004 Butter Champion of the Year, and UMDIA Vice President Dan Erickson of Harold Wainess and Associates.

Calendar of Events

- February 16-17, 2005 **Arizona Environmental Health Association Southwest Food Safety Conference and Exhibition**, Riverside Resort Hotel & Casino, Laughlin, NV. For more information, contact Chris Reimus at 480.820.7655 x202 or creimus@mail.maricopa.gov.
- February 17, 2005 **Georgia Association for Food Protection Annual Spring Meeting**, University of Georgia, Food Science Building, Athens, GA. For more information, contact Mark Norton at 404.656.3621 or mnorton@agr.state.ga.us.
- February 22-24, 2005 **Kentucky Association of Milk, Food & Environmental Sanitarians Annual Spring Meeting**, Executive Inn West, Louisville, KY. For more information, contact Laura Strevels at 859.363.2022 or laura.strevels@ky.gov.
- February 23-25, 2005 **Carolinas Association for Food Protection Food Safety Conference**, Springmaid Beach Resort Hotel and Conference Center, Myrtle Beach, SC. For more information, contact James Ball at 704.633.8250 or jrball@foodlion.com.
- April 6-8, 2005 **Missouri Milk, Food, and Environmental Health Association Annual Educational Conference**, Ramada Inn, Columbia, MO. For more information, contact Marsha Perkins at 573.874.7346 or mlp@gocolumbiamo.com.
- May 17-18, 2005 **Pennsylvania Association of Milk, Food and Environmental Sanitarians Annual Spring Meeting**, Penn State University, State College, PA. For more information, contact Gene Frey at 717.397.0719 or erfrey@landolakes.com.
- May 19, 2005 **Ohio Association of Food and Environmental Sanitarians Spring Meeting**, All Occasions Catering, Waldo, OH. For more information, contact Gloria Swick-Brown at 614.466.7760 or gswick@odh.ohio.gov.
- May 24, 2005 **Associated Illinois Milk, Food and Environmental Sanitarians Spring Meeting**, Bloomington, IL. For more information, contact Don Wilding at 217.785.2439 or dwilding@idph.state.il.us.
- June 13-14, 2005 **Brazil Association for Food Protection Annual Meeting**, Conselho Regional de Quimica do Estado de São Paulo. For more information, contact Maria Teresa Destro at 55.113.091.2199 or mtdestro@usp.br.

Affiliate Annual Reports

In November, all Affiliates received the Affiliate Annual Report and Affiliate awards descriptions. Each year, as stipulated by the IAFP Constitution and Bylaws, Affiliates are required to submit an annual report to David Tharp, Executive Director of IAFP. It is the responsibility of the secretary or authorized representative from your Affiliate Association to complete and return the report. This report includes Member information, meeting dates, scholarships and awards, and other significant activities of your Affiliate.

One purpose of the report is to ensure proper and accurate information for publications and contact lists. It also helps the office staff stay in touch with your Affiliate and pass along timely information. It's important that we have your Affiliate's Executive Board contact information so we can send newsletters, updates and other information.

Another reason each Affiliate is asked to complete the report is for the Affiliate Awards given at the IAFP Annual Meeting. Awards are given for Best Communication Materials, Best Educational Conference, Best Annual Meeting, Affiliate Membership Achievement Award, and the C.B. Shogren Memorial Award for the Affiliate

demonstrating exceptional overall achievement in promoting the mission of IAFP. Award selection is decided largely on the information presented in your report.

To assist in providing information for each award, we've included the award descriptions on page 14. With updated information, we can promote your events, honors, and scholarships.

Your report must be received in the IAFP office no later than March 14, 2005. You can E-mail your annual report to affiliate@foodprotection.org; fax it to 515.276.8655 or mail it to the Association office. A copy of all completed reports will be forwarded to the Awards Committee for consideration. Those who are selected will then be notified in April and awards will be presented at the IAFP 2005 Awards Banquet in Baltimore, Maryland on August 17.

If you have questions or comments regarding the Affiliate Annual Report and Affiliate awards please contact Stephanie Olmsted, Affiliate Council Chairperson or Lucia Collison McPhedran.

Call for Award Nominations

The International Association for Food Protection welcomes your nominations for our Association Awards. Nominate your colleagues for one of the Awards listed below. You do not have to be an IAFP Member to nominate a deserving professional. To request nomination criteria, contact:

International Association for Food Protection
6200 Aurora Ave., Suite 200W
Des Moines, Iowa 50322-2864
Phone: 800.369.6337; 515.276.3344
Fax: 515.276.8655
Web site: www.foodprotection.org
E-mail: info@foodprotection.org

Nominations deadline is March 14, 2005. You may make multiple nominations. All nominations must be received at the IAFP office by March 14, 2005.

- Persons nominated for individual awards must be current IAFP Members. Black Pearl Award nominees must be companies employing current IAFP Members. NFPA Food Safety Award nominees do not have to be IAFP Members.
- Previous award winners are not eligible for the same award.
- Executive Board Members and Awards Committee Members are not eligible for nomination.

Presentation of awards will be during the Awards Banquet at IAFP 2005 – the Association's 92nd Annual Meeting in Baltimore, Maryland on August 17, 2005.

Nominations will be accepted for the following Awards:

Black Pearl Award — Award showcasing the Black Pearl

Presented in recognition of a company for its outstanding commitment to, and achievement in, corporate excellence in food safety and quality.

Sponsored by Wilbur Feagan and F & H Food Equipment Company.

Fellow Award — Distinguished Plaque

Presented to IAFP Members who have contributed to the Association and its Affiliates with distinction over an extended period of time.

Honorary Life Membership Award — Plaque and Lifetime Membership in IAFP

Presented to IAFP Members for their dedication to the high ideals and objectives of the International Association for Food Protection and for dedicated service to the Association.

Harry Haverland Citation Award — Plaque and \$1,000

Honorarium

Presented to an active IAFP Member for many years of dedication and devotion to the Association and its ideals and objectives.

Sponsored by ZEP Manufacturing Company.

Harold Barnum Industry Award — Plaque and \$1,000 Honorarium

Presented to an active IAFP Member for dedicated and exceptional service to IAFP, the public, and the food industry.

Sponsored by Nasco International, Inc.

Educator Award — Plaque and \$1,000 Honorarium

Presented to an active IAFP Member for dedicated and exceptional contributions to the profession of the Educator.

Sponsored by Nelson-Jameson, Inc.

Sanitarian Award — Plaque and \$1,000 Honorarium

Presented to an active IAFP Member for dedicated and exceptional service to the Profession of Sanitarian, serving the public and the food industry.

Sponsored by Ecolab, Inc., Food and Beverage Division.

Maurice Weber Laboratorian Award — Plaque and \$1,500 Honorarium

Presented to an individual for outstanding contributions in the laboratory, recognizing a commitment to the development of innovative and practical analytical approaches in support of food safety.

Sponsored by Weber Scientific.

International Leadership Award — Plaque, \$1,000

Honorarium and Reimbursement to attend IAFP 2005

Presented to IAFP Members for their dedication to the high ideals and objectives of the International Association for Food Protection and for promotion of the mission of the Association in countries outside of the United States and Canada.

Sponsored by Unilever, Safety and Environmental Assurance Centre (SEAC).

Food Safety Innovation Award — Plaque and \$2,500 Honorarium

Presented to an IAFP Member or organization for creating a new idea, practice, or product that has had a positive impact on food safety, thus, improving public health and the quality of life.

Sponsored by 3M Microbiology.

NFPA Food Safety Award — Plaque and \$3,000 Honorarium

This Award honors an individual or a group or organization for preeminence in and outstanding contributions to the field of food safety. The award will be presented in 2005 to an individual in recognition of a long history of outstanding contributions to food safety research and education.

Sponsored by National Food Processors Association.

Affiliate Awards and Recognitions

C. B. Shogren Memorial Award

The C. B. Shogren Memorial Award is given annually to the Affiliate demonstrating exceptional overall achievement in promoting the mission of the International Association for Food Protection. The award consists of a plaque and \$100 honorarium. It is sponsored by the International Association for Food Protection. Affiliates who submit an Annual Report will be judged on their activities and meetings, communications, number of members, Web site, scholarships and awards supported and membership promotions.

The C. B. Shogren Memorial Award is given in honor of a long-time Member of the International Association for Food Protection, C. B. Shogren. Mr. Shogren was awarded an honorary life membership in 1964 and has been honored in namesake by the C. B. Shogren Memorial Award since 1972. He served as a top executive at Klenzade Products, Inc. until his retirement and was often called upon to solve problems confronting sanitarians. He was a consistent Annual Meeting attendee.

Best Affiliate Educational Conference Award

The International Association for Food Protection's Best Educational Conference Award is given annually to the Affiliate contributing to the education of its members with a technical meeting(s) on topics pertinent to the interests of its membership. The award consists of a mounted certificate. The committee will judge information and material deemed to reflect educational meetings, and submitted as part of the Affiliate's Annual Report.

Best Affiliate Annual Meeting Award

The International Association for Food Protection's Best Affiliate Annual Meeting is given annually to the Affiliate hosting a comprehensive annual meeting covering a wide variety of issues and topics of interest to its membership. The award consists of a mounted certificate. The committee will judge the quality of the Affiliate's annual meeting based on information and material submitted as part of the Affiliate's Annual Report.

Best Affiliate Communication Materials Award

The International Association for Food Protection's Best Affiliate Communication Materials Award is given annually to the Affiliate distributing communication materials on a regular basis with good technical content and attractive layout. The award consists of a mounted certificate. The committee will judge the Affiliate's communications based on information and samples of their written communications submitted as part of the Affiliate's Annual Report. If they have one, the Affiliate's Web site will also be viewed and evaluated as a communication tool.

Affiliate Membership Achievement Award

The Affiliate Membership Achievement Award will be given annually to an Affiliate demonstrating aggressive and innovative plans and ideas to recruit new members to join its Affiliate organization with the goal of growing from within. It is not necessary for new Affiliate members to join the International Association for Food Protection, although that is desirable.

Award recipients will be selected by a selection committee consisting of the chairperson, past chairperson and secretary of the Affiliate Council.

IAFP Silent Auction

As a reminder, IAFP will be holding its eighth Annual Foundation Fund Silent Auction at IAFP 2005 – the Association's 92nd Annual Meeting in Baltimore, Maryland August 14 – 17, 2005. Again this year, we're asking for items to be donated for the auction. With many Affiliates holding their annual educational meetings and business meetings this spring, it is an appropriate time to discuss with your Affiliate what you would like to donate.

We had great participation from Affiliates last year and would like to see even more support this year. With your help, last year's Silent Auction raised \$4,644.00 for the Foundation Fund. The purpose of the Foundation Fund is to support worthy causes that enrich the Association.

Complete the form on page 16 and submit it to the Association office today!

IAFP Officer Speaker List

Kathy Glass, Ph.D.
President

Topics

- 1) Formulating Foods for Safety
- 2) *Clostridium botulinum*: Friend or Foe
- 3) Emerging Pathogens 101: What Lurks around the Corner?
- 4) Control of *Listeria* in Ready-to-eat Foods

Jeff Farber, Ph.D.
President-Elect

Topics

- 1) *L. monocytogenes*, a Foodborne Pathogen
- 2) *Enterobacter sakazakii* – Should We be Concerned
- 3) Molecular Typing of Foodborne Pathogens
- 4) Microbial Food Safety Policy in Canada

Frank Yiannas, M.P.H.
Vice President

Topics

- 1) Food Safety is Magical, but It Doesn't Magically Happen – A Retail Safety Overview
- 2) Key Trends Influencing the Future of Food Safety
- 3) Using Information Technology to Manage Food Safety Risk
- 4) Innovations in Retail Food Safety

Gary Acuff, Ph.D.
Secretary

Topics

- 1) Microbiology of Meat Products
- 2) HACCP Validation and Verification with Microbiological Testing
- 3) Food Safety Objectives

Paul Hall, Ph.D.
Past President

Topics

- 1) Microbiology Food Safety Management
- 2) Application of Rapid Microbiological Methods
- 3) HACCP/Prerequisite Programs and Microbiological Food Safety
- 4) Pathogen Environmental Monitoring and Control
- 5) *Mycobacterium paratuberculosis* – A Research Update

Stephanie Olmsted,
Affiliate Council
Chairperson

Topics

- 1) The New Dairy HACCP Program (Traditional vs. NCIMS HACCP)
- 2) Extending the Shelf Life of Pasteurized Fluid Milk

Terry Peters,
Affiliate Council Secretary

Topics

- 1) Sprouts – The Canadian Perspective
- 2) An Introduction to Classification and Identification of Metal Can Defects

**International Association for Food Protection
Executive Board Speaker Program
Guidelines for Affiliates**

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. International Association for Food Protection Executive Board Members are available to speak at Affiliate meetings on numerous topics involving food safety. 2. Each Affiliate may request one Executive Board speaker for one Affiliate meeting within a 12-month calendar year. 3. A minimum of 15 minutes should be allowed for the Board Member to deliver information about the International Association for Food Protection in addition to their main subject(s) (see #1). 4. The Association will pay the Board Member's expense to travel to your Affiliate meeting location. | <ol style="list-style-type: none"> 5. The Affiliate covers local expenses, including meals, lodging, and local transportation for the Board Member. 6. The Board Member makes their own travel reservations and will submit an expense report to the International Association for Food Protection within 10 days of completion of their travel to the Affiliate meeting. Any local expense (see #5) will be billed to the Affiliate. 7. A two-month advance notice is requested. 8. To invite a Board Member to speak at your Affiliate Meeting, contact Lucia Collison McPhedran, Affiliate Council Staff Liaison for additional details (800.369.6337 or 515.276.3344 or E-mail lmcphe@foodprotection.org). |
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Contribute to the Eighth Annual Foundation Fund Silent Auction Today!



The Foundation of the International Association for Food Protection will hold its Annual Silent Auction during IAFP 2005, the Association's 92nd Annual Meeting in Baltimore, Maryland, August 14-17, 2005. The Foundation Fund supports:

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Support the Foundation by donating an item today. A sample of items donated last year included:

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| • Cultured Pearl Necklace | • Premium Export Brandy |
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Making Sense of the Money

By Laura A. Hay

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Like corporate boards, association boards assume a fiduciary responsibility to safeguard the assets of the organization. That means you must become thoroughly acquainted with how to fulfill your responsibility to your association's members in the following five areas.

Fiscal policies

Your board should adopt and review the association's fiscal policies annually. Make sure policies cover:

- significant accounting policies and internal controls;
- authority for conducting transactions, including signatories, and authority for making bank transfers, opening bank accounts, or approving investing or lending transactions;
- the association's reserve requirements (the level of net assets maintained to provide for future contingencies);
- investment policies, including permitted investment vehicles, duration, risk tolerance, and performance criteria; and
- bonding or other significant insurance requirements for the association, volunteers, and staff.

Related questions to ask:

- Does the association have a strong internal control system to reduce fraud and financial misstatement?
- Are financial reserves adequate to provide for business downturns or investment in new programs, and is the purpose for which reserves would be used clear?
- Are investment policies consistent with the intended purpose of the funds as well as the association's philosophy?
- Is insurance coverage adequate to minimize risks to the association?

Budgets

The board should approve annual budgets, which may include operating budgets, capital requirements, and cash projections. When reviewing budgets, make certain that such budgets:

- ensure that financial resources will be available to fund programs and services;
- support the association's strategic goals;

- safeguard financial health by taking a long-term perspective;
- provide management with guidelines, not fixed appropriations; and
- make optimum use of the association's resources.

Related questions to ask:

- Does the budget provide sufficient detail to direct resources consistently with the association's strategic mission, yet give management enough flexibility to exercise appropriate discretion?
- Are multiple-year budget projections included to provide perspective on long-term financial objectives?
- Do projections point to any future problems the association should be addressing?

Financial reports

You should receive:

- a balance sheet showing assets, liabilities, and net assets (i.e., assets minus liabilities or reserves);
- a statement of activities that details revenue and expenses for the month and year to date;
- a statement of cash flow, detailing cash received and paid out;
- performance versus budget statements (typically in the statement of activities), with explanations for significant variances;
- comparative financial statements for the prior year;
- financial reports broken out by business segment (program or department);
- year-end projections;
- a statement of cash or investment position and cash requirements; and
- underlying performance data (as described in the subsection "Performance Measures," which follows).

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Related questions to ask:

- Has the staff leadership sufficiently explained significant variances?
- Are explanations consistent with underlying performance information and reported nonfinancial business results?
- Have operating cash requirements been sufficiently addressed?
- Do projections or trends versus budget and the prior year indicate any business problems that should be addressed?
- Do explanations address the performance of specific business segments, and do any of these segments require board action or attention?
- Is the association investing excess funds appropriately for long-term and short-term monies?

Along with the financial report, you'll often get a written report from management that includes a narrative summary of financial results for the period and an analysis of what the results indicate for the association in the near future.

How often your board receives financial results for the period and how much time you spend reviewing them during board meetings may vary, depending upon whether your finance committee conducts a detailed review on a more frequent basis (see subsection, "monitoring").

Some boards with active finance committees relegate the financial report, along with other items such as minutes, to a consent agenda. Do not let this prevent you from raising questions about items that may require board attention or that you find unclear.

Performance measures

The following information about underlying performance measures is helpful to know:

- Information on quantities sold or members served versus targets in prior years.
- Results of fundraising initiatives.
- Actual contributions versus targets in prior periods.
- Recruitment and retention statistics.
- Program attendance and cancellation rates.
- The number of requests processed and calls received.
- Success of marketing initiatives.

Related questions to ask:

- Do the measures reflect the association's critical success factors?
- Are trends in performance measures adequately explained?
- Do trends in performance measures draw attention to any areas of organizational performance that may require board attention?

- Are similar statistics available for peer associations to provide benchmarking comparisons?

Every association should identify its own factors to measure its success in meeting strategic objectives. Once your association has identified these success factors, measurement and reporting across time will provide your board with meaningful information about performance. You may also want to use surveys and ratio analysis to compare your organization's performance results to those of other associations in your peer group.

Monitoring

Association boards often use finance and audit committees to monitor financial progress. (Small nonprofit organizations may combine the two committees.) Finance committee responsibilities may include:

- reviewing financial reports in greater detail and with greater frequency than the full board;
- conducting detailed budget reviews and presenting recommendations to the board;
- recommending fiscal and investment policies to the board;
- meeting with investment managers to review investment selection and performance;
- conducting selection processes for banking, lending, and investing relationships;
- reviewing cash projections and cash planning;
- reviewing longer-term financial projections and revenue and expense requirements;
- planning for financial contingencies;
- monitoring compliance with regulatory requirements, including tax filings; and
- reviewing the adequacy of insurance coverage.

Audit committee responsibilities may include:

- selecting an auditor;
- meeting with the outside auditor to discuss audit planning and to receive the report on the audit results; and
- reviewing the auditor's management recommendations and working with staff on implementing the recommended changes.

Audit committee members should meet with the auditor annually, without staff or management present, to ensure that the auditor has an opportunity to speak candidly.

These five areas are the foundation of your association's financial structure. Even if you are new to both your association's board and the world of finance, understanding them will help you contribute to sound fiscal oversight for your association and the members it serves.

Laura A. Hay is vice president for finance and technical services, Ohio Society of Certified Public Accountants, Dublin. E-mail: lhay@ohio-cpa.com.

Highlights of the Executive Board Meeting November 15, 2004

Following is an unofficial summary of actions from the Executive Board Meeting held via teleconference on November 15, 2004:

Approved the following:

- Minutes of August 6-12, 2004 Executive Board Meeting
- Minutes of September 20, 2004 Executive Board Meeting teleconference
- Providing support for the FSnet Newsletter

Discussed the following:

- E-mail votes taken since the last meeting
- Committee Member appointments for 2005-2006
- Nominating Committee report
- IAFP 2005 planning (tours, Monday Night Social, Tuesday Event, expo service, etc.)
- IAFP 2005 Ivan Parkin Lecturer
- IAFP 2005 recording sessions
- Possible new Affiliate organizations
- Affiliate organizations not in compliance with IAFP Bylaws
- *JFP* Online review of manuscripts
- Audit report for year ending August 31, 2004
- IAFP 2008 location
- Awards criteria and jury instruction rework
- Awards honorarium
- Trade arrangements with other organizations
- 3-A Sanitary Standards, Inc. update
- Food Research Coalition
- Rejected symposium
- Publication of sensitive materials policy compliance

Reports received:

- *Food Protection Trends*
- *Journal of Food Protection*
- IAFP Web site
- Membership update
- Advertising update
- Financial statements for period ending September 30, 2004
- Board Members attending Affiliate meetings
- Affiliate Newsletter
- Future Annual Meeting schedule
- Exhibiting (IAFP On the Road)
- Future Board meeting dates

Next Executive Board meeting: January 23, 2005

IAFP Membership Dues

The following rates are effective September 1, 2004 through August 31, 2005.

UNITED STATES:	<i>FPT</i>	\$100.00
	<i>FPT & JFP</i>	\$185.00
<i>Student/Retired:</i>	<i>FPT</i>	\$50.00
	<i>JFP</i>	\$50.00
	<i>FPT & JFP</i>	\$92.50
CANADA/MEXICO:	<i>FPT</i>	\$115.00
	<i>FPT & JFP</i>	\$220.00
<i>Student/Retired:</i>	<i>FPT</i>	\$65.00
	<i>JFP</i>	\$70.00
	<i>FPT & JFP</i>	\$127.50
INTERNATIONAL:	<i>FPT</i>	\$130.00
	<i>FPT & JFP</i>	\$265.00
<i>Student/Retired:</i>	<i>FPT</i>	\$80.00
	<i>JFP</i>	\$100.00
	<i>FPT & JFP</i>	\$172.50

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Add *JFP* Online to your membership for \$36.00

****PLEASE NOTE** - If you have a renewing IAFP Member within your Affiliate, have them contact the IAFP office before renewing, as they may be eligible for a discount on their IAFP Membership.

Future IAFP Annual Meetings...

August 14 – 17, 2005 – Baltimore, Maryland

August 13 – 16, 2006 – Calgary, Alberta, Canada

July 8 – 11, 2007 – Lake Buena Vista, Florida



Please forward your articles, news items, or comments to:

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