

AFFILIATE COUNCIL MINUTES

IAFP 2012 – Sunday July 22
Providence, Rhode Island

Affiliates Present:

North America

Alabama:	Luxin Wang
British Columbia	Terry Peters
California	John Bruhn
Carolinas	Ben Chapman
Chinese-North America	Tong-Jen Fu
Florida	Peter Hibbard
Georgia	Tori Stivers
Indiana	Haley Oliver
New Jersey	David Reyda
New York	Jeff Bloom
Ohio	Gloria Swick-Brown
Ontario	Paul Baxter
Pennsylvania	Gene Fry
Texas	Alex Castillo
Upper Midwest	Lisa Hensel
Washington	Karen Killinger
Wisconsin	Michael Schoenherr

International:

Africa	Charles Muyanja
Australia	Ian Jenson
Brazil	Maria Teresa Destro
Korea	Jeeyoun Chong
Mexico	Montserrat Hernandez Iturriaga
New Zealand	Roger Cook
Taiwan	Lee-Yan Sheen
United Arab Emirates	Bobby Krishna
United Kingdom	Helen Taylor

IAFP Board/Staff Members Present:

Isabel Walls, Katie Swanson, Don Schaffner, David Tharp, Lisa Hovey and Susan Smith.

Visitors/Guests Present:

Nenge Njongmeta, Africa; Mariza Landgraf, Brazil; Zhinong Yan, Chinese-North America; Zeb Blanton, Florida; Michelle Danyluk, Florida; Eric Martin, Florida; Wendy White, Georgia; Christina Ritchey Wilson, Ohio; Paul Dix, Pennsylvania; Fritz Buss, Wisconsin; and Randy Dags, Wisconsin.

Visitors/Guests Present:

Nenge Njongmeta, Africa; Charles Muyanja, Africa; Luxin Wang, Alabama; Mariza Landgraf, Brazil; Ben Chapman, Carolinas; Zhinong Yan, Chinese-North America; Zeb Blanton, Florida; Michelle Danyluk, Florida; Eric Martin, Florida; Wendy White, Georgia; David Reyda, New Jersey (formerly Metropolitan); Jeff Bloom, New York; Roger Cook, New Zealand; Christina Ritchey Wilson, Ohio; Paul Baxter, Ontario; Paul Dix, Pennsylvania; Lee-Yan Sheen, Taiwan; Alex Castillo, Texas; Helen Taylor, United Kingdom; Fritz Buss, Wisconsin; and Randy Dags, Wisconsin.

Meeting Called to Order: 7:00 a.m., Sunday, July 22, 2012. by Chairperson Gloria Swick-Brown. The meeting agenda was approved and seconded without additions/changes, and Susan Smith called the roll.

Recording Secretary of Minutes: Tori Stivers.

Call to Order: The meeting was called to order by Chairperson Gloria Swick-Brown at 7:00 a.m. The agenda was approved and no added items (so moved and seconded).

Approval of 2011 Minutes: Minutes from the 2011 Affiliate Council meeting were approved and seconded.

Report from Affiliate Chairperson: Gloria explained the roundtable format portion of the 2012 Affiliate Council meeting. She mentioned the availability of IAFP's 2012 meeting app and encouraged users to give feedback to the board about it.

Report from IAFP President: Isabel Walls said IAFP now has more than 3,600 members and 50 affiliates; 650 members have been added over last six years. We have 26 gold and 16 silver sustaining members. Attendance at this year's Annual Meeting may be biggest yet; exhibitors up 6% this year to 172 booths. Lunch is provided on all three days in conjunction with poster sessions. Our international meeting attendance and membership continues to grow with more than 200 attendees at the European conference in Warsaw, Poland. Next year, the European meeting will be held in Marseille, France. Lima, Peru will host our Latin American Conference Fall 2012. The Dubai Conference in February had 1,400 attendees and will be held again Fall 2013. IAFP also co-sponsored the China conference November 2011. Instead of international meetings decreasing attendance at the annual meeting, they have helped to increase it. The International PDG is growing and anyone can join and attend meetings. Recorded webinars are available from our Web site and may be incorporated into a media library. *Journal of Food Protection* and *Food Protection Trends* continue to do well. The student PDG is very active and thriving.

Report from IAFP Executive Director: David Tharp welcomed everyone to Providence and stated that attendees for the 2012 meeting were expected to be ahead of last year (2,500), which was an all-time high and reflects the value of our Annual Meeting. IAFP membership is growing, although not as much as last year. IAFP's financial year ends August 31, so it's difficult to have an accurate report on our financial status before then. Since the operating budget exceeds \$3 million, we would like to see half that amount in reserve. This year \$300,000 was added to the general fund, which brings it up to \$800,000 at this time. Revenue from annual meetings helps us financially and attracts more members to IAFP.

David reminded attendees that free Wi-Fi service is available on the entire 5th floor of the convention center, and that if anyone is interested in committee service, they can submit their names to him to be considered for appointment. He also mentioned that all the webinars are available on IAFP's website to anyone, not just IAFP members.

Report from IAFP Staff Liaison Staff: Susan Smith reported that we reached a milestone of 50 affiliates with new charters issued to Africa and Lebanon at this year's Annual Meeting. Of the 48 affiliates we had in 2011, 40 (83%) submitted annual reports to IAFP. While this participation rate is good, we need 100% compliance; it is a requirement for affiliates. This year we hope to make changes to the annual reporting process to help streamline it; input from affiliates regarding how to do this is desired. If a chapter does not want to be considered for any awards, then electronically submitting annual reports is fine. However, more detailed and elaborate reports are typically submitted by award-winning affiliates. Susan mentioned that Affiliate presidents and delegates are required to be IAFP

members. She also reminded Affiliates to keep her informed about upcoming meetings and when new officers are elected and to regularly update and post that information on Affiliate Web sites (and let her know when you launch a new affiliate Web site). Submission of articles and photos to Susan for the *Affiliate View* quarterly newsletter, as well as member bio-briefs, is much appreciated. Supplies and one free IAFP membership (per year) are available by request to Affiliates to help support their meetings.

Roundtable Discussions: Twenty minutes were devoted to roundtable discussions. Suggested topics included: (1) how to attract new members, retain current members and find officers to serve; (2) speakers, program responsibilities, and budgeting for meetings; and (3) improvements to submitting and issues related to annual reports; member lists; tax reporting.

One person from each table then briefly relayed their group's discussion to the entire gathering, as summarized below.

Ben Chapman – Identity of Affiliate is important so Affiliates know who they can attract and people know what to expect. Working with other partner organizations determines meeting focus, attendees. Ability to engage and retain students is different for each Affiliate. What can we learn from IAFP success in attracting new members?

Christina Ritchey Wilson – Affiliates need strong value statements so people know what they get for membership fee. They also need an identity and to let potential members know they exist (some Affiliates may have a perception of being for only one group, i.e., as dairy industry). Keep Members involved through Google groups, updated Web sites, restaurant meetings, tapping them. Important to differentiate between what other groups do. Be sure officers know what is expected of them.

Zeb Blanton – Big variance in membership between Affiliates: some groups are primarily environmental health inspectors; others mainly composed of government employees (Korea), industry (Florida), or academia (like Alabama). Attracting directors and officers to serve is important, as are good materials, symposia, speakers. Affiliates suffering from budget constraints may need to adjust meeting registration fees. Florida has attracted 25 corporate sponsors which has tremendously helped their budget and keeps membership growing.

Jeff Bloom – Attracting new Members is difficult; some attract students. Same people do all the work – rotating officers (which serve for several years) makes it difficult to get people to serve. Potential Members want discount to meetings, etc. Some Affiliates offer continuing education credits to attract Members. IAFP should offer translation services for webinars. Tax reporting – some Affiliates file tax returns. Some Affiliates compete with other organizations for same audience, budgets, so they could consider partnering with those organizations

Wendy White – Collaborate with other groups, have booths/displays at their meetings to attract Members. Consider different meeting formats: all day, dinner, morning, lunch-and-learns, mini-conferences. To retain Members, we need good meetings with high-quality speakers, giveaways; offer two-year memberships. One-on-one communication with potential officers is important. Set up committees to help officers with responsibilities. For annual reports, set up a committee to help so it is not just one person's duty; develop a timeline with due dates to facilitate timely completion.

John Bruhn – Consider tying into state regulation requirements for food protection/health training to increase membership.

Ian Jenson – Recordkeeping is minimal, easier, and works well with electronic annual report template. Appreciate annual report reminders from Susan Smith. Affiliates can collaborate with other organizations on membership fees. There seems to be some confusion about tax reporting requirements. Using IAFP board speakers is very useful for Affiliate meetings.

Terry Peters – Affiliate visibility is important. Price reduction fee on technical sessions for Members can increase membership. Important to have excellent student program, since they become Members once employed. It's easier to retain Members if they see value in being a Member. Nominating committee should

look for board Members, as well as officers. Tax reporting requirements are different in each state/country.

Gloria Swick-Brown: To increase Affiliate membership, challenge each Member to invite one person to your next meeting.

Election of Affiliate Council Secretary: Gloria announced that Tong Jen (TJ) Fu agreed to stand for nomination as Affiliate Council Secretary. Having no other nominations, it was moved and seconded to elect TJ, who was voted by acclamation.

Affiliate Awards:

Gloria Swick-Brown presented the 2012 Affiliate Awards to the following:

Affiliate Membership Achievement – Wisconsin Association for Food Protection

Affiliate Communication Materials – British Columbia Food Protection Association

Affiliate Member Education – British Columbia Food Protection Association

Best Affiliate Overall Meeting – Florida Association for Food Protection

Florida also won the *C. B. Shogren Memorial*, which will be presented at the Awards Banquet on July 25, 2012.

Old Business:

Gloria mentioned that the 2011 Affiliate Council minutes recorded a need to address/explore the issue of committee and PDG meetings overlapping with the Affiliate Council meeting. An Ad Hoc Committee was formed to identify ways to streamline the Affiliate Council Meeting. She recognized Randy Daggs to briefly summarize the committee's report. Randy acknowledged Tom McCaskey, Maria Teresa Destro and Jennie Scott who also served on the committee. Randy's summary included: (1) start meeting on time, (2) utilize standard one-page form (only include new or exciting developments) for each Affiliate delegate or representative to complete and bring copies to meeting instead of taking time for oral affiliate reports. Gloria mentioned that the Ad Hoc Committee's full written report will be emailed at a later date to all delegates and anyone who wants it.

New Business:

1. Randy Daggs mentioned that Stephanie Olmsted, long-time delegate for the Washington state Affiliate, is no longer attending IAFP annual meetings due to professional obligations and suggested she be acknowledged for her service to the Affiliate Council. A motion was approved that IAFP staff send her a letter of appreciation thanking her for service and commitment to the Affiliate Council.
2. Gloria reminded everyone about the IAFP speaker program and to refer to the Web site and *Affiliate View* newsletter for the list of speakers and topics. If you need help getting a speaker for a special topic, please let IAFP know.
3. John Bruhn reminded people about correctly pronouncing the IAFP acronym; not slurring "A" so it sounds like IFT.

Affiliate Reports: Delegates/representatives who did not need to leave for other meetings gave two-minute oral summaries of their Affiliate's activities, accomplishments, and/or challenges during the past year.

Recommendations to Executive Board: None given.

Passing of Gavel: Chairperson Gloria Swick-Brown passed the gavel to Tori Stivers, signifying the beginning of her term as Affiliate Council Chair.

Next Meeting Date: 7:00 a.m., Sunday, July 28, 2013.