Affiliate Council Minutes

IAFP 2018 – Sunday, July 8, 2018
Salt Lake City, Utah

Affiliate Delegates Present

North America
Alabama
Neil Bogart
Texas
Xiuping Jiang

Alberta
Lynn McMullen
Florida
Leanne Ellis

Arkansas
Brian Umberson
Georgia
Jessica Chen

Capital Area
Jenny Scott
Indiana
Carl Custer

Carolina
Leanda Leake
Ohio
Christina Wilson

Colorado
Mark Caudel
Oklahoma
Maria Ma

Florida
Peter Hibbard
Ontario
Ananth Kasic

Georgia
Wendy White
Pennsylvania
Peggy Good

Indiana
Amanda Deering
Quebec
Julie Jean

Iowa
James O'Donnell
Texas
Alex Castillo

Missouri
David Reysa
Upper Midwest
Tom Berry

New Jersey
Amy Roderes
Washington
Stephanie Olmsted

New York
Amy Roderes
Wisconsin
Adam Borger

North Dakota
Jessica Connors

North America Affiliate Delegates Present:

- Alabama
  - Neil Bogart
- Arkansas
  - Jenny Scott
- California
  - Lynn McMullen
- Colorado
  - Peter Hibbard
- Florida
  - Leanda Leake
- Georgia
  - Jessica Chen
- Indiana
  - Carl Custer
- Iowa
  - Amanda Deering
- Kansas
  - James O'Donnell
- Kentucky
  - David Reysa
- Louisiana
  - Amy Roderes
- Massachusetts
  - Christina Wilson
- Michigan
  - Maria Ma
- Minnesota
  - Ananth Kasic
- Missouri
  - Peggy Good
- Nebraska
  - Julie Jean
- New Jersey
  - Alex Castillo
- New York
  - Tom Berry
- North Carolina
  - Stephanie Olmsted
- North Dakota
  - Adam Borger
- Oklahoma
  - Amy Roderes
- Oregon
  - Christina Wilson
- Pennsylvania
  - Maria Ma
- South Dakota
  - Ananth Kasic
- Tennessee
  - Peggy Good
- Texas
  - Julie Jean
- Utah
  - Alex Castillo
- Virginia
  - Tom Berry
- Washington
  - Stephanie Olmsted
- Wisconsin
  - Adam Borger

Recording Secretary of Minutes: James O’Donnell.

Agenda:

1. Recommended change to agenda should read Chilean Corporation for Food Protection and unanimously approved.

2. Delegate Roll Call: Conducted at 7:10 a.m. by Susan Smith.

Approval of 2017 Minutes: A motion to amend as follows was approved and seconded:

1. Xiuping Jiang with Chinese NA Affiliate should be listed as Delegate, not guest.
2. Tom Berry with Minnesota Affiliate should be listed as Delegate, not guest.

Report from Affiliate Chairperson:

1. Recognition of new Affiliate: Chilean Corporation for Food Protection
2. Affiliates with milestone anniversaries were recognized: (report from the floor)
   a. New York – 95 years
   b. Arkansas – 10 years
   c. Ontario – 60 years
   d. Illinois – 70 years
3. MMMFEH/A/MEHA Merger update by James O’Donnell
   a. Missouri Milk, Food and Environmental Health Association has merged with the Missouri Environmental Health Association effective July 3, 2018 and will now be known by that name. We will retain our histories in Food Protection since 1932.

Report from IAFP President: President-Elect Tim Jackson updated the Affiliate Council Meeting attendees with the status of IAFP, stressing that IAFP was in a good financial position and we anticipate a record for number of exhibitors and attendees at this year’s meeting.

Report from IAFP Executive Director: David Tharp welcomed the Delegates to Salt Lake City and IAFP 2018. His comments included:

1. Thanks to Affiliates for their growth and strong future.
2. Number of staff members remains the same (11) as 25 years ago, and they continue to do a remarkable job, considering how much IAFP has grown.

Report from IAFP Staff Liaison: Susan Smith reported the following:

IAFP had 42 out of 50 (84%) file an Annual Report, up 5% from 2017. All Affiliates need to comply with IAFP Bylaws by submitting an Annual Report. As voted on in 2017, all Annual Reports for 2017 were submitted electronically, including those applying for awards. While most were submitted with no problems, Susan cautioned about sending too many emails and attachments for only one Annual Report, which caused confusion with a particular Affiliate. More Affiliates are encouraged to apply for awards. Make sure that Affiliate Presidents and Delegates are current IAFP Members, as required in the Bylaws. Susan asked that Affiliate websites be kept current to allow her to gain information for the Affiliate View and calendar promotions. Take advantage of the Executive Board Speaker Program to get a high-quality speaker for your Affiliate meeting at an affordable cost. Article and photo submissions were encouraged to be included in Affiliate View, and Susan provided suggestions on taking photos that will reproduce well. Affiliates were reminded to let her know when dues change.

Roundtable Discussion: Fifteen minutes were devoted to the roundtable discussions about the following topics: “How can you recruit Members in your area to become involved in your Affiliate (those who are non-Affiliate Members)’?” “How can you encourage your Affiliate Members to become IAFP Members? “How can you encourage non-active Affiliate Members to become more so within your Affiliate (those who have paid dues but don’t come to meetings)?” Affiliate groups and discussions on each question are summarized below:

1. Representatives from Argentina, Australia, Georgia, Mexico and Ontario: IAFP can provide a membership list to follow up. Translate key material to encourage membership. Can be a challenge when covering a whole country (getting members to attend meetings in various cities). Encourage IAFP to hold Annual Meetings in other countries (Calgary played host in the past). Use LinkedIn and social media. Encourage corporate memberships (to include all staff members). Provide material in local language. Mexico has developed online materials and other benefits for local members. If you have a fantastic meeting venue, encourage attendance. Hold meetings at major companies and include tours.

2. Representatives from Capital Area, Korea, Minnesota, Southern California and Washington: Need a listing of IAFP Members in the respective area (monthly report of available to some...
Affiliates with new IAFP Members in their area). Provide a list of the percentage of IAFP Members in respective areas who are not Affiliate Members to allow for growth. Create a nationwide/worldwide campaign from IAFP to promote Affiliates (provide links to all Affiliate updated websites). Provide a folder/brochure about Affiliates to send to new IAFP Members in the area (the power of snail mail). Create a personal invitation from an Affiliate Board Member. Take advantage of the IAFP Executive Board Speaker Program. Can IAFP provide a list of those in the area who sign up for webinars, classes, etc. so the Affiliate can get them involved? Place an emphasis on Student Affiliate Memberships (that can possibly translate to IAFP Memberships). Invite non-active Affiliate Members to speak at meetings. Provide food and seek donations/sponsorships. Call non-active Members personally to help with the meeting.

3. Representatives from British Columbia, Georgia, Minnesota and New Jersey: Search on the IAFP website for those who are IAFP Members in the Affiliate area. New Jersey private consults reach out to clients to join Affiliate Corporate Membership. Should Affiliate membership be mandatory/included in IAFP Membership? Talk about benefits of IAFP Membership at Affiliate meetings and remind that IAFP Report and FTP online are included in membership. New Jersey raffles an IAFP Membership at their meetings. IAFP Members have access to free webinars, reduced meeting rates, etc. People don’t see the value in IAFP Membership if they don’t attend Affiliate meetings. For non-active Affiliate Members, make meetings more accessible or more convenient (through webinars?) to attend. Students who present posters at IAFP Annual Meetings can present at Affiliate meeting. Raffle the complimentary IAFP Membership Certificate sent for meetings.

4. Representatives from Illinois, New York, Pennsylvania and United Kingdom: Offer training certificates for certain educational topics. Conduct strategic planning as a group discussion to help with future planning. Hold poster sessions at Affiliate meetings to bring in students. Send letter from IAFP Member(s) to join the Affiliate. Use free materials at meetings. Use the complimentary IAFP Membership Certificate as a raffle item. Conduct a raffle to raise money for scholarships at local colleges for students going into the food safety field. Rework respective websites to make more user-friendly and access benefits of joining.

5. Representatives from Africa, Alabama, Canada, Ohio and Upper Midwest: Offer educational credits. Look for IAFP Members in your state/region and send a welcome letter (members can be found on IAFP website). Hold a poster session competition to draw college students and professors. Upper Midwest offers $500 to go toward attending the IAFP Annual Meeting. Hold your meeting at an interesting/unusual venue (e.g., microbrewery for a company that offers a tour). Offer a free registration to help with future planning. Attend an Affiliate Annual Meeting.

6. Representatives from Brazil, Carolinas, New Zealand, Quebec and UAE: Many international IAFP Members are already involved in the Affiliate. Encourage Affiliate members to come to the IAFP Annual Meeting. Go outside the core incentives for non-active Affiliate Members to become more involved, i.e., target service providers, technology companies, chemical companies, and others who need to understand food safety. Offer group memberships or a free membership for the first year. Small advisory committees can provide information and suggestions in their particular areas of expertise and interest.

7. Representatives from Indiana: Indiana Environmental Health Association is 63 years old and had eight new members in 2017, for a total of 230 active members and eight sustaining members. IEHA holds eight regional chapter meetings throughout the state. The spring and fall meetings are held in various locations throughout the state. Its biggest challenge is recruiting new members from industry (government and academia are not a problem). Biggest success is our Annual Meeting that includes students and faculty and those from government giving presentations. Provide incentives to increase Affiliate and IAFP Memberships.

Election of Affiliate Council Secretary: Alex Castillo announced that Li “Maria” Ma, Delegate from Oklahoma, was willing to stand for election, and Ananth from Ontario volunteered to stand for election. Maria Ma was elected by hand vote as Secretary (nominees were out of the room at time of vote). Ananth was encouraged to consider running again in the future.

Presentation of the Affiliate Awards: Alex highlighted the achievements of the award winners and presented the 2018 Affiliate Awards to the following:

Affiliate Membership Achievement – Ontario Food Protection Association
Affiliate Communication Materials – Ontario Food Protection Association
Affiliate Member Education – Taiwan Association for Food Protection
Best Affiliate Overall Meeting – Arkansas Association for Food Protection and Oklahoma Association for Food Protection (joint award)
Florida Association for Food Protection received the C.B. Shogren Memorial Award, which will be presented at the Awards Banquet on Wednesday, July 11, 2018.

Old Business: Alex Castillo reported on:
1. Recommendations to the IAFP Executive Board
2. Recommend placing all submitted Affiliate Annual Reports for the most recent active year on the IAFP website for viewing, eliminating the need to display at Annual Meeting. Board approved, and they are now posted on the website under the Affiliate tab. Decision was made to continue to have print copies available for viewing during the Annual Meeting due to high interest.

New Business:
1. Needs assessment for accessibility to journals
   a. Simple query: “Have any of your Affiliate Members had difficulty accessing JFP or FTP online?”
   b. Members to email Susan with comments.
2. Read the monthly IAFP Report that all Members receive via email. It contains the all updated news you can use in food safety and even some you weren’t aware of.
   a. This is a value add for your membership.
   b. Check your spam or junk folders if you are not receiving it.
3. Utilize IAFP staff (Susan Smith) to acquire Executive Board speakers for Affiliate Meetings (vs. going directly to the speaker).
   a. Executive Board Speakers are an economical and added benefit of being an Affiliate.
   b. IAFP pays transportation to and from location.
4. How can the Affiliate Council Meeting be improved?
   a. Members to email Susan with suggestions.

Affiliate Reports: Delegates/Representatives gave two-minute oral summaries of their respective Affiliate activities for 2017. Reports included the number of active members, number of general membership meetings hosted in 2017, biggest challenges, biggest successes, and topics of interest to other Affiliates.

Final Comments:
1. Concern of PDG meetings overlapping with Affiliate Council Meeting as many Delegates are highly involved in PDGs. Is there a way to have PDG meetings that Delegates are involved with scheduled later?
2. Suggestion made that Affiliate 2-minute summaries take place at the beginning of the Affiliate Council Meeting to allow those who need to go to PDGs to participate. Affiliate summaries are considered a main reason to attend the meeting to share and learn about each Affiliate’s actions. It was proposed that the roundtable discussion be moved to the end of the Affiliate Council Meeting and the meeting structure re-evaluated. A survey of Delegates and Affiliate Officers will be created and distributed by Susan Smith to evaluate the meeting’s structure, with results sent to the Affiliate Council Board.

Recommendations to the Executive Board:
1. Can Affiliate webinars, non-sponsored by IAFP, be promoted to Members outside of the Affiliate through the IAFP newsletter/promotional venues?
2. Can the process be simplified to allow Affiliates to schedule/conduct their webinars?
3. Can IAFP send out simplified instructions for webinars regarding scheduling and conducting webinars?
4. Can we make IAFP Membership dues automatically include a pop-up for your local Affiliate membership dues?

Passing of the Gavel: Chairperson Alex Castillo passed the gavel to James O’Donnell, signing the beginning of James’ term as Affiliate Council Chair.

Next Meeting Date: July 21, 2019, Louisville, KY.
Meeting Adjourned: 10:19 a.m.
Chairperson: Alex Castillo