

Food Protection Trends Management Committee

Members Present: Cheng-An Hwang (Chair), Catherine Cutter (Editor), Manan Sharma (*JFP* Chair), Ben Chapman, Faith Critzer, Francisco Diez, Alejandro Echeverry, Veneranda Gapud, Michele Gorman, Joshua Gurtler, Linda Leake, Susan McKnight, Amie Minor, Brian Nummer, Kathleen O'Donnell, Randall Phebus, Michelle Smith, Christina Wilson and Guodong Zhang.

Board/Staff Members Present: Don Zink, Mickey Parish, Donna Bahun, David Tharp and Lisa Hovey.

Visitors/Guests: Judy Luther, Richelle Beverly, Christine Bruhn, Ian Jenson, Vijay Juneja, Manpreet Singh and Maria Elena Tanabe.

Meeting Called to Order: 2:00 p.m. Saturday, July 25, 2015.

Recording Secretary of Minutes: Richelle Beverly.

Old Business:

- The Committee reviewed and approved the meeting agenda.
- Review of 2014 Minutes: Motion to approve with no changes was made and approved.
- The Board approved to make older issues of *FPT* available online and searchable.
- The Board approved to charge authors a \$300 penalty whose manuscript requires extensive formatting by *FPT* staff.

New Business:

- Election of new vice-chairperson.
- A report about the status of the association was delivered by Don Zink and Mickey Parish. International presence of the association is growing. The general fund and the Foundation are strong. All *FPT* articles going back to 1986 are posted online with support from the IAFP Foundation.
- The scientific editor reported that 33 manuscripts submitted, 19 papers were completed/accepted, 7 under revision, 5 reject, and 2 withdrawals. One paper was recommended to *FPT* by a *JFP* editor. International affiliates were asked to submit manuscripts to the journal.
- *FPT* Online Submission System is in use for the review submissions.
- The description of *FPT* in the bylaws should be revised. The current statement says *FPT* is for applied articles. The new description should encompass the words applied information and technical research.
- Topics of research for research submitted as abstract topics needs review to determine if over topic areas should be included.
- Journals may want to review websites where individuals are posting their research that has been copyrighted for free download.
- **Action:** Recommend to authors to use the *JFP* style guide in Endnote for references in articles submitted to *FPT*.
- **Action:** Recommend Zotero to authors as a source for reference formatting.
- **Action:** Work with New Media Task Force to highlight trending articles and items of interest to *FPT* for use by the public.

Recommendations to the Executive Board:

1. Recommend to the Board to appoint Faith Critzer as the Vice Chair of *Food Protection Trends* Management Committee.
2. Recommend to the Board to reappoint Catherine (Cathy) Cutter as the *FPT* Scientific Editor a 4-year term.
3. Recommend to the Board to check with Allen Pre-publication Reference Checker to check references in journal articles submitted for publication.
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.
5. Recommend to the Board to develop a survey to determine if *FPT* and *JFP* are meeting the needs of the membership.
6. Recommend to the Board to determine the numbers and usage of articles downloaded from IAFP website by users.

Next Meeting Date: July 31, 2015, in St. Louis, Missouri.

Meeting Adjourned: 3:50 p.m.

Chairperson: Cheng-An Hwang.