

Webinar Committee

Members Present: Don Schaffner (Chair), Veronica Bryant (Vice Chair), Gary Acuff, Mike Batz, Kaitlyn Casulli, Bob Gravani, Doug Marshall, Manan Sharma, and Manpreet Singh.

New Members Present: None.

Board/Staff Present: Roger Cook, Tamara Ford, and Dina Siedenburg.

Number of Attendees: 12.

Meeting Called to Order: 4:00 p.m. Eastern Time, Monday, September 21, 2020.

Minutes Recording Secretary: Donald Schaffner.

Approval of 2019 minutes: Moved by Manpreet, seconded by Bob, and unanimously accepted.

Board Update: Roger gave an update, mentioning the hard work everyone has been doing preparing for the Virtual Annual Meeting. He also mentioned the new diversity committee, and the financial fallout of going virtual that was minimized by David his team.

Review of spreadsheet: The committee reviewed the Webinar Report provided by staff which summarized 2018, 2019 and 2020 webinar dates, titles, sponsors, PDGs, speakers, moderators, registrant numbers, attendee numbers, percent of registrants attending and views of recordings (as of July 22, 2020).

Old Business:

Last year we discussed communicating with inactive members of the Committee to gauge their interest in continuing to remain involved. This item still needs follow up.

Our discussion about an earlier starting time for the in-person meeting was moot due to the conference going virtual, but the Committee members indicate this is still our preference for the next in person conference.

We need to follow up on having a checkbox on the symposium submission form to gauge interest in converting to a webinar in the event of an unfavorable response from the Program Committee. We also need to continue to actively engage with members whose symposium proposals were not accepted by the Program Committee.

We still need to develop a short summary of the start-to-finish webinar process. Tamara developed a web-based form for submission and webinar proposals which is currently in use.

We discussed the terms of service for the Committee Chair and Vice Chair. We resolved that each position is a two-year term with the Vice Chair taking over as Chair at the end of their term. This means Don's term would end just prior to the 2021 Annual Meeting and Veronica will begin her term at the IAFP 2021 meeting.

New Business:

Manpreet suggested that we offer webinar invitations to those who could not participate in the Virtual Annual Meeting due to COVID-19. Tamara responded that some roundtables could be converted to webinars, but that only 8-9 sessions were withdrawn.

Mike cautioned that many people are feeling "Zoomed out" and that it might not be possible to do more webinars for this reason. Bob stressed that we should focus on quality not quantity when it comes to more webinars.

Tamara indicated that post-webinar surveys were generally positive and that she will send survey summaries to webinar committee members after all webinars from now on.

Veronica suggested we try to find topical topics like the effect of fires or air quality on food safety, Conference for Food Protection (CFP)-related topics around the conference, and everyone's favorite COVID-19 and food safety. Roger Cook suggested that *JFP* mini-reviews would make good webinar topics once those mini-reviews are published.

Mike suggested that the diversity of webinar presenters and webinar committee be investigated and enhanced. Veronica suggested a topic of mental health in science. Don and Bob indicated that they had potential contacts who could speak on the subject.

Recommendations to the Executive Board: None.

Next Meeting Date: July 18-21, 2021, Phoenix, Arizona.

Meeting Adjourned: 4:48 p.m. Eastern Time.

Chairperson: Donald Schaffner.