Members Present: Byron Chaves (Chair), Catherine Nettles Cutter (FPT Scientific Editor), Fred Breidt (JFP Management Committee Chair), Bobby Krishna, Efri Papafraigou, Ian Jenson, Jessica Chen, Salina Parveen, and Stephen Grove.

New Members Present: Laura Straw (Vice Chair), Melody Ge, Alida Sorenson, and Purnendu Vasavada.

Outgoing Members Present: Matthew Taylor (Outgoing Chair) and Dennis D’Amico.

Board/Staff Present: Michelle Danyluk, Kali Kniel, Ruth Petran, Donna Bahun, Lisa Hovey, Didi Loynachan, Dina Siedenburg, and David Tharp.

Visitors: Judy Luther and Tim Jackson.

Minutes Recording Secretary: Matthew Taylor.

Old Business: Appointment of Recording Secretary: Matthew Taylor volunteered to serve and was approved by Incoming Chair Byron Chaves. Welcome to new members and thanks to outgoing members. Byron Chaves asked new members of the committee to introduce themselves. Melody Ge joined and introduced herself. Laura Straw introduced herself as a new committee member. Tim Jackson introduces himself. Bobby Krishna also introduces himself, as well as Alida Sorenson. Purnendu Vasavada also introduced himself as a new member. Byron also gave thanks to outgoing committee members: Dennis D’Amico, Sally Kinect, Matthew Taylor, and William Shaw.

Appointing new Vice Chair: Byron Chaves indicated an opportunity for nominations for Vice Chair. Matt Taylor asked for self-nominations and David Tharp indicates that non-joining members can also be asked later on. We will notify availability of Vice Chair position.

Approval of 2020 Meeting Minutes and Executive Board responses: Matthew Taylor introduced minutes and Board responses. Byron Chaves indicated that many focus points from 2020 were related to improving journal visibility and impact. Byron walked through five main recommendations from 2020 meeting. Relayed IAFP-identified concerns and obstacles to use of these items with respect to financial costs and administrative costs. Cathy Cutter was asked to indicate any changes needed. Item 3 on copy-editing info has now been included in the current Instructions for Authors form for new FPT submissions. PC Vasavada asked for differences in style between JFP and FPT journals. Byron responded latest ASM style for use in FPT was dated 1991. PC suggested Cathy Cutter draft an article to highlight the new style requirements and point out to authors resources. Cathy suggested placing such an article on FPT website, because many authors are not IAFP members. PCV: Fees for page charges can keep many from publishing. This means we need to figure out how to engage with non-members who are wishing to publish in journal. Didi (IAFP) indicated we can easily add a box to ask whether a submitting author is an IAFP member. Matt suggested we could develop a one-page bulleted checklist to help new authors prepare manuscripts for submission. There was some agreement. Didi indicated JFP has a checklist in the submit system already. Byron reviewed item 4 from 2020 meeting and gave background to new members. Cathy also reiterated her need to be able to execute authority. Item 5 and DOI usage for FPT paper. Byron gave introduction.


ASM Style Guide adoption for FPT and JFP papers. Do we mimic ASM formatting for references across both JFP and FPT? Donna confirmed this was the intent. Didi indicated this will be under discussion for upcoming sessions/meetings. Matt recommended not adopting all elements of ASM style guide, but focusing on the bibliography.

Laura Straw nominated herself for the Vice Chair position. Laura also asked whether DOIs can be author-charged? Lisa Hovey indicates it is best done as an all-or-nothing model. DOIs for FPT papers will not necessarily work if they lead to a membership barrier for non-members or to a website with no access to the paper. Not having a DOI sometimes
leads authors to not cite that article. Laura suggested some authors would probably be happy to pay DOI costs. Melody asked about the primary differences between JFP and FPT content and readers? David Tharp describes it as technical research versus more application-focused research/study. Cathy indicated also a higher source of social science research along with validation methods. More opportunity for preliminary findings, publications of surveys of food safety culture and strategies.

**Recommendations to the Executive Board:**

1. Recommendation to Board: Prepare a checklist for authors preparing a paper to assist in paper preparation and submission. Add the checklist form to the end of the author guide.
2. Recommend mimicking for FPT the adoption of the current ASM style guide in a manner similar to that implemented by the Journal of Food Protection, with specific reference to the formatting of references and other bibliographic material.
3. Recommend approval of Laura Strawn as Vice Chair of the FPT Management Committee.
4. Move forward to add DOIs to all FPT papers published starting in 2022.

**Next Meeting Date:** July 31–August 3, 2022, Pittsburgh, Pennsylvania.

**Meeting Adjourned:** 2:55 p.m. Eastern Time.

**Chairperson:** Byron Chaves.