

Food Protection Trends Management Committee

Members Present: Richelle Beverly (Chair), Cheng-An (Andy) Hwang (Vice Chair), Catherine Cutter (Editor), Ben Chapman, Yuhuan Chen, Faith Critzer, Hari Prakash Dwivedi, Veneranda Gapud, Linda Leake, Susan McKnight, Amie Minor, Brian Nummer, Kathleen O'Donnell, Randy Phebus and Christina Ritchey Wilson.

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

Visitors/Guests: Jinru Chen, Vijay Juneja and Guodong Zhang.

Meeting Called to Order: 2:00 p.m., Sunday, August 3, 2014.

Recording Secretary of Minutes: Ben Chapman.

Old Business:

- Additions/Modifications to Agenda: None.
- Review of 2013 Minutes: Motion to approve with no changes was made and approved.
- Cheng-An (Andy) Hwang has been approved as the Vice Chair of *Food Protection Trends* Management Committee.
- *Food Protection Trends* is now available on mobile devices. The app may be downloaded at the Apple Store and the Android Market.
- Back issues of *Food Protection Trends* are searchable Online.
- Staff has worked to include more back issues of *Food Protection Trends* available online. Looking for software to include previous issues.
- Catherine Cutter appointed as the new Editor of *Food Protection Trends* (August 2013).

New Business:

- *FPT* Online Submission System is in use for the review submissions. There is a learning curve related to the online submission system. Working with the vendor.
- Formatting references is becoming a strain on Donna's resources but with the Online system it is hoped this will be reduced. Don Schaffner suggested imposing a financial penalty for not fixing references.
- **Action:** Bold the format references on author submission.
- **Action:** Create an Online tutorial.
- **Action:** Donna and Cathy to email PDG committee chairs soliciting more submissions especially from students and international members.
- **Action:** Cathy will email out every six months to affiliate groups a soliciting email for articles.

Recommendations to the Executive Board:

1. Recommend to the Board to make all back issues of *FPT* and *DFES* available Online so can be searchable as budget permits.
2. Recommend to the Board that if repeated formatting issues arise in submissions, authors will be charged fees/penalty for extra time spent. The fees will be based on staff time.
3. Recommend to the Board to develop a one-pager/flyer that will be included in package material for international and affiliate meetings on what type of articles, how to submit articles and the process for review of articles in *FPT*.

Next Meeting Date: July 25, 2015 in Portland, Oregon.

Meeting Adjourned: 3:03 p.m.

Chairperson: Richelle Beverly.