

RECOMMENDATIONS TO THE EXECUTIVE BOARD WITH BOARD RESPONSES FROM BOARD MEETING HELD JULY 25, 2019

Affiliate Council

None.

STANDING COMMITTEES

Food Protection Trends Management Committee

1. Appointment of Byron Chaves as Vice Chair for *Food Protection Trends*.
Board Response: Agree.
2. Reappointment of Cathy Cutter to another 5-year term as Scientific Editor of *Food Protection Trends*.
Board Response: Agree. Reappointment will be for a 4-year term, as per the IAFP Bylaws.
3. Articles published in *FPT* will become open access immediately upon publication.
Board Response: The Board will review Membership benefits and overall offering to Members in considering this recommendation.
4. Editing *FPT* Instructions for Authors to include a paragraph in the instructions for authors to remove bibliographic field codes to alleviate issues in editing.
Board Response: Agree. *FPT* Management Committee leaders and *FPT* Scientific Editor to make author instruction revisions.
5. *Food Protection Trends* should share a booth on expo floor alongside *Journal of Food Protection* to promote journal to membership at 2020 IAFP Annual Meeting in Cleveland, OH.
Board Response: Agree.

Journal of Food Protection Management Committee

1. The Committee recommends that a comprehensive review be conducted on the overall quality of the experience our *JFP* authors are receiving through their engagement with the Journal. This includes how long it takes to go from approval to publication, the quality and calibration of reviewers comments and should also include comparison to other journals published by similar organizations.
Board Response: Agree. *JFP* is undergoing a review of all systems and working to tighten all time frames.
2. The Committee recommends a new process be initiated to invite targeted authors to write reviews for *JFP* on specific, high impact/highly relevant and timely topics.
Board Response: Agree. *JFP* Editors have already been inviting review papers for publication. Please provide an outline for the suggested, "new process" for Board consideration.

Program Committee

None.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

None.

Committee on Control of Foodborne Illness

1. Manuals. Recommend the Board provide the following information to the Committee on the *Procedures for Investigation on Foodborne Illness* manual and *Procedures for Investigation on Waterborne Illness* manual:
 - a. How much income have the manuals generated for IAFP over the past 5 years?
 - b. How many hard copy manuals vs. online manuals have been sold?
 - c. Do we have details on who the buyers are? Local, state, federal, industry, international partners?
 - d. Were promotion activities at international events completed as requested in the 2018 recommendations?
 - e. Does the Board support potential IT improvements to online available resources (apps, fillable forms, etc.)?
 - f. Is there a pathway to offering manuals for free?
 - g. Once feedback from the Board is received specific to the *Procedures for Investigation on Foodborne Illness* manual, CCFI will create a subcommittee to begin researching and addressing necessary updates to the current manual.
Board Response: IAFP Staff will provide answers to the above questions.
2. Recommend the following changes to the Committee Bylaws:
 - a. Addition of a mission statement to promote professional development in foodborne illness outbreak detection, response, and prevention.
 - b. Propose the establishment of the role of a Secretary with a 2-year term to support both the Chair and the Vice Chair; an incumbent does not necessarily progress to the role of Vice Chair.

- c. Propose the establishment of progressive leadership for the Committee, with 2-year terms for both the Chair and Vice Chair. At completion of the 2-year term, the Chair will serve in a Past Chair capacity and the Vice Chair will become the new Chair. The Committee will then need to appoint a new Vice Chair.
 - d. Once the position of the current Vice Chair is completed (Judy Greig), the Committee will select a new Vice Chair to initiate this rotational process. Once that selection is made, a recommendation will be made to the Board for official appointment. Ewen Todd will continue to serve as Chair until the newly appointed Vice Chair completes a 2-year rotation.
Board Response: Review the current mission statement for the Committee and make recommendations to the Board for specific changes. Regarding the change in leadership, the Board recommends electing a Vice Chair now to begin their 2-year term and establishing the Secretary position.
3. Survey of IAFP Members (by Ben Chapman, Ian Young, Ewen Todd, and Judy Greig).
 - a. Survey. Board approval and support for a CCFI draft interview questionnaire of approximately 20 selected IAFP Members, with a suggestion to contact PDG/Committee Chairs/Vice Chairs, for IRB (Institutional Review Board) approval.
 - b. Focus groups. As a follow up to the completed survey, Board approval of several focus groups to expand upon the survey results at the next IAFP meeting in Cleveland.
 - c. Funding. Board approval for funding for transcription of audio tapes for the survey and focus groups.
Board Response: Agree. This project was previously approved (2017). Provide cost estimates and intended outcomes. Provide an outline of what is proposed with the cost estimate. Submit survey questions for review prior to distribution.

Constitution and Bylaws Committee

1. The list of Award Committees in the Bylaws should be updated to be consistent with current practices. That is, the current list is outdated and removal of actual names of awards and use of more generic wording would allow the Bylaws to be correct regardless of the addition of or removal of awards.
Board Response: Agree.
2. Approve invitation of three new members to the committee, one each from industry, academia and government, to replace committee members who have left the committee over the past few years.
Board Response: Agree.

3. Approve Jennifer Quinlan as Vice Chair to complete the term vacated by Michelle Danyluk and then to serve as Chair beginning August 2, 2020.
Board Response: Agree.
4. Approve Bobby Krishna to serve as Vice Chair beginning August 2, 2020.
Board Response: Agree.

Foundation Committee

1. Pursue monthly Foundation contributions.
Board Response: Agree. Staff will look into this request.
2. Revisit establishing international registration of the Foundation as a charity.
Board Response: Agree. Staff will look into this request.
3. Allow ADS contract to expire. Continue to evaluate 2019 efforts and marketing strategy.
Board Response: Agree.
4. Approve Wendy White as Vice Chair.
Board Response: Agree.

Membership Committee

1. Approve Susan Linn as Vice Chair.
Board Response: Agree.

Nominating Committee

None.

Past Presidents' Committee

1. The Past Presidents' Committee recommends approval of Tim Jackson as the new Vice Chair-Elect.
Board Response: Agree.

Webinar Committee

1. Due to Manpreet Singh's obligations as the Chair of the Program Committee, he has resigned as Chair of the Webinar Committee.
Board Response: Agree.
2. The Committee recommends Don Schaffner as the new Chair, effective at the end of IAFP 2019.
Board Response: Agree.
3. The Committee recommends that Veronica Bryant be appointed as the Vice Chair of the Webinar Committee effective at the end of IAFP 2019.
Board Response: Agree.
4. The Committee recommends that the meeting time be changed to 8:30 a.m. on Sunday to minimize overlap with PDG meetings.
Board Response: Agree.

PROFESSIONAL DEVELOPMENT GROUPS

Advanced Molecular Analytics PDG

1. Is there a way to incorporate a drop-down menu so that members can choose more than one co-sponsor for symposia and roundtables?
Board Response: Agree. There are two PDG co-sponsors available when submitting symposium proposals; a primary and a secondary sponsor.

Applied Laboratory Methods PDG

None.

Beverages and Acid/Acidified Foods PDG

None.

Dairy Quality and Safety PDG

None.

Developing Food Safety Professionals PDG

1. A lower postdoc fee be considered for Membership and/or Annual Meeting registration to help alleviate financial pressures on postdocs.
Board Response: Agree. Staff will investigate lower registration fees. Membership fee is already affordable.
2. Mentoring program specifically for the DFSP PDG similar to Student PDG to assist new members and new food safety professionals to adapt to the industry.
Board Response: Agree. An IAFP-wide mentorship program is being investigated for release in 2020.
3. Consider providing scholarships for students or postdocs to go to pre-conference workshops.
Board Response: Agree. A request to the IAFP Foundation will be made to cover registration fees and \$250 per extra day for hotel expenses for up to six postdocs to participate in IAFP workshops at Annual Meetings.

Food Chemical Hazards and Food Allergy PDG

1. Confirmation of Angela Anandappa as the incoming Chair of the FCHFA PDG, with her term beginning at the 2020 Annual Meeting.
Board Response: Agree. Angela Anandappa, as current Vice Chair, will automatically become the PDG Chair at IAFP 2020.
2. Confirmation of Sally Klinect as the FCHFA PDG Vice Chair-Elect, with her term as Vice Chair beginning at the 2020 Annual Meeting.
Board Response: Agree.

Food Defense PDG

None.

Food Fraud PDG

1. The Food Fraud PDG recommends the Executive Board approve the selection of Karen Everstine and Clare Menezes and Chair and Vice Chair, respectively.
Board Response: Agree.

Food Hygiene and Sanitation PDG

1. Recommendation to Board for Nathan Mirdamadi to move into the Secretary position as Evan Rosen is now Vice Chair.
Board Response: Agree.
2. Is it possible to have our PDG meeting at a later time rather than 8 a.m.?
Board Response: Agree. The Committee and PDG schedule will be revised for IAFP 2020.
3. Many PDGs that are of general interest are running simultaneously, for example: Sanitation/Hygiene, HACCP, and FS Assessment PDG, were all held at 8 a.m. today. This creates challenges with attendance. To reduce conflicts when scheduling, can we look at the PDG rosters and see which PDGs have similar members based on involvement and not have those at the same time?
Board Response: Agree. Please let IAFP staff know of specific PDGs to avoid scheduling at the same time as the Food Hygiene and Sanitation PDG meeting.

Food Law PDG

1. To approve Eric Wolf as Vice Chair of the PDG.
Board Response: Agree.

Food Packaging PDG

None.

Food Safety Assessment, Audit and Inspection PDG

1. Recommend the Board approve Andrew Clarke as incoming Vice Chair for the Auditing, Assessment and Inspection PDG.
Board Response: Agree.
2. Recommend the Board approve a 1-year extension of the current Chair Trish Wester to accommodate the election of the new Vice Chair. (The existing Vice Chair, Sue Kaminski has withdrawn.)
Board Response: Agree.

Food Safety Culture PDG

1. Approve Laura Nelson as Vice Chair.
Board Response: Agree.

Food Safety Education PDG

1. Recommendation for approval of Wenqing (Wennie) Xu as the Vice Chair.
Board Response: Agree.

2. Recommend the Board to adopt the new mission statement for Food Safety Education PDG as follows:

“To provide a forum for IAFP Members and interested others to learn, network, and share information and resources about education, training and outreach for various audiences thereby advancing food safety knowledge, promoting behavior change and improving practices that mitigate food safety risks around the world.”

Board Response: Agree with the new statement, but suggest removal of “and interested others” from the mission statement.

Fruit and Vegetable Safety and Quality PDG

1. The PDG would like to propose to the Board that the IAFP Connect online platform be developed into an app for use on cell phones and tablets. This could be sponsored by industry to off-set the costs of development and make the platform more likely to be used by members.
Board Response: Agree. Staff will investigate the cost and implementation.

HACCP Utilization and Food Safety Systems PDG

1. Continue to have the HACCP PDG and Food Safety Culture PDG meetings at different times.
Board Response: Agree.
2. Approve Fatemeh Ataei as Vice Chair.
Board Response: Agree.

International Food Protection Issues PDG

1. That DeAnn Benesh be approved as Vice Chair of the PDG beginning at IAFP 2019.
Board Response: Agree.

Low Water Activity Foods PDG

None.

Meat and Poultry Safety and Quality PDG

1. Approve Matt Taylor as Vice Chair.
Board Response: Agree.

Microbial Modelling and Risk Analysis PDG

1. Maintain the student recognition award.
Board Response: Agree. Please share the structure of the student recognition award with other PDG leaders.
2. Stress it during the Chair/Vice Chair meeting.
Board Response: Agree. A presentation at the Chair and Vice Chair meeting at IAFP 2020 should be planned.

Pre Harvest Food Safety PDG

1. Approval of Dr. Issmat Kassem for the Vice Chair of the PDG.
Board Response: Agree.

Retail and Foodservice PDG

None.

Sanitary Equipment and Facility Design PDG

1. The Sanitary Equipment and Facility Design PDG recommends the Executive Board recognize the election of Rick Stokes as Vice Chair starting at IAFP 2020.
Board Response: Agree.
2. The PDG recommends the Executive Board extend John Merenick as Chairperson until just prior to IAFP 2021.
Board Response: Agree.
3. Review scheduling of PDG meetings for 2020 Annual Meeting. Many conflicts in 1:00 p.m. and 3:15 p.m. time slots if members want to attend similar PDG meetings.
Board Response: Agree. The Committee and PDG schedule will be revised for IAFP 2020.

Seafood Safety and Quality PDG

1. We recommend Jessica Jones as Vice Chair-Elect.
Board Response: Agree.

Student PDG

We thank the Board for their responsiveness to our requests and their continued support of the Student PDG.

1. Recommend Minh Duong for Student Professional Development Group Vice Chair.
Board Response: Agree.
2. Recommend continuing a 2-hour PDG meeting length for next year's meeting.
Board Response: Agree.
3. Because of a successful presale we recommend to the Board that we order a larger quantity of T-shirts and continue to work closely with staff on distribution at the Annual Meeting.
Board Response: Agree. Work with staff to increase the order number.
4. We recommend an additional student Board member position to the Student PDG officer board that would represent international students.
Board Response: Agree.

Viral and Parasitic Foodborne Disease PDG

1. Approve Julie Jean as Vice Chair.
Board Response: Agree.

Water Safety and Quality PDG

1. Recommended to continue IAFP's Foundation support of webinars so as to not require sponsorship for webinars.
Board Response: Agree.
2. Approve Leon Gorris as Vice Chair.
Board Response: Agree.