



MEMORANDUM

**TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION**

FROM: DAVID McSWANE

DATE: AUGUST 13, 2013

**SUBJECT: AUGUST BOARD MEETING
EXECUTIVE DIRECTOR REPORT**

1) Membership Dues Increase

The membership dues for CFP are currently \$50 for the 2 years between biennial Conference Meetings. This is a very small amount compared to other professional associations in Food Safety and Public Health/Environmental Health (i.e. AFDO - \$50/year, IAFP - \$55/year, IFT - \$190/year, APHA - \$200/year, NEHA - \$95/year). The expenses of the Conference, including support for Board members to attend the semi-annual meetings, are increasing almost every year. While sponsors of the biennial Conference Meeting continue to be very generous in their support of CFP, I believe could be potentially problematic to rely so heavily on the support of these organizations. I would like for the Board to consider raising the dues to \$50 per year which would put the CFP in line with other food related organizations with comparable membership. This would generate approximately \$13,750 in additional revenue for the organization.

2) 2014 Biennial Conference Meeting Registration

Lisa has been working on the biennial Conference Meeting registration process with Eventbrite. Using this fee for service organization offers many benefits such as recordkeeping, collection of fees using credit cards, etc. This is the same service that was used for registrations for the 2012 Conference Meeting that worked very well. The registration fees for the 2012 Conference Meeting are presented below. Do we want to raise the registration fees for any of these events?

Event	Cost to Registrant \$	Eventbrite Fees \$*
Conference/Workshop Package (Early Registrant)	520	23.55
Conference/Workshop Package	620	26.55
Conference Only (Early Registrant)	395	19.80
Conference Only	445	21.30
Workshop (Early Registrant)	150	8.49
Workshop Only	200	10.99
Workshop for Sponsors Only	100	5.99
Biennial Membership Dues**	50	3.49
Hard Copies of Issues	25	2.24

*The fees shown include a credit card processing fee of 3% and an Eventbrite fee of 2.5% to a maximum of \$7.99.

** This item will be affected by the decision that results from item 1 of this report.

3) Collection of Membership Dues using Eventbrite

Lisa has suggested, and I agree, that we would benefit by setting up the Membership Dues payment (those made separate from biennial Conference Meeting registrations) on the Eventbrite site throughout the year. Eventbrite doesn't charge a monthly fee for the service, and at the current membership fee of \$50 it would cost us about \$3 per transaction. This method allows for 3rd party payment and a more secure accounting process in addition to being less labor intensive. Eventbrite would direct deposit any funds monthly and the payment records will be maintained on the website and the CFP staff would see them on bank statements as we have done in the past with registrations. We would no longer handle checks and copies and letters and bank deposit trips except in those rare instances where someone has to pay by their employer's requisition. Members benefit because they frequently prefer to pay their dues with credit cards instead of checks. We estimate this would involve about 50 dues purchases made per year and would cost the CFP approximately \$150 annually.

4) Appointment of Council Members

It has been suggested that we shift the council formation process to January of the year of the biennial Conference Meeting. This could be after the Issue submission ends. When the council formation process occurs 9 months in advance of the biennial Conference Meeting, there are many changes that can occur in the Council member's status which requires a large number of alternates for each council. With the online application process that already exists and the ability of the Board to approve matters using an e-voting process, it seems less important to require the application and selection process to occur so far in advance.

5) EB Members with Expiring Terms

The carryover Board members will need to replace those members of the Board who have completed a second six-year term on the Board or who have decided not to run for re-election. The following Board members will need to be replaced: David Gifford (Pacific region), Elizabeth Nutt (SW region), and Michael Roberson (Processing Industry).

The following members are completing their first term and are eligible to serve a second term: Sheri Morris (Mid-Atlantic), Julie Albrecht (Academic)

Marlene Gaither and Donna Garren will be contacted to determine if they are completing their first or second term on the Board and whether or not they intend to seek re-election if this is the end of their first term.

6) Hiring a Replacement for the Executive Assistant

The transition committee should be activated and begin the recruitment process for the Executive Assistant position. I would recommend that the committee work with the Executive Director to review and revise the job description for this position prior to the posting it. The revised description and proposed recruitment process should be submitted to the Board for review and approval by December 1. The announcement can be posted in early January and interviews could be conducted in mid-February. This would enable us to hire the replacement by early March. I benefitted greatly by working with Jeff Lineberry during the transition process and I believe Lisa's replacement would benefit from working with her for the first 90 days as well.

7) Deadline for Submission of Committee Reports

A few people have asked me to raise an issue with the Board regarding the requirement to submit committee/council reports at least 30 days prior to the Executive Board meetings. The consensus of this groups is that the 30 day requirement was created at a time when EB packets were distributed via hard copy and US mail. Now that we have the means to transmit the information electronically, it should be possible to change the deadline for submitting these reports to 21 days prior to a Board meeting. If the Board agrees, the new date can be submitted as an Issue to change the governing documents.

8) Recruiting Dee Williams to do the Scribe/Runner Training and Supervision at the 2014 Biennial Conference Meeting

Dee Williams has provided the training and supervision of the council scribes and runners at the recent biennial conference meetings. She recently retired from Jack in the Box and had indicated that the 2012 Conference Meeting would be her last to provide this service. Because the scribes and runners provide a very important function at the meeting, I would like the Board to agree to permit me to contact Dee to see if she would be willing to work with the scribes and runners

one more time in 2014. This would enable us to meet the needs of the staff at the 2014 meeting but it would also permit Dee's replacement to work with her and see firsthand how the activities of the Scribe/Runner Trainer/Supervisor are carried out so they would be able to provide this service starting in 2016. I don't know if Dee would expect to be compensated for this service, but at the very least we would need to cover any expenses she would have to attend the biennial Conference Meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "David McSwane".

David McSwane
Executive Director