

**Affiliate Council Meeting
IAFP 2024 – Long Beach, California
July 14, 2024**

Affiliate Delegates Present:

Alabama	Neil Bogart
Argentina	Fabiana Guglielmone
Arkansas	Jennifer Acuff
Australia	Mark Turner
Bangladesh in NA	Md. Niamul Kabir
Brazil	Caio Carvalho
British Columbia	Rhiannon Wallace
California	William Huntley
Chinese in NA	Yige Bima
Colombia	Francisco Garces-Vega
Florida	Taylor O'Brien
Georgia	Wendy White
Indiana	Amanda Deering
Japan	Shige Koseki
Mexico	Raul Avila Sosa
Minnesota	Carrie Rigdon
New York	Steve Murphy
New Zealand	Roger Cook
Ontario	Ellen Gravi
Quebec	Julie Jean
SE Asia	Alvin Lee
Taiwan	Shihyu Chuang
United Arab Emirates	Bobby Krishna
United Kingdom	Helen Taylor
Washington	Connie Fisk
Wisconsin	Kristin Schill

IAFP Board/Staff Present: Tim Jackson, Michelle Danyluk, Manan Sharma, Lisa Garcia, Tamara Ford, Susan Smith.

Visitors/Guests: Takiya Ball (Wisconsin), David Blomquist (Minnesota), Jessica Burke (Ontario), Myrna Cadena (California), Faith Critzer (Georgia), Aakankshya Dhakal (Louisiana), Karen Fong (British Columbia), Kristen Gibson (Arkansas), Sanjay Gummalla (Capital Area), Erin Headley (Wisconsin), Rick Heiman (Missouri), Aaron Huckabee (Florida/Georgia), YeonJin Jung (New York), Janell Kause (Virginia), Kunihiro Kubota (Japan), Kajam Kunarajasingam (Ontario), Nelly Lam (Hong Kong), Terence Lau (Hong Kong), David Lloyd (United Kingdom), Janeth Luna (Colombia), Minto Michael (Wisconsin), Nadia Narine (Ontario), Jerri Lynn Pickett (Arkansas), Rawane Raad (Georgia), Diego Romulo (Argentina), Don Schaffner (New Jersey), Tom Sidebottom (California), Deepa Thiagarajan (Michigan), Kitiya Vongkamjan (Southeast Asia).

Meeting Called to Order: 7:37 a.m. (U.S. Pacific Time), Sunday, July 14, 2024.

Minutes Recording Secretary: Caio Carvalho

Agenda: The agenda was reviewed and approved with one topic added by Susan Smith: VII. Election of Affiliate Secretary. Motion with addition approved (Neil Bogart) and seconded (Helen Taylor).

Approval of 2023 minutes: A motion was made to approve (Francisco Garcia) and seconded (Ellen

Gravi).

Report from Affiliate Chairperson: Fabiana Guglielmo provided the following updates:

1. Attendees were reminded to scan badges at entrance.
2. *Affiliate View* has received many summary and photo submissions to be published from Affiliates. Twenty-nine Affiliates submitted information to be published over the past year. Africa, Ohio, and Bangladesh Affiliates sent more than one summary to be published in *Affiliate View*. Affiliates were encouraged to share their information about events and other relevant subjects they want included for each quarterly issue.
3. Webinar suggestions are welcomed. Affiliates are encouraged to share their webinar proposals to Dina Siedenburg in the IAFP office.
4. There were three Affiliate Council Virtual Meetings held during the past year. This frequency was approved by the Affiliate Council, allowing for a shorter onsite meeting during Annual Meeting. Participation of Affiliates and Affiliate members has been active with invitations for the three meetings sent in advance from Susan. The attendees were reminded that meeting recordings are available on *IAFP Connect* for those who can't attend. Also, they were encouraged to send agenda topics in advance to be discussed in these meetings.
5. Affiliate 2024 milestone anniversaries: none were reported.

Report from IAFP President: Tim Jackson thanked attendees for being active in their Affiliates and IAFP. He announced that more than 3,300 attendees were registered for IAFP 2024 and IAFP Membership is at its highest with 4,577 members. He reminded attendees to download the App and visit the Welcome Booth organized by the DEI Council. Attendees were also informed about the Quiet Room available for use for those in need. The California Affiliate was recognized for its support in acting as this year's Local Arrangements Committee to help with IAFP 2024.

Report from IAFP Executive Director: Lisa Garcia is celebrating her 28th IAFP Annual Meeting. She stated that Affiliates carry the food safety message to places for people who can't attend the Annual Meeting. Affiliates should share the various IAFP webinars with their members. She also touched on the costs required to put on an event like the Annual Meeting. After COVID, all prices rose – from food to venue rental – but despite of that, IAFP is doing its best to keep the same high quality for the meeting at a reasonable registration fee.

Report from IAFP Staff Liaison:

Susan Smith mentioned it was her 15th Annual Meeting. Thirty-five Annual Reports were submitted for 2023 activities, representing 63% of active Affiliates, and a decrease from last year. According to the IAFP Bylaws, Affiliates must submit an Annual Report, regardless of activities. Susan sends monthly reminders to all Affiliate Officers. All reports are electronically submitted. Affiliates should read the description to choose the most appropriate award(s) for their activities. This year we had many good applications, which made it difficult for the Award Selection Committee to determine the winners. Affiliates should apply for as many awards as they think they qualify for. She reminded attendees that the Affiliate President and Delegate must be active IAFP Members at the time of application. A few Affiliate websites aren't being updated on a regular basis, so Susan encouraged them to keep websites updated to access upcoming meetings, Affiliate officers, etc. Twenty-four Affiliates held meetings in 2024 but not all of them requested speaker support from IAFP. The IAFP Board Speaker and Expanded Speaker Programs are available, and 13 Affiliates benefited from using it in 2023. IAFP pays the speaker's travel to and from the meeting; Affiliates only pay lodging, local transportation, and food. This is a great resource to schedule high-level speakers for Affiliate meetings. Speakers can also present remotely at no cost for the Affiliate or the Association. Those Affiliates which collect dues through IAFP should inform the Association if dues are increased. Affiliate members were encouraged to register on *IAFP Connect* to receive communications from IAFP. No new charters were issued in 2023, but Susan talked about how to help establish a new charter for those who wish to start one in their area.

Question from audience: IAFP website is not good for cell phone viewing. Would IAFP develop an app for

cell phone use? Lisa will check if this is possible. Neil Bogart thanked Susan for her support throughout the years.

Discussions: Attendees were asked about any Best Practices utilized to support Affiliates to increase membership. In 2023's Affiliate Council Meeting, several options were discussed, and attendees were asked if these options had been put in place, with any results.

Ontario Affiliate: Students were invited to be part of the Affiliate Board to bring in new ideas. For example, they refreshed the way the Affiliate manages social media. The Ontario Affiliate is very satisfied with the results.

Georgia Affiliate: How to get universities engaged: Check those which have related departments and invite them to present their research during Affiliate meetings.

California Affiliate: The state has so many complexities and diversity in food safety with some associations overlapping. Therefore, the Affiliate is partnering with others to leverage the strengths for each.

Chinese Affiliate in North America: It is also trying to get students more engaged. Members have talked with recruiters to map the student profiles needed so they can connect the recruiters to the students who fit the required profile. The Affiliate plans to hold webinars during this year.

Taiwan Affiliate: The Affiliate supports the creation of a new PDG, Nutrition and Food Safety, and believes it can bring in new members with a meeting on Sunday, July 14, at 1:30 p.m.; audience members were encouraged to join.

Southeast Asia Affiliate: How can webinars be shared with students who aren't IAFP Members but are Affiliate members? Tim: The cost of membership for developing countries will decrease, so we believe it will encourage students to become members. If, with the new tier-structured membership rates, they still can't afford membership, we should look for sponsors for student memberships.

Argentina Affiliate: The Affiliate also struggles to increase membership despite strong attendance at events and webinars.

Presentation of Certificates of Merit to the Ontario Affiliate: Ontario President Jessica Burke proposed in advance that Certificates of Merit be presented to Ellen Gravi and Nadia Narine, Ontario Delegate and Past President, honoring their valuable support during the organization of IAFP 2023 in Toronto, Ontario. Jessica also received one for her work and her recognition of her colleagues' efforts. Fabiana reminded attendees that anyone can propose a Certificate of Merit.

Election of Affiliate Secretary: Fabiana called for nominees from the floor. Potential candidates were reminded they need to serve as their Affiliate Delegate for the next two years, and be an active IAFP Member. Two candidates volunteered to stand for election: Ellen Gravi, Ontario Affiliate Delegate, and Helen Taylor, UK Affiliate Delegate. Fabiana asked them to introduce themselves and provide a brief summary that included number of years with their respective Affiliate and as Affiliate Delegate, and the number of IAFP Annual Meetings they have attended.

Ellen Gravi: Works with Gravi Food Safety Inc. as a consultant; IAFP Member for two years; Delegate for one year; supported the Local Arrangements Committee for IAFP 2023 in Toronto.

Helen Taylor: IAFP Member and UK Delegate, both since 2006. She also served as the UK Affiliate President and has attended every IAFP Annual Meeting since 2006. She served on the Organization Committee for the IAFP European Symposium in UK in 2016. She also served as part of the Food Safety Association in UK and is a Technical Director for the ZERO2FIVE Food Industry Centre at Cardiff Metropolitan University.

Candidates left the room while Delegates voted. Helen Taylor was elected by a majority vote. Kristin Schill, Wisconsin Affiliate, asked about the requirements for Affiliate Secretary. Susan answered that the qualifications and requirements for serving as Affiliate Secretary are posted on the IAFP website, including the requirement that the candidate must be the Delegate of the Affiliate and an active IAFP Member.

Don Schaffner asked if the Affiliate Council is aligned with Constitution and Bylaws. Lisa Garcia answered yes, but the Affiliate Council also has Operational Guidelines.

2024 Affiliate Awards Presentation: Fabiana highlighted the achievements of the award recipients and

presented the 2024 Affiliate Awards as follows:

Affiliate Membership Award: *Upper Midwest Dairy Industry Association* – The Affiliate had a 15% increase membership. One of its strategies was to provide scholarships for new student members as a way to expose new professionals to the Affiliate. (No representative from the Affiliate was present to accept the award.)

Affiliate Communications Materials: *Georgia Association for Food Protection* – The Affiliate demonstrated the simultaneous use of several communication channels, and showed to be very proactive in sharing relevant content with its members, such as 15 YouTube videos; posts on Instagram and LinkedIn; communicating through Mailchimp; and interactive food safety quizzes.

Affiliate Member Education: *Ontario Food Protection Association* – The Affiliate organized 12 webinars throughout 2023; sent a monthly Eblast with food safety news; held an Annual Technical Meeting and two additional Technical Meetings; and held networking social meetings with impressive attendance.

Best Overall Affiliate Meeting: *Arkansas Association for Food Protection* – The Affiliate's Annual Meeting was attended by a record 230 attendees. It was a two-day event with 18 diverse speakers and varied topics.

C.B. Shogren Memorial: *African Continental Association for Food Protection* – The Affiliate increased its membership by 55% with 160 new members throughout the year. It organized its "Second ACAFP Food Safety Conference in Africa," a three-day meeting where 120 attendees heard key speakers and participated in a diverse and relevant program. During the year, the Affiliate also organized other scientific activities with strong attendance. It was an example of collaboration and resilience to make the event happen even while facing financial challenges.

Old Business:

Attachment C: Minto Michael was appointed as Affiliate Secretary. IAFP Board suggested verifying eligibility before appointment. Result: Due to his relocation out of state, Minto could not stand for election for incoming Secretary. Therefore, a special virtual Election was held in October 2023. Caio Carvalho stood for the position and was elected through a majority of Delegate votes.

New Business: Student Liaisons: YeonJin Jung will serve as the incoming Student PDG Chairperson, and Aakankshya Dhakal will act as the International and Affiliate Representative. YeonJin said that students recognize the efforts from IAFP to give them more exposure and to network. Caio gave an update about the Latin American Symposium in November in Santos, São Paulo, Brazil.

A representative from the Indian in NA Affiliate asked how to pay affiliate dues paid through the IAFP website. Susan made herself available to help the Affiliate on this subject.

Recommendations to the Executive Board:

1. The Affiliate Council recommends that Helen Taylor, Delegate for the United Kingdom Association for Food Protection, be appointed as the next Affiliate Council Secretary.

Passing of gavel: Chairperson Fabiana Guglielmone passed the gavel to Caio Carvalho, Secretary, signifying the beginning of Caio's term as Affiliate Council Chairperson, official after the completion of IAFP 2024.

Next Meeting Date: Virtual meetings will continue with dates and times scheduled well in advance to allow attendees to get them on their calendars. The next in-person meeting is Sunday, July 27, 2025, in Cleveland, Ohio.

Meeting Adjourned: 9:13 a.m. (U.S. Pacific Time).

Chairperson Name: Caio Carvalho