

COMMITTEE MINUTES

STANDING COMMITTEES

Food Protection Trends Management

Members Present: Richelle Beverly (Chair), Benjamin Chapman, Catherine Cutter, Kathleen O'Donnell, Andy Huang, Veneranda Gapud, Walid Alali, Randall Phebus, Christina Wilson, Angela Fraser, Susan McKnight, Linda Leake and Manpreet Singh.

Members Absent: Yuhuan Chen, Kristi Barlow, Vanessa Cranford, Brian Nummer, Michelle Smith and Jan Singleton.

Board/Staff Members Present: Katie Swanson (President), Don Schaffner (President-Elect) and Lisa Hovey (Staff Liaison).

Outgoing Members: Michelle Danyluk, David Golden, Patricia Rule and Kelly Stevens.

Visitors/Guests: Maria Nazarowec-White, Peter Slade, Carolyn Smith DeWaal and Michelle Danyluk.

Meeting Called to Order: 10:00 a.m., Sunday July 28, 2013.

Recording Secretary of Minutes: Angela Fraser.

Welcome: Richelle Beverly welcomed everyone to the meeting, including the new members and thanked the departing members for their service. All persons in attendance at the commencement of the meeting introduced themselves and their affiliation. Richelle reminded the group that the charge of the management committee is to guide the staff and Board on making decisions about the future of the *FPT* journal.

Additions/Modifications to Agenda: None.

Review of 2012 Minutes: Motion to approve with no changes was made by Christina Wilson and approved.

Executive Board Report: Katie Swanson gave the President's report:

- Membership is continuing to increase—3900 members (increased 6% since 2012; up 26% since 2006).
- Record attendance – 2700+ attendees.
- IAFP has a \$1 million general fund balance but needs to grow.
- 50 affiliates; three new affiliates from Latin America. *FPT* online has 26% open rate.
- Brought in a scientist from a developing country.
- Undergraduate student competition.
- 150 exhibitors.
- Webinars—online for all members.
- International – 9th European symposium; Budapest Hungary (2014); 5th International Association in Taipei, Taiwan (October 2013); Dubai (November 2013).
- PDGs are encouraged to submit articles that are of general interest.
- Signed memorandum of understanding with three international groups—FAO, ICM specification for

foods, ILSI North America. FAO is interested in publishing select summaries that can be distributed globally. Look to get out information to a broader base, particularly in the developing world. Need to translate technical publications to increase global impact.

- Student involvement is good.
- Feedback is good regarding *FPT* reorganization, more articles, bio features.

Executive Director Report: Lisa Hovey on behalf of David Tharp, Executive Director:

- Record breaking year—2540 attendees in 2012.

Scientific Editor Report: David Golden presented information related to the numbers, authorship and sources of manuscripts received to *FPT*. To date in 2013:

- 13 manuscripts have been submitted
- 5 accepted
- 1 rejected
- 1 awaiting one reviewer
- 1 awaiting two reviewers
- 3 awaiting three reviewers
- Two papers submitted to Cathy Cutter (new *FPT* Editor)

Old Business:

- Pat Rule and Ben Chapman have modified the author submission guidelines.
- New format began in January 2013.
- Beyond the Bio included in the new issues.
- Last year moved from 12 publications to 6 publications per year.

New Business:

- David Golden is stepping down as Editor for *Food Protection Trends*. IAFP received more than 20 applications. The selection committee unanimously selected Catherine Cutter as new editor.
- Discussion about preparing a booklet of articles about the Food Safety and Modernization Act prepared by Carolyn Smith DeWaal and CSPI and published in *FPT*. This suggestion will be presented to the Food Law PDG.
- *FPT* is now indexed in Google scholar.

Recommendations to the Executive Board:

1. Recommend to the Board that Cheng-An (Andy) Hwang be the Vice Chair of *Food Protection Trends* Management Committee.
2. Recommend to the Board to make *FPT* readable on mobile devices.
3. Recommend to the Board to make back issues of *FPT* available online so can be searchable.
4. Recommend to the Board to appoint Catherine Cutter to be the Editor of *Food Protection Trends*.

Next Meeting Date: August 3, 2014, in association with the 2014 Annual Meeting in Indianapolis, Indiana.

Meeting Adjourned: 10:53 a.m.

Chairperson: Richelle Beverly.

Journal of Food Protection Management

Members Present: Kendra Nightingale (Chair), Manan, Sharma (Vice Chair), Mike Davidson, Joe Frank, Elliot Ryser, Peter Bodnaruk, Alejandro Castillo, Tong-Jen Fu, Sean Leighton, Sherri McGarry, Abani Pradhan and Siddhartha Thakur.

Board/Staff Present: Don W. Schaffner, Katie Swanson, Linda Harris, Didi Loynachan and David Tharp.

Visitors Present: Doris D'Souza, Jinru Chen, Carlos Conte, Patricia Desmarchelier and Guodong Zhang.

Meeting Called to Order: 2:05 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Sean Leighton.

Old Business: Committee reviewed minutes from 2012 *JFP* Management Committee meeting. A motion was approved to accept the 2012 minutes, including a minor edit to the "New Business" section of Page 1, paragraph 3, from "If an author plagiarizes their own work, it is acceptable..." to "If an author plagiarizes their own work it is unacceptable..."

New Business: The Committee reviewed agenda and approved the meeting agenda.

The meeting opened with a report by Katie Swanson. She stated that IAFP set a new record for attendance this year with over 2700 attendees and over 150 exhibitors. She indicated that IAFP as an organization is healthy and that the journal is healthy and continues to be a critical part of IAFP's success. Katie highlighted that *Food Protection Trends (FPT)* has been redesigned and is focused on more 'general interest' topics. Dave Golden has retired as editor and Cathy Cutter from Penn State University has been recommended as his replacement. The journal produces a 26% "open rate" which is commendable when compared to peer-reviewed journals. Katie mentioned that with new PDGs continuing to be developed, time and space is becoming more limited, but that this committee will continue to get the time needed on Sundays despite a request to other PDGs to move to Saturday, if possible.

Joe Frank provided the journal's Scientific Editors' Report. Highlights include that Vol. 75 (2012) included 2,308 pages and 306 articles (295 research articles). By comparison, Vol. 74 published in 2011 contained 2232 pages and 296 articles, which included 288 research papers. The average length of time between receipt of manuscripts and their publication remained the same in 2012 compared to 2011. In 2012, researchers from countries other than the U.S. authored 52.6% of articles compared to 59.1% in 2011. Dr. Frank concluded by stating that the "Most Cited Publication" award was given again this year. For more details about the Journal in 2012, please see the Scientific Editors' report and the Administrative Editor's report prepared by Didi Loynachan.

A discussion about duplicate submission issues and plagiarism followed. Dr. Frank observed that we do not have a policy for ethical lapses of authors. Dr. Davidson suggested that we may want to consider maintaining a list of authors whose submissions have encountered problems such as duplicate submission or plagiarism, etc. in the past. It was agreed that the senior author is accountable for all corresponding authors work, but that it is sometimes challenging to get the senior author to include all of the correct contact information for the corresponding authors.

The policy for the journal *Applied and Environmental Microbiology* was reviewed and it states that authors demonstrating ethical lapses will be managed by (1) a letter of reprimand (2) a suspension of submissions to the publication and (3) a formal notification submitted to the academic/research institution. A decision was made that Manan Sharma will draft a similar policy and share with editors for final review. The editors all agreed that the next time a case of plagiarism occurs; they will record the process they follow for documentation purposes.

The next topic discussed was about "open access" to the journal. Authors currently can pay \$3,000 per article for open access to a specific article (five authors did this in 2012). Editors can choose to recommend articles every year to be considered for open access. The decision was made not to make the journal an open access journal in its entirety.

A motion was made to recommend and approved for the reappointment of Dr. Joseph Frank as Scientific Editor for another four year term.

The last topic of discussion concerned raw milk. Katie Swanson indicated that the pro-raw milk organization (Weston A. Price Foundation) cited three papers published in *JFP* with the interpretation that raw milk was low-risk. David Tharp confirmed that he responded to press inquiries by stating that the policy of IAFP is that the interpretation of results is performed by authors of the research article, and not IAFP. It was confirmed that the publications do not suggest raw milk is low-risk.

Recommendations to the Executive Board:

1. The Committee recommends that Joseph Frank be re-appointed to another four year term as scientific co-editor.

Next Meeting Date: August 3, 2013.

Meeting Adjourned: 3:40 p.m.

Chairperson: Kendra Nightingale.

Program Committee

Members Present: Eric Martin (Chair), Joshua Gurtler (Vice Chair), Renee Boyer, Jinru Chen, Dan Erickson, Ian Jenson, Alvin CB Lee, Bradley Marks, Mickey Parish and Michael Roberson.

Members Absent: Brian Sauders and Jane Van Doren.

Board/Staff Members Present: Don Schaffner, Don Zink, Lisa Hovey and Terri Huffman.

Outgoing Members: Paula Fedorka-Cray and Mary Lou Tortorello.

Meeting Called to Order: 7:15 a.m., Wednesday, July 31, 2013.

Recording Secretary of Minutes: Terri Huffman.

Old Business: Eric Martin asked everyone to introduce themselves. After introductions, he gave a brief orientation of the process that will be followed for IAFP 2014.

New Business: Eric asked for suggestions of a date for the November conference call. The purpose of the call is to review symposium, roundtable and workshop proposals. The week of November 11-15 was agreed upon. Terri Huffman will

send out a poll to Committee members, and set a date and time once results are in.

The February Program Committee meeting in Indianapolis has not been set yet. The meeting will either be Feb. 6-7 or Feb. 14-15.

2013 Silliker and Parkin Lectures – Committee members were asked to pass recommendations for speakers to David Tharp by September 1. Terri will send a list of speakers from the past 5-6 years to the Committee.

Review of IAFP 2013 – Eric Martin solicited input from the Committee concerning IAFP 2013. Below are responses:

- There was confusion expressed at the Affiliate meeting. Can people submit their abstracts to any other meetings? The answer is, yes, as long as our meeting is the first.
- PDGs would like to have sessions labeled “Sponsored by ... PDG” in the program book. General consensus of the Committee was to not do this, but to send a list of each PDG’s accepted sessions to the PDG leaders, so that they can promote within their PDGs.
- Meeting App – Poster board numbers should appear in the list of posters when a poster session is opened. Right now people have to drill down to specific posters to see the board number. Some people had trouble adding individual presentations to their schedule. The online personal scheduler did not transfer schedules to the app.
- Too small room sizes – is a good and bad problem. RT3 (Current Controversies in Food Safety) was dangerously full. We must keep people away from the fire exits. It seems that personal, controversial and interactive sessions are popular and the Committee should consider this when assigning rooms in the future.
- Room set ups were strange – rooms should have been set up the long way instead of the wide way.
- One Committee member mentioned that he knows of one person who has not shown up for a technical presentation for the past 2 years. That person should be sanctioned, and the Committee member will send the name of the person to Terri.
- Roundtables – a couple of people mentioned that the quality of panelists wasn’t good in a couple of sessions. Are there any resources we can find to help roundtable convenors in this area?
- Technical Sessions – Convenors need to keep them on time. One convenor let a person go 20 minutes, then the next speaker only got 12 minutes. If a speaker goes over time, there should be no time for questions.
- There were two symposia on Wednesday afternoon that both were on sanitation.
- Make sure restaurants are notified of the conference so that they stay open later.
- Make sure that convenors know their jobs and are doing them.

Recommendations to the Executive Board: None.

Next Meeting Date: February, 2014.

Meeting Adjourned: 8:15 a.m.

Chairperson: Eric Martin.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

Members Present: Paul Dix, Ronald Schmidt and Steven Sims.

Board/Staff Members Present: David Tharp.

Visitors/Guests: Jean Anderson, Kathryn Bennett, Hannah Caputi, Warren Clark, Dan Erickson, Jennifer Frankenberg, Bob Hagberg, Geoffrey Morell, Steve Murphy, Allen Sayler, Peter Slade, Joe Stout, Zhinong Yan and Henry Yeung.

Meeting Called to Order: 10:08 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Paul Dix.

Old Business:

- Reviewed IAFP Antitrust Guidelines.
- The 2012 3-A CSP Minutes were read and approved (Copies will be e-mailed to all attendees).
- Report from 3-A CSP – Steve Sims provided an overview presentation of 3-A SSI (authored by Gabe Miller at 2013 3-A SSI Annual Meeting) for the benefit of the intermingled group. The organizational structure and leadership of 3-A SSI was explained along with the balloting process and how 3-A originally was formed by 3 groups: equipment fabricators, equipment users, and regulatory sanitarians. The change from 3-A to 3-A SSI was stated and Steve explained that this change meant complying with ANSI requirements and that a Third Party Verification (TPV) process now existed where Certified Conformance Evaluators (CCE) provided this unbiased service on all new equipment. The process of filing a Report of Alleged Non-conformance (RAN) was explained to the group where a piece of dairy equipment bearing the 3-A symbol can be brought into question and investigated for compliance with the 3-A Standards if discrepancies were cited. The 3-A Committee on Sanitary Procedures originated from IAFP and has shared a long term relationship.
- The symposium titled “Sanitation and Sanitary Design: A Holistic Approach” will be presented on Tuesday, July 30, 2013 from 8:30 a.m. to 12:00 p.m. in Ballroom A.

New Business: The bylaw wording change was brought up for discussion by Dan Erickson. The discussion revolved around concern for the removal of the term 3-A from 3-A Committee on Sanitary Procedures. This change yields a new name: Committee on Sanitary Procedures (CSP). There was some confusion whether this change could weaken 3-A CSP and if it was absolutely necessary to meet ANSI requirements. Some attendees had to leave the meeting to attend the Constitution and Bylaws Committee to discuss the bylaw wording change.

Recommendations to the Executive Board: None.

Next Meeting Date: August 3-6, 2014 Indiana Convention Center—Indianapolis, IN.

Meeting Adjourned: 10:57 a.m.

Chairperson: Paul N. Dix.

Committee on Control of Foodborne Illness

Members Present: Ewen Todd (Chair), Judy Greig (Vice Chair), David Baker, Michael Batz, Tracy DuVernoy, John Guzewish, Bobby Krishna, Marilyn Lee, Sherri McGarry, Ben Miller, Rajesh Nayak, Maria Nazarowec-White, James O'Donnell, Ruth Petran, Muhammad Ibsanullah Qamar, Michael Roberson, Juliana Ruzante, Caroline Smith DeWaal and Guodong Zhang.

Board/Staff Members Present: Didi Loynachan.

New Members: Christine Aleski, Soon Kiat Lan, Sarah Cahill, Pratik Banerjee, Atef Idriss, Amy Simonne, Apurba Chakraborty, Cagatay Celibi, Xiangwn Nou and Kristin Gulrud.

Visitors/Guests: Julie Borders and Michelle Smith.

Meeting Called to Order: 8:10 a.m., Sunday, July 28, 2013 by Ewen Todd.

Recording Secretary of Minutes: Judy Greig.

Old Business:

1. Member activities at the 2013 Annual Meeting. Introductions were made of those initially present but others joined right up to 3:30 pm. Presentations at Symposia and Round Tables that members are associated with at the present Annual Meeting included: Michel Batz, Sarah Cahill: "ranking of global foodborne parasites;" Ewen Todd "cross border (Canada/USA/Mexico) initiatives;" Sherri McGarry "recent foodborne outbreaks;" Judy Greig "the role of wildlife in transmission of antimicrobial resistance and pathogens to the food chain."
2. Waterborne disease procedures manual. It is intended that the Procedures to Investigate Waterborne Illness manual will be completed by 2014. The major section to still be written concerns water contamination during production and irrigation of produce and "spent irrigation water" – possible contributors are Michelle Danyluk at University of Florida and Chuck Gerber, University of Arizona. Marilyn presented work to date to the Water Safety and Quality PDG and some members agreed to review the final draft document once completed. One member raised the issue of water systems in developing countries e.g., hygienic control of aquaculture in India. A guidance document would be useful at the practical level for aquaculture workers. There could be existing documents that could be useful, e.g., WHO publications.
3. Arthropod and rodent-borne illness procedures manual. There is an existing IAFP procedures manual on arthropod and rodent-borne illness, even if it does not exactly fit the CCFI mission. Tracy DuVernoy has been exploring the need for revising such a manual. One approach is to develop a pest control manual, but one may already be available (Scott Burnett or Zia Siddiqi, Orkin). The CCFI through Tracy will check into these possible documents and decide whether there is a need for revisions.
4. Marketing of the foodborne disease manual. One recommendation is to have a Web site marketing tool for procedure manuals such as shown in Annex
1. Some are sold through IAFP, others directly from Springer. Few requests have come directly from health departments. To date: 2011 – 406 sold, 2012 – 889 sold and 627 up till June this year for a total of 1900 but some were also sold directly through IAFP. Only 1 electronic version was sold. We need to send out e-mails, fliers, etc., to large environmental agencies to describe the value of these procedures. A new section on statistical analysis for the waterborne illness investigation manual needs to be reviewed for inclusion in the foodborne disease investigation manual. Both Jack Guzewish and Michael Batz will review this section.
5. Training of potential users of the manuals. Training in foodborne disease surveillance is highly desirable especially as it is lacking globally, including the developed world. For instance, Jack Guzewish noted that the need at the local health level in the USA is overwhelming. In addition, many developing countries are hosting international events without the benefit of an established surveillance system to monitor foodborne and waterborne diseases. FAO (Sarah Cahill) noted that many existing training programs are ineffective; even if people are trained, the knowledge may not be successfully applied to investigate foodborne outbreaks. Reinforcement by continual contact between trainers and trainees is optimal. An example of such a commitment is the three year FAO training program in Bangladesh. There is a clear need to clearly communicate the purpose and utility of the procedures manuals and that effective training needs to be done over the long run. A representative from Turkey present would like to share the manual with Turkish colleagues to assist in surveillance and traceability. The International Food Protection Training Institute is considering collaboration for training using the procedures for foodborne disease for surveillance.
6. Translation of the Manuals. The Committee felt there were opportunities to have the Foodborne and future Waterborne manuals translated into different languages. Mr. Idriss from Lebanon would consider translating the manual into Arabic for use in North Africa, Turkey and the Middle East. It was agreed that the affiliates could be involved in translation of the manuals, e.g., Pratik Banerjee mentioned a new Indian affiliate was being formed this year. The Korean, Turkish and Chinese affiliates could also be approached. Judy Greig will contact Enrico Perez of PAHO concerning translation to Spanish and Portuguese. Christine Aleski of 3M will explore the possibility of their translators being involved including any costing. It was agreed that any translation of the Procedures to Investigate Foodborne Illness needs to address cultural considerations of various regions. FAO could possibly help with adaption of materials from a cultural stand point. However, the contract between IAFP and Springer means that a publisher in the interested countries needs to buy the rights of foreign language production from Springer before any translation can continue. One example may be working with ACRIBIA in Spain and South America which translates scientific documents such as ICMSF books into Spanish.
7. Diseases Transmitted by Foods 3rd edition. Work continues with the goal to complete by 2014 but needs many committee member inputs to complete on time. IAFP should try and retrieve the PDF version of the original book.

8. Committee history. Frank Bryan completed the Committee's history up to 1999. Ewen and Judy will work on the more recent activities since then. Possible inclusion in this history would be the future of the Committee and a list of 10 new priorities.

New Business:

1. Foodborne disease outbreak database. Judy Greig has been working on this for many years and has up to 8,000 documented outbreaks. Information can be provided from the database upon request from Judy.
2. Elsevier Encyclopedia on Food Safety Editors include: Yasmine Motaremi, Gerry Moy and Ewen Todd. This on-line book should be available in January 2014.
3. 2014 symposia suggestions:
 - a. *Special 100 years CCFI symposium: committee history* – Frank Bryan from start to 1999 and Ewen and Judy will complete this year.
 - i. Invite Frank Bryan to speak – or work with him on a presentation
 - ii. Changes in investigation over time- more outbreaks identified is a good thing
 - iii. How pathogens changed over time/ timeline slides of pathogens- poster etc.
 - iv. Outbreak data/ Surveillance/International speaker/WHO regional speaker
 - v. How regulatory frameworks for surveillance of illness have changed over time

Older and improved controls and interventions how they have evolved over time, such as hurdles and HACCP

History of how investigations are done at the local level – how their attitude to investigation has changed over time Scott Gilliam Indiana State Department of Health & John Tilden, Michigan Department of Agriculture.

Trend analysis, new molecular methods/ perspective of developing country/issues of trade Global food supply – traceability Cross border outbreaks/how do we resolve this – environmental assessment

- b. *Rogue journals/meetings*. Ewen has been tasked by the Board to prepare a symposium on open access and rogue journals, fraud and plagiarism for 2014 Annual Meeting.
- c. A symposium on food safety issues in the Indian subcontinent with speakers from India, Bangladesh and Afghanistan.
- d. *Recent foodborne outbreaks*: Sherri McGarry
4. Other business – The CCFI wishes to send Pete Snyder our best wishes for speedy recovery.

Annex 1. The International Association for Food Protection (IAFP) would like to let you know that the 6th edition of “Procedures to Investigate Foodborne Illness” is now available for purchase at www.foodprotection.org/resources/otherpublications. The cost is \$23.95 (IAFP member) or \$29.95 (non-member). Every PHI who is involved in investigating foodborne outbreaks should have a copy for easy reference. Chapter topics address developing a foodborne disease surveillance at the local health unit level, how to prepare for the investigation, seeking sources and

modes of contamination and making recommendations for control, to name a few areas covered. The manual includes forms that health units can adopt for their own use. This book is a great resource tool for those who are responsible in investigating foodborne illness.

P.S. The 2nd edition (1996) of the “Procedures to Investigate Waterborne Illness” is currently being updated.

Recommendations to the Executive Board:

1. The Committee recommends that the *Procedures to Investigate Foodborne Illness* manual be supplied to Affiliate chairs who are willing to consider its use among members and translation of the manual for their country or region, if required, but compatible with the IAFP contract with Springer.
2. The Committee recommends the need to explore the availability of a specific manual for food workers to control foodborne agents in selected agriculture and aquaculture products, e.g., spices and shrimp.
3. For the 100 year Committee history, the Committee recommends publication in *Food Protection Trends*, as a special edition, if necessary.

Next Meeting Date: August 2, 2014 in Indianapolis, IN.

Meeting Adjourned: 4:00 p.m., July 28, 2013.

Chairperson: Ewen C. D. Todd.

Constitution and Bylaws Committee

Members Present: Randy Daggs (Chair), Kathleen Glass (Vice-Chair), Zeb Blanton, Steve Murphy, Bob Sanders, Jenny Scott and Caroline Smith DeWaal.

Board/Staff Members: Linda Harris (Board Liaison) and David Tharp (Staff Liaison).

Visitors/Guests: Dan Erickson and Steve Sims.

New Members: None.

Meeting Called to Order: 11:04 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Kathleen Glass.

Approval of 2012 Minutes: Motion to approve the 2012 minutes by Zeb Blanton; 2nd – Bob Sanders; passed unanimously.

Old Business: None.

New Business: Bylaw Revisions to be presented at July 30, 2013 Business Meeting; proposed changes sent to membership 30 days in advance of vote for comment.

- A. Article II, Section C.1, 2, & 3: recommend to accept as proposed.
- B. Article VI, Section B.1.1., Special Committees (3-A CSP): recommend to accept revisions as proposed except for removal of “3A” in description Committee for Sanitary Procedures.
- C. Article VI, Section B.1.2., Special Committees (Audiovisual): recommend to accept revisions as proposed except for removal of “3A” in description Committee for Sanitary Procedures.

- D. Article VI, Section B.1.3, Special Committees (re-number): recommend to accept renumbering as appropriate.

Recommendations to the Executive Board: None.

Next Meeting Date: August 2, 2014.

Chairperson: Randall Daggs.

Foundation Committee

Members Present: Vickie Lewandowski (Chair), Gary Acuff, Kathy Glass, Don Schaffner, Jenny Scott, Judy Greig, Don Zink and Alejandro Mazzotta.

Advisors Present: Gale Prince, Robert Marshall, Paul Hall and Frank Yiannas.

Board/Staff Members Present: Isabel Walls, Katie Swanson, David Tharp and Lisa Hovey.

Visitors: Rusty Gildner, Nandini Natajan and Zeb Blanton.

Meeting Called to Order: 12:12 p.m., Monday, July 29, 2013.

Recording Secretary of Minutes: David Tharp.

Approved Agenda: The agenda was approved as presented.

Minutes of the 2012 Meeting: Were approved as presented.

Appointment of Vice Chair: Gary Acuff was approved as Vice Chair for the Committee.

Financial Reports: Balance Sheets and Statements of Activity for nine months ending May 31, 2013 and twelve months ending August 31, 2012 were reviewed by the Committee Members. Questions were answered by Lisa Hovey and David Tharp. Sustaining Members (who support the Foundation through their Membership) are now at an all-time high.

The Committee recommended reducing the amount kept in the money market to about \$100,000 and invest the rest. They also would like to see a split out of Sustaining Membership support as opposed to individual contributions. There were questions about how much is being spent out on Student travel; State & Local Health and Ag travel; and the Scientist from a Developing Country travel.

Discussion moved towards fund raising efforts and ideas. Some expressed were to have a stand for the Foundation at Annual Meeting where Committee Members could "solicit" contributions. Include a "secure box" where attendees could deposit their contribution (or form with credit card numbers). Add a "bill me later" option to the contribution form. Collect contribution forms outside of Opening Session.

Investment Activity: The Committee reviewed the investment activity for the quarter ending June 30, 2013 and calendar years 2012, 2011, 2010 and 2009. Members were very happy with the progress made in 2012 and six months of 2013.

Budget for FYE August 31, 2014: The budget showing revenue of \$106,000 and expense of \$93,000 was discussed and approved.

Additional ideas of projects to fund were: development of white papers and an increased number of Student Travel Scholarships.

Unfinished Business: None.

New Business: Setting and communicating a new fund raising goal – \$2 Million by 2020; Using a "thermometer" to show progress towards fund raising goals; revisions to the Silent Auction to attract quality items; holding quarterly Committee meetings via teleconferences; provide support monies for the New Media project; support internships and / or an internship at FAO in Rome, student development; professional development; information dissemination; capacity building; specialist functions; white papers; media education. These ideas will be explored further at the upcoming teleconference meetings of the Committee.

A sub-committee was established to create a vision statement: Don Zink, Isabel Walls, Paul Hall and Rusty Gildner.

Recommendations to the Executive Board:

1. Appoint Gary Acuff as Vice Chair for the Committee.
2. Increase the number of Student Travel Scholarships to 15 and look at increasing the number from North America.

Next Meeting: Teleconference in September 2013. Include silent auction and other foundation activities on the agenda.

Meeting Adjourned: 1:28 p.m.

Chairperson: Vickie Lewandowski.

Membership Committee

Members Present: Zeb Blanton (Chair).

Board/Staff Members Present: Alejandro Mazzotta and Lisa Hovey.

New Members: None.

Visitors/Guests: None.

Meeting Called to Order: 3:07 p.m., Saturday, July 27, 2013.

Recording Secretary of Minutes: Zeb Blanton.

Old Business: None.

New Business: Membership Stats were distributed by Lisa Hovey and discussed. Clearly there has been a trend increase in IAFP among the U.S., Canada and Mexico has decreased and international has had a slight increase. Overall, membership is doing well.

The idea of increasing Brand recognition was discussed as a possible avenue to increase membership, outside our current industries, IAFP does not have any Brand recognition at all. It was also noted that many people join IAFP for reduced AEC rates but a consensus could be reached how this could be managed.

At our current levels, we have approx 19% of our membership is International, focus needs to be placed in the LATAM and Europe to drive membership in the future.

It was discussed that the Symposia is too technical and needs to be more Global to drive membership and

attendance at the annual meeting. As we expand on the Technical subjects, we need to find a way to put them into practical use/application.

Recommendations to the Executive Board:

1. Track and nurture current dialogue between IAFP and AVMA.
2. Explore means of certifying CEU credits for DVMs participating in IAFP meetings.
3. As IAFP is a world leader in education, emerging issues and driving improvement, find a way where we can expand on the technical subjects and put them into practical application for industry.

Next Meeting Date: August 2, 2014, Indianapolis, IN, Indianapolis Convention Center.

Meeting Adjourned: 4:19 p.m.

Chairperson: Zeb E. Blanton, Jr.

Nominating Committee

Members Present: Pascal Delaquis (Chair) and Glenn Black (Vice Chair).

Board/Staff Members Present: David Tharp.

Meeting Called to Order: 4:06 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Pascal Delaquis.

Old Business: None.

New Business: Confidential consideration of candidates for Secretary of IAFP.

Recommendations to the Executive Board: None.

Next Meeting Date: Teleconference to be scheduled for further deliberation in October.

Meeting Adjourned: 4:58 p.m.

Chairperson: Pascal Delaquis.

Past Presidents' Committee

Members Present: Lee-Ann Jaykus (Chair), Isabel Walls (Vice Chair), Bob Brackett, Vickie Lewandowski, Kathy Glass, Stan Bailey, Michael Doyle, Paul Hall, Bob Marshall, Bob Sanders, Gary Acuff, Gale Prince and Jenny Scott.

Board/Staff Liaison Present: Katie Swanson and David Tharp.

Meeting Called to Order: 3:33 p.m., Saturday, July 27, 2013.

Recording Secretary of Minutes: Isabel Walls.

Old Business: Agenda approved. Minutes from the 2012 meeting were approved. Members discussed the matters arising from the minutes – the Past Presidents' Committee had requested a change in the vision statement, but the Executive Board felt that they should keep the current statement as written.

Report from the Executive Board: Katie Swanson provided a synopsis of the Association's activities and financial condition since the 2012 annual meeting. IAFP continues to be strong and had an exceptionally good year. Membership remains high at more than 3,900 members. The 2013 Annual Meeting proves to be another record-breaker with over 2,600 participants already registered. Annual Meeting sponsorship is also up from last year. The European meeting was held in Marseille with 300 participants. The international meeting was held in Peru in 2012 and another will be in Taipei in the fall of 2013. Financially it was also a strong year for IAFP. The General Fund balance is now more than \$1 million. Sustaining membership continues to increase and currently there are 27 Gold Sustaining and 17 Silver Sustaining members. Katie expressed some concern that manuscript submissions to *Journal of Food Protection* are trending lower but she is not sure whether this is a cause for concern or not. However, she was pleased that *FPT* online is opened by 26% of members. The committee noted that they liked the redesigned version of *FPT*.

IAFP strengthened its partnerships over the past year – Memoranda of Understanding were signed with the United Nations Food and Agriculture Organization, ILSI North America and the ICMSF. Katie noted that a New Media Task Force has been established to make recommendations for replacing the Audio Visual Library.

David Tharp noted that there were 2 new staff members this year, to replace the receptionist, Karla Jordan, and accountant, Donna Gronstal.

David welcomed distinguished Past Presidents Bob Sanders and Bob Marshall, who have been members of IAFP for more than 50 years. He noted that if you combine the number of years of membership of all Past Presidents in the room it comes to more than 400 years

New Business: Katie Swanson noted that we now have 50 affiliates and Board Members are not always available to attend affiliate meetings. She forwarded a request from the Board that Past Presidents be available to give a presentation if no Board members are available. Those Past Presidents willing to do this should send an email to David Tharp with a presentation title. A suggestion was made that a speakers' bureau be developed from IAFP members also.

The group discussed the idea of IAFP serving as an electronic "portal" of food safety information. It was noted that this would be highly consistent with the strategic plan, but would require scientific expertise not currently held by the staff. The continuing need for an IAFP staffer with scientific background, to be housed at the central office in Des Moines, was noted by the past presidents.

Vickie noted that Fred Weber has offered a challenge to IAFP members to support the Foundation Fund. He will match contributions made during the IAFP meeting up to \$5,000.

Stan Bailey invited all Past Presidents to join him for a glass of champagne at the cheese and wine event on Sunday evening to celebrate the 50th anniversary of bioMérieux becoming a company.

Recommendations to the Executive Board:

1. Investigate the feasibility of establishing a "speakers' bureau" of IAFP members to give presentations on scientific issues to affiliates and others.

Meeting Adjourned: 4:33 p.m.

Chairperson: Lee-Ann Jaykus.

PROFESSIONAL DEVELOPMENT GROUPS

Applied Laboratory Methods PDG

Members Present: Phil Coombs, George Wilson, Christine Aleski, Patrice Arbault, Reginald Bennett, Yvonne Chan, Ting Chen, Debra Cherney, Julian Cox, Erin Dreyling, Hari Dwivedi, Hesham Elgaali, Peyman Fatemi, Ted Gatesy, Yuewei Hu, Lee-Ann Jaykus, Robin Kalinowski, Sun Kim, Keith Lampel, Pancita Manalili, Joseph Meyer, James O'Donnell, Ismail Odetokun, Ravinder Reddy, Brian Saunders, Brooke Schwartz, Christopher Snabes, Thierry Sofia, Sandra Tallent, Robert Tebbs, Harshavardhan Thippareddi, Leslie Thompson, Mary Lou Tortorello, Jean-Phillippe Tourniaire, Erdal Tuncan, Purnendu Vasavada, Wendy Warren, George Wilson and Tamara Wood.

Board/Staff Members Present: Don Schaffner.

New Members: Filiz Yeni, Fritz Buss, Takaaki Yamasaki, Abenga Adewumi, Jennifer Jolly, Karn Erlandson, Shari Spector, Frederick Auvray, Michele Evans, Clarisse Compaore, Wen Zou, Taurai Tasara, Reginald Benitez, Rodney Moxley, Pratik Benerjee, Atef Idriss, Paul Hall, Lihong Wu, Angeline Stoltzfus, Amanda Matczynski, Deana Rolheiser, Yishan Yang, Qianwang Zheng, Brooke Pennybacker, Shiping Cao, Polly Courtney, David Pincus, Roznizam Ismail, Arun Shastry and Deon Mahoney.

Visitors/Guests: Philip Bronstein, Emily Barrey, Barbara Cote, Ray Collins, Clyde Manuel, Zhou Yang, Abdul Ghani Abu Samah, Saeed Hayek and Nancy Moss.

Meeting Called to Order: 10:00 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Hari Dwivedi.

Old Business: Don Schaffner: Informed about increase in attendees this year for the IAFFP, new app for the IAFFP program and new editor for the *FPT* journal. Three new PDGs started this year. Option was given to move the meeting to Saturday for future PDG meetings. He encouraged more free webinars for the members of PDGs.

- There was discussion to establish a new position of Secretary within the PDG looking at good size of participants within PDG and some time inability of PDG office bearers to attend the businesses due to some inevitable appointments. The Secretary will be an unofficial position for two years to help Vice-Chair and chair to take all the meeting minutes while Vice-Chair and chair are engaged in other businesses such as symposium, webinar and white paper development. The Secretary will become Vice-Chair and Chair after 2 consecutive years in each position. The proposed structure will be similar to IAFFP Executive Board.
- The proposal was open for approval to PDG members by Phil. PDG members passed the proposal by all but one.
- Two candidates George Wilson and Hari Dwivedi were nominated for the Vice-Chair position. Phil proposed name of Hari Dwivedi for the Secretary position and George for the Vice-Chair position. The proposal was passed by all but one.
- PDG recognized George Wilson as the new Vice Chair and Hari Dwivedi as Secretary for next two years.

New Business: The submissions for symposium and round table proposals were announced. Phil suggested checking with other PDGs to not submit the overlapping ideas. Conference call during September 2013 will be conducted to discuss the proposals in detail. Phil asked for the submission of more white papers. Wendy Warren will lead the submission of a white paper on "Laboratory Accreditations."

- Wendy Warren started the "Timely Topics" presentations. She presented her talk on Laboratory Accreditations. She discussed that there is need for more information dissemination on "what is equivalent and who decide what is equivalent?" She presented the new document released by USDA on "Establishment Guidance for the Selection of a Commercial or Private Microbiological Testing Laboratory" and also about her upcoming chapter on the same topic.
- Ross asked about the spectrum of accreditation. What labs have to do and what criteria should be followed for the accreditations. Wendy agreed with Ross and pointed out that there are so many different food items and some matrices are similar other are different so it will be good to know what the full set of validation will require?
- Tammy Wood supported the significance of the accreditation process. It was pointed out that some labs are struggling on the same issue. So, it'll be helpful to work more on this topic. It was suggested that ISO 17025 provide minimum information so more information is needed. Wendy agreed that more information could be also great education tool for the auditors.
- Patrice Arbault: Pointed out with FSMA, it is important to focus on both 17020 and 17025.
- Julian Cox pointed out the significance of knowledge around the systems in lab and expertise in technical areas relevant to laboratory accreditation.
- Paul Hall pointed out that various agencies such as National Registry of Certified Microbiologist as a great way for gaining training and earn credentials.
- George Wilson pointed out that Caroline in international PDG is looking for volunteers to write an article on FSMS for *FPT* publication. Wendy accepted to volunteer for the same.
- It was suggested to send the USDA-FSIS document on accreditation along with IAFFP report to general membership.
- Lee-Ann Jaykus (NC State University) presented about the activities of USDA-NIFA grant on Norovirus. She pointed out that the group is named NoroCore and its Web site (<http://norocore.ncsu.edu/>) could be searched online for the updated activities. She pointed out the various activities of the grant reacted to research, extension and training. She told that the overall aim of the grant is to engage stake holders to reduce the burden of foodborne viruses in regard to food and environmental samples. The grant has 6 core group with 4 research objectives. The grant is multidisciplinary with multi-institutional collaboration. She pointed out that the biggest challenge is in the cultivation of noroviruses. There are surrogates to study noroviruses for food safety research but are not necessarily similar to noroviruses physicochemical properties. She pointed out efforts to develop cell culture for the norovirus cultivation which didn't work as expected. She highlighted the activities

of the detection core of the grant working on novel diagnostics methods (such as microarrays, biosensors, RTqPCR) for norovirus detection and the potential of RTqPCR in discrimination of infectious and non-infectious particles. She pointed out the challenge associated with the development, result interpretation, validation and commercialization of the diagnostic method. She pointed out the booth of Norocore group in the exhibition hall.

- Patrice Arbault asked Lee-Ann about how international is the program and about the ISO validation of detection method. Lee-Ann replied that her funding is restricted to research within the USA but pointed out there are companies outside the US working in collaboration with her group.
- Phil asked that given the obstacles how optimistic she is to find a routine test. Lee-Ann replied that in terms of food and environmental samples, we are far away to find a routine test.
- Rod Moxley (University of Nebraska Lincoln) presented the activities of USDA STEC grant (<http://www.stecbeefsafety.org/>). He told about brochures for more information on the program. The STEC grant was started in 2012 with 5 major objectives including improvement and development of diagnostic methods, prevalence and ecology, intervention, quantitative risk assessment and education and outreach. Grant integrates 2/3rd research and 1/3rd education and outreach activities among around 50 collaborators. The grant is targeting total 8 serogroups including "Top Six," O157:H7 and O104:H4. KSU is the collaborator to develop the diagnostic methods (rapid, sensitive, high throughput). KSU has developed 11 plex PCR in this regards. He also discussed about pre-harvest surveillance activities in feedlot studies using fecal samples. Further he discussed about interventions activities such as treatment for packing plants and QMRA activities. He also talked about the education and outreach activities of the grant such as food safety education activities to celebrity chefs at UC Davis and food safety in new curricular of High School.
- Wendy Warren commented to point out the significance of STECs vs. generic *E. coli* isolates and capitalizing on isolates that can serve as basis for development of commercial assays. Rod replied with pointing out that PCR positive fecal isolates are not necessarily toxin positive, so much need to be done in this regard.
- Patrice Arbault asked about the confirmation strategies and about studying O104 in sprout. Rod replied that they confirm the isolates with PCR. He further replied that grant is restricted to beef. He also pointed out that next year they are going to organize a symposium.
- George Wilson asked about the intervention approach such as vaccine. Rod replied that there is no plan to redo work that is going somewhere else in this regards such as Canadian vaccine.
- Hari Dwivedi asked to Rod and Lee-Ann to announce if there are any summer intern opportunities to graduate students in their Cap grants. Rod and Lee-Ann discussed about the various training opportunities for the graduate students in their grants.
- Phil asked if the Cap grants will produce the report of their activities and if there'll be in public domain.

Lee-Ann and Rod replied with yes. Lee-Ann also mentioned about the literature database available in the grant Web site.

- Phil announced the Texas Tech molecular workshop in coming month.
- P. C. Vasavada discussed about the activities of Food Safety Preventive Controls Alliance (FSPCA). He told that Applied Method PDG has lots of opportunities to get involved in the activities of the alliance. He discussed about the broader activities of alliance focusing on the control of all four food safety hazards including chemical, physical, radiological and microbiological risks. He discussed about the significance of environmental monitoring. He discussed that the alliance is a public-private partnership. Alliance will help to develop training resources by developing curriculum and supporting material. He discussed that the alliance welcomes the volunteer or subject matter specialist to develop these resources. He pointed out that Hazard assessment and risk based prevention is key for supply chain safety and alliance is focusing on this key issue. He discussed about the participation of more than 35 companies in the alliance. He further discussed the objectives and basic elements of the alliance activities. He focused on that the course are developed in a way usable to small companies. He announced that there is symposium on the alliance activities if anyone wants to attend.
- It was asked if alliance will be involved in the international activities. PC pointed that the alliance first focus is domestic issues, then they can extend to international issues.
- George commented on the significance of global food safety education and lab capacity building. PC replied they are focusing on capacity building and more than that. He pointed out that HACCP and capacity building in regards to everything and anything.
- Phil asked if the information of the report of alliance activities could be shared with the PDG. PC pointed out that they update the activities regularly on their Web site.
- The "Timely Topics" concluded.
- Mary Lou Tortorello discussed the activities of the Sample Prep working group. She pointed out Lee-Ann did a lot of work for the activities of Sample Prep group at PDG meeting specifically when Pat Rule was PDG chair. She discussed that each food type is exclusive so the upfront unified sample prep is challenging. She discussed about the significance of culture independent and other approaches. She pointed out that in 2007, 20 people joined the activities of the working group including Keith, Lee-Ann and other. They published a white paper followed by a symposium proposal in 2008 meeting. She pointed out that the overall idea was to publish a compendium on the "Sample Prep for the food commodities". She pointed out around 15 people worked on meat sample prep, first in this series.
- Lee-Ann pointed out that a USDA-NIFA proposal of Sample Prep is submitted. She also pointed that bunch of companies call for the work on it. She asked if one symposium proposal could be proposed for the next meeting.
- Phil asked members for any other comment and business.
- George commented that idea of sample prep is great and it is more than just culture based method. He pointed out that there is lack of global capacity in this

- regard and a follow up symposium on sample prep is a good idea.
- Karn Erlandson commented that she is very interested in lab accreditation.
 - Keith discuss about the full symposium proposal with 6 speakers.
 - Brooke Schwartz discussed that she is looking for more information than detection method itself but also more on different organizations involved in the accreditations.
 - Debra Cherney discussed the different topics for next year proposal including Environmental sampling, Mechanism of pathogen attachment and internalization, challenges in sampling and optimum recovery of injured cells.
 - Hari proposed a round table discussion on Culture independent methods – challenges and opportunities as a follow up to mini-symposium this year including panel from academic, government and industries. Leslie pointed out to develop following this year's mini-symposium. Hari also mentioned a symposium proposal on Method Verification and Validation. Leslie will help to develop this proposal.
 - George Wilson proposed a symposium on Global Lab Capacity Food Safety Initiatives. Specific areas of trainings are the standard food analytical and microbiological procedures.
 - Phil asked for more ideas on webinars and white papers.

Recommendations to the Executive Board:

1. George Wilson be accepted as Vice Chair.
2. The board officially recognizes the creation of third position of Secretary for PDGs.

Next Meeting Date: On or about September 18, 2013.

Meeting Adjourned: 11:57 a.m.

Chairperson: J. Philip Coombs.

Beverages and Acid/Acidified Foods PDG

Members Present: Emilia Rico, Larry Beuchat, Fred Breidt, Charles Czuprynski, Margarita Gomez, Rong Murphy, Jena Roberts, Patricia Rule and Joe Shebuski.

Board/Staff Members Present: Alejandro Mazzota.

New Members: Timothy Adams, Angela Anandappa, Greg Burnham, Peyman Fatemi, Senya Finney, Steve Kenney, Brian Mayer, Pam Sinderson, Thierry Sofia and Michelle You.

Visitors/Guests: Keith Ito, Michelle Lovett, Ann Packerham, Nina Parkinson, Lisa Robinson and Henry Yeung.

Meeting Called to Order: 2:00 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Emilia Rico and Fred Breidt.

Comments/Updates from the Executive Board Liaison (Alejandro Mazzotta):

1. We now have 2700 members, up from 2540, and 150 exhibitors up from 135 in 2012.
2. Membership is growing!

3. Reminders for PDGs: symposia are limited so organize more webinars, *FPT* journal articles, etc.
4. *FPT* journal has a new image. PDGs should consider sending papers on topics of general interest to the journal.
5. IAFFP business meeting will be at noon on Tuesday and now has lunch supplied.
6. IAFFP has signed 3 MOUs with: ICMSF, FAO, ILSI North America.
7. Question from Emilia: Can we have symposia about food spoilage?
Answer from Alejandro: Definitely YES.
8. There are 3 new PDGs so consider Saturday PDG meetings and/or possibly combining groups.

Old Business:

1. 2012 PDG Meeting Minutes were adopted – motion by Fred Breidt to accept, seconded by Rong Murphy, and accepted by all members present.
2. PDG name/charter change:
 - a. There was a great discussion on the name change including:

What are acidified foods and are other names possible?

- i. Definition of acidified foods
 - ii. Expand the scope?
 - iii. Liquid food vs. beverage?
- b. The vote results were as follows:
 - i. No change
 - ii. Beverages and acid/acidified foods
 - iii. Beverage and acidified foods
 - iv. Low risk foods and beverage
 - v. Liquid and acidified foods

c. Motion by Jena Roberts to accept the new name as Beverages and Acid/Acidified PDG, seconded by Margarita Gomez, and accepted by all members present. The recommendation on the name change will be made to the Executive Board for final approval.

3. Other old business: None.

Beverage PDG-sponsored contributions to the 2013 Annual Meeting Technical Program.

4. Symposium S12 (*“Preserve This! Novel Preservatives and Applications in Acid and Acidified Foods,”* Wednesday, 31 July 2013, 1:30 PM – 3:30 p.m., 213 BC, Charlotte Convention Center).

New Business:

1. Vice-chair election
 - I. There were four candidates for vice chair nominated before the meeting: Fred Breidt, Anderson de Souza Sant’Ana, Jason Richardson and Rong Murphy.
 - II. Each candidate, or a representative of the candidate, gave a brief description of their achievements and their future role as vice-chairs.
 - III. Vote: after compiling votes received previously by email and the votes of the members that had not previously voted present at the meeting, Fred Breidt was elected with 12 votes out of 22 total votes. Jason Richardson was in second place with 8 votes.
 - IV. Motion by Margarita Gomez to accept and seconded by Pat Rule.

2. Symposia, roundtables, and workshops proposals for IAFP 2014 Annual Meeting (August 3-6 2014, Indianapolis, IN); deadline for proposal submission is 15 October 2013:

- I. The Acid Test: Pathogen Survival in Acidified Foods, Organizers: Fred Breidt, Emilia Rico; Acid resistant pathogens can survive and cause disease in acidified foods such as apple cider, orange juice and some pickled vegetable products with pH values below 4.0. Recent FDA guidance has raised concerns about spoilage organisms, including molds and bacteria such as *Bacillus licheniformis*, that can raise pH of acidified foods and beverages, potentially resulting in a metabiotic effect allowing the germination and growth of *Clostridium botulinum* spores. FDA guidelines and the Food Safety Modernization Act also address the need to establish critical limits for vegetative bacterial pathogens in acid and acidified foods, including a 5-log reduction standard. These concerns combined with an proliferation of novel products and imported foods, highlight the need for a better understanding of processing conditions that assure safety and support regulatory compliance for acid and acidified foods.
- II. "Spore 2014: Bacterial Spores of Significance in Foods and Beverages – Safety or Spoilage Concern?", Organizers: Emilia Rico, Margarita Gomez; This symposium will give up to date information on foodborne sporeformers that are possible pathogens or spoilage organisms of concern in the food and beverage industry such as *Clostridium difficile*, *Bacillus cereus*, *Clostridium tyrobutyricum*, *Clostridium estertheticum*, *B. sporothermodurans*, *Alicyclobacillus acidoterrestris* and *Sporolactobacillus* spp. Control of these sporeformers requires a good understanding of source of contamination. spore activation, germination and outgrowth as well as the mechanism of destruction of these spores by different processes (classical and novel).
- III. "High Acid Aseptic Filling: an International Review of Challenges and Benefits". Organizers: Sean Leighton, Emilia Rico.
- IV. Methods for food safety studies that are realistic for industry, what have we learned? "Methods philosophy" symposium or roundtable. Organizers: Jena Roberts and David Baker. Alternative title from Jena: "The arts and sciences of challenge studies". Senya Finney may help or contribute a talk. Possible collaboration with the Applied Laboratory Methods PDG.
- V. Modeling to predict safety, possibly a roundtable? This could include log reduction vs. endpoint. Risk communication and risk assessment to industry (possible collaboration with the Microbial Modeling and Risk Assessment PDG). Margarita Gomez.
- VI. Functional beverage or liquid food safety? Challenges with exotic ingredients: unregulated pesticides, dyes, and chemicals (possible collaboration with Food Chemical Hazards and Food Allergy PDG). Jena Roberts had some ideas and possible speakers.

VII. From consumer side, enzymatic inactivation as a indicator of safety?

VIII. Beer spoilage symposium.

3. PDG webinar topics and organizers for 2013-2014 (Pat Rule to help with setup):
 - I. Issues regarding cold supply chain.
 - II. Changing mold nomenclature: "One Fungus=One Name."
4. PDG member communication using Google groups or other means, such as GoToMeeting (www.gotomeeting.com) or WebEx (www.webex.com): members liked the idea of using GoToMeeting or WebEx for intra-PDG communication to allow visual aids, etc. There was not much interest in forming a Google group.
5. IAFP PDG Web page: there was little current interest in PDG webpage modification.
6. Other:
 - I. For future PDG meetings, we may consider having one or more people speak briefly on "hot topics". This may help generate ideas for symposia/roundtables.
 - II. Members would like to know if it would be possible to attend future PDG meetings via teleconference. This way, PDG members not able to attend the annual meeting could still contribute to the discussion. Could telecommunications support from IAFP be made available?

Recommendations to the Executive Board:

1. Approval of PDG name change to "Beverages and Acid/Acidified Foods PDG." Will submit revised charter to the Board for approval.
2. Approval of newly elected vice-chair: Fred Breidt

Next Meeting Date: August 3-6 (Sunday - Wednesday), Indiana Convention Center, Indianapolis, Indiana.

Next dates to discuss symposia (via conference call or GoToMeeting/WebEx):

- 22 August 2013 (Thursday), 11:00 a.m. Eastern.
- 12 September 2013 (Thursday), 11:00 a.m. Eastern.
- 8 October 2013 (Tuesday), 11:00 a.m. Eastern.

Meeting Adjourned: 4:00 p.m.

Chairperson: Emilia Rico.

Dairy Quality and Safety PDG

Members Present: Robert Hagberg, Gry Dawn C. Terrel, David Blomquist, Elizabeth Briczinski, Randall Daggs, Rhonda Fraser, Eugene Frey, Kathleen Glass, William Huntley, Lorie Ledenbach, Robert Marshall, Steve Murphy, Ravinder Reddy, Allen R. Sayler, Marc Scantlin, Steve Sims, Larry Steenson and P.C. Vasavada.

Board/Staff Members Present: Donald W. Schaffner.

New Members: Justin Nguyen, Janice D Bowermaster, Tracey DuVernoy, Evie Severyn, Yuewei Hu, Sofia Santillana Farakos, Neil Bogart, Victoria Adetunji, Hari Dwivedi and Edith Wilkin.

Visitors/Guests: Vincent Paolillo, Gerard Ruth, Naomi Takahashi, Hiroki Matsubara, Walter Heesch, Carlos Navarro, Ting Chen, Abdul Gham Abu Samah, Jennifer Jolly, Paul Dix and Bart Hawcroft.

Meeting Called to Order: 2:00 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Dawn Terrell.

Welcome, roll-call and Anti-Trust Statement: Chair Robert Hagberg introduced himself and asked that all members in attendance do so as well. The minutes of the 2012 PDG meeting in Providence as well as the conference calls held since the last PDG meeting along with the notice of the meeting and an agenda had been electronically distributed prior to this meeting. He also reminded PDG members of the election for "Incoming Vice-Chair. Attendance was counted at 60 attendees.

Minutes from 2012 meeting read. Moved to approve (Lori Ledenbach) and seconded (Warren S. Clark Jr.). Motion passed.

Don Schaffner presented Board Comments:

- 3 new PDGs created this year
- Mobile App available – well received by membership
- Consider if want to have a Saturday PDG meeting?
- Business meeting invitation. Box lunch provided.

Guest Speaker: Tracy Duvernoy, FDA-CORE – Coordinated Outbreak Response Evaluation presented on Dairy related outbreaks in 2012

- 33 outbreaks with only 1 being dairy associated.
- *L. monocytogenes*. Ricotta solata imported from Italy, 22 lab confirmed cases – 4 deaths (18% deaths) in 13 states and DC. Imported by Vitori Chiorapa, Italy. Sized as large rounds and sliced at retail. Distributor is out of Long Island issued a voluntary recall. Italian firm under FDA Import Alert. FDA Retail Food Program issued notice to follow food code to prevent cross-contamination.
- Crave Brothers – Farmstead Cheeses. On July 3rd, the firm issued a voluntary recall for 3 types of cheeses. Federal investigators at the CDC and Food and Drug Administration traced the cases through "DNA fingerprints" to Les Freres, Petit Frere and Petit Frere with Truffles cheeses produced by the Wisconsin-based Crave Brothers Farmstead Cheese Company. As of July 24, there were 5 cases in the Midwest involving people 31 – 67 years old, including 1 pregnant lady. All 5 individuals were hospitalized with 1 death and 1 miscarriage. The State of Wisconsin & FDA investigation is ongoing. Current outbreak information is available on FDA Web site.
- 3 other incidents – illnesses, but not outbreaks: *E. coli* O103 raw milk cheese from Missouri – did not enter interstate commerce. Firm did ship other types of cheese out-of-state. Homeland Cheese issued a voluntary recall of a raw milk cheese according to Missouri Department of Health. There were 2 incidents of *Cronobacter* from infant formula with 1 case of meningitis in a male infant. It involved powdered formula reconstituted with tap water and spring water. *Cronobacter* was not isolated from the formula. Problem was likely in the home.

A one month premature infant fed mothers milk and infant formula. *Cronobacter* isolated in the sputum of the infant. Not found in formula. Environmental conditions as hospital were not investigated.

Old Business: The Chair reviewed Board responses to PDG recommendations from 2012.

Current Symposia with Dairy PDG sponsorship at 2013 IAFF Meeting;

- a. Sanitation Tales – Tall But True
- b. Pathogen Environmental Sampling Plans
- c. Prevention & Control of L mono Contamination in Cheese
- d. Sanitation and Sanitary Design – A Holistic Approach

Lori Ledenbach provided an update on the success of the 2-day Better Cheese workshop.

Eighteen attendees. All passed to all certified. Jenny Scott attended and sat through entire course about updating material to be compliant with FSMA – updated chemical and physical control and also specific preventative controls identified in FSMA.

Raw Milk Subcommittee: No report from the committee due to Chair and Vice Chair being unavailable.

New Business: Dawn Terrell (Vice Chair) will give brief summary to PDG Chairs' breakfast Monday morning on behalf of the PDG. Dawn provided her experience in becoming the Vice Deputy Chair. She enjoyed it and advantages are that she was exposed to duties of the Vice Chair. Dawn commented that the position builds confidence as you grow into position, but do not have direct responsibility to perform. The ability to bounce ideas between 3 people much better than 2 and also corrected errors and almost always had 2 of the 3 leadership positions on all conference calls. Plus it takes pressure off the Chair and Vice Chair. Disadvantages are required involvement is 6 years versus 4 years, and Incoming Vice Chair is not an official position so cannot be noted on the resume.

Election of the new "Incoming Vice Chair" or "Secretary": Jim Loseke, Sargento Foods and Yvonne Chan, Kraft Foods were nominated. Yvonne Chan was being elected to the position.

P. C. Vasavada briefing on the FSMA Alliance – Chair of the Alliance for past 2 years. Develop standardized curriculum for the Preventive Controls. 5 working groups – 156 people from industry and state regulatory agencies. Since January, task is to finish process. Katie Swanson is technical editor and content evaluator. PC is responsible for outreach including extension for training and technical assistance. Technical Session S26, Room 213A, July 30th – 3:30 – 5:00 Jenny Scott, Katie Swanson, Bob Bracket will make presentations at this session. Email: fspca@itt.fda.edu.

Outside of Annual Meeting Activities:

- Webinar Interest: Encourage members to provide webinars of interest to the Dairy PDG members or members in general. Nominal charge of \$25/ connection for webinars outside the Dairy PDG. No Charge for webinar within the PDG.
- Recommendation from Affiliate Council regarding the AV Library to use the various webinars to fund the Harry Haverland library as well as expand educational opportunities.

- Suggestion by the Chair on a face-to-face meeting of the PDG members at times other than the IAFP Annual Meeting. Comment that this has already been happening informally. PDG leadership will take this under advisement.

2014 Symposia Suggestions

- Maintaining food safety & quality during extended production runs. State regulatory divergence on this subject and whether this is science and food-safety based or not.
- GFSI certification issues include maintaining certification. How to(s), etc.
- Spores in the dairy industry. Also an issue in the meat industry.
- Non-bovine milk – food safety challenges.
- Research needs and informational gaps needed for dairy safety – example is *Cronobacter* and environmental contamination in hospital, home and other “use” settings.
- Aging of raw milk cheese – is 60 days the appropriate time period?
- Current issues Roundtable: Antibiotics in dairy products; emerging pathogens, animal drug residues and impact on human health; “exotic” pathogen; current / active FDA Risk Analyses.

Leverage current work being done in government, academia and industry and identify so all information available in one place.

Recommendations to the Executive Board:

1. Recommend the Board agree with the succession of Robert Hagberg and Dawn Terrell to Chair and Vice Chair respectively.
2. The Dairy PDG recommends that a position of “PDG Secretary” be recognized and incorporated into the Bylaws. This position would be filled as determined by size and needs of the individual PDG.
3. The PDG recommends the board consider the use of Subcommittees in lieu of establishing new PDGs where there a clear link to an existing PDG and to help facilitate PDG meeting scheduling to avoid conflicts.
4. The Dairy PDG requests to continue with Sunday meetings.
5. To honor Harry Haverland, founder of the IAFP Foundation and the Audiovisual Library, it is recommended that webinars available to IAFP members online be posted on the IAFP Web site under a tab titled “Harry Haverland PDG Webinars” or some similar title. It is understood that IAFP members currently have access to the PDG webinars. However, this recommendation not only honors Harry Haverland’s contribution to the IAFP, but also provides meritorious, educational and financial opportunities to the PDGs, IAFP and to the IAFP membership. A depository for IAFP webinars housing Harry Haverland’s vision of a “library” of resources for IAFP members is recommended.

Next Meeting Date: August 2014.

Meeting Adjourned: 4:30 p.m.

Chairperson: Robert Hagberg.

Developing Food Safety Professionals PDG

Members Present: Angelica O’Shaughnessy, Wendy White, Betsy Booren, Renee Boyer, Lynette Johnston, Keith Lampel, Tatiana Lorca, Nenge Njongmeta, Aaron Uesugi and Hyun-Gyun Yuk.

New Members Present: Chris Seeber, Sara Mortimore, Angela Valadez, Zeynal Topalcengiz, Charles Muyanja, Adam Borger, Chantal Nde, Rachel McEgan, Kirsten Hirneisen, Saeed Hayek, Vinoth Thirugnanasambantham, Chayapa Techathuvanan, Wei Chen, Han Wen, Julia DeNiro, Lauren Hudson, Stephanie Mako, Jessica Chen, Ruth Oni, Kristin Gulrud, Alma-Sue Haiduk, Sana Hussain, Apurba Chakraborty, Elizabeth Noelia Williams, Yangyang Wang, Hyun-Jung Chung, Aixia, Xu, Diezhang Wu, Yue Cui, Lee Carella, Paul Tayler, Nasandra Wright and Betsy Booren.

Board/Staff Members Present: Donald Schaffner.

Visitors/Guests: Pierre Louis Thiney (Guest Speaker), Sara Mortimore (Guest Speaker), Joshua Gurtler (Guest Speaker), Jennifer Shields, Rachelle Woods, Gregory Pluimer, Margaret Duckson, Jason Levy, Lily Yang, Stephanie Pollard, Raul Saucedo, Pei Liu, Yee Ming Lee, Pardeepinder Brer, Zhoy Yang, Sharon Birkett, You Li, Alex Brandt, Joanne Ruebl, Sujata Sirsa and Hannah Caputi.

Meeting Called to Order: 10:00 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Wendy White.

New Business: Don Schaffner, our Executive Board Liaison, gave us a board update. He told us that this meeting had record attendance and encouraged all to download the IAFP Smartphone App. He also encouraged our membership to hold webinars, throughout the year.

The PDG invited three speakers to share best practices and advice on strengthening our members’ careers:

Pierre Louis Thiney, bioMérieux, provided the group with innovative career advice for going beyond the “QA Manager” role to really break into senior management. Pierre Louis began by giving us a peak into his developing years; how diversifying his experiences was vital to becoming well rounded (time in the laboratory, marketing, project manager, R&D) which ultimately proved invaluable to gaining advancement. He also took advantage of international opportunities and moved overseas to further enhance his development. He advised the group to first figure out where you want your career to head, and (almost as important) what you do NOT want to do/live. Don’t necessarily take each and every position available/offered to you. Sometime the wrong step actually sets you back. Each individual is responsible for steering their career path and need to have a strategic plan.

Make sure you like what you do. Your passion will be noticed and your superiors will take that into consideration when opportunities arise. Also make sure that your immediate family is aligned with your desired path (Are they willing to move overseas, will they support you in a highly demanding job?). Learn as much about the company and tailor your behaviors accordingly. Find a mentor (not your boss) and ask them questions and advice. Network within your own company, stretch your reach outside your department or business unit. That will eventually bring you more opportunities. Think, talk, dress like an executive. Look to not only enhance your technical skills, but your overall personal presentation.

Sara Mortimore, Land 'O' Lakes, introduced our membership to Land 'O' Lakes' innovative internship programs. She began by giving us a brief overview on LOL's strategy on recruiting young talent, which centers around a very structured program with a sharp strategic focus. Details include: targeting schools, 3 month length, potential for 2 internships in different areas. LOL had 24 interns inside the Supply Chain department in 2013. High performing interns were offered an opportunity to come back and participate in the 2-year TAP (talent acceleration program) Rotational Program. There is also a leadership development program for promising young employees.

The feedback from participants was that these programs gave them a real thorough snapshot of their entire company, not just a single project, gives them a well-rounded experience. The company gives them three major educational interventions: orientation, mid-session training/development, end of internship presentation at corporate; also opportunities to tour other plants and suppliers. There is also a scheduled opportunity to network with executives; one-on-one meetings to ask questions/advice. The company benefits greatly from the great body of work produced by these students, the opportunity to give back and start the development of these young people, and access to this pool of potential employees. The end goal of this comprehensive initiative is to replenish an aging work force.

Josh Gurtler, USDA, advised the group on becoming more active in IAFP & tips for developing symposia. Four Major Principles:

1. Networking – Every person you meet is a potential employer, employee, President of IAFP. IAFP is a very friendly group, be sure to always carry business cards (if you don't have any, have some made, it's a sound investment, and their cheap). Write some reference notes on back of business cards you collect from others (where you met them, what you talked about). Don't come-off as a sycophant or overly ambitious. Ideas on where can you meet people (airport, elevator, pre-meeting workshop, work-out room, lunches, sessions, exhibitor floor, in the halls, talk to the speakers after sessions, PDG). Hang out with people other than those you know. Attend the IAFP business meeting; it's a smaller venue that attracts some influential individuals.
2. Don't burn bridges—If you burn a bridge, it will come back to haunt you; don't be a jerk, avoid negativity. This is an extremely small field.
3. Volunteer – This is an amazingly easy way to get your name "out there". Get to know IAFP staff and board, introduce yourself and ask how you can help. Student judging, local meeting planning, help with workshops, session monitor, ask to help at a PDG.
4. Show more interest in others than yourself – help others, it comes back. Even if you remember someone from a past meeting, introduce yourself every time you see them (they might not remember you) to avoid awkward situations.

Tips to Develop Symposia:

1. A symposia's purpose is to educate; focus on what people want to know or need to know.
2. Sometime good topics trump a good team. If your talks sound interesting, they will yield a better turnout than well-known speakers on the agenda. Topic needs to be original, innovative, maybe something that hasn't come up in a few years.

3. Keep a list of symposia ideas; talk to colleagues about it all year round. You can also arrange a debate/round table that will generate good discussion.
4. Choose speakers who will draw a crowd.
5. Use interactive feedback device (IAFP will rent equipment for you).
6. Do a good job, because you want to develop a good reputation inside this organization, so you'll be asked to speak at future events.

Wendy White informed the group that the PDG would like to have a Student Liaison and for any interested students to approach her after the meeting. Due to the great number of interested members, the Chair and Vice Chair do not believe that we should just select one, but create some forum to utilize all the interested students in some way. It will be an agenda topic, during the next PDG conference call, which we hope to have in the third quarter.

Wendy White reminded the membership that we will be selecting a new Vice Chair (pending Board approval) and to contact Wendy or Angelica for more information.

Old Business: A Speed Networking Event, a successful event held during the 2012 PDG meeting, took place. This event was very successful and gave the chance for everyone to have a one-on-one with another member for a 3-minute interval. This was well received by the membership and it was recommended that we hold the event again.

Recommendations to the Executive Board:

1. If possible, for next year's PDG meeting, we're requesting an end room and possibly an empty "buffer room" between this PDG and other meetings. Our "speed networking" sessions get a little loud, and a buffer will serve to ensure we're not disturbing other meetings. We had record attendance this year; we'd like to keep the large sized room. This year's room size was perfect.
2. We recommend that there is not a Student Liaison position for this PDG next year. We've had multiple students interested in this position and would like to find a way to leverage all their energy and talents.

Next Meeting Date: August 3, 2013 (or alternate date per the IAFP Board).

Meeting Adjourned: 12:05 p.m.

Chairperson: Angelica O'Shaughnessy.

Food Chemical Hazards and Food Allergy PDG

Members Present: Ken Davenport, Timothy Adams, Patrice Arbault, Richelle Beverly, Jack Cooper, Kevin Edwards, Anthony Flood, Steven Gendel, Craig Henry, Alison Krester, Linda Leake, Matthew Moore, Mark Moorman, Gale Prince, Gary Pruitt, Michael Roberson, Wilson Rumbelha, Helen Taylor and Dan Thompson.

Board/Staff Members Present: Linda Harris.

New Members: Gerard Ruth, Eric Moorman, Jim Loseke, Frank Spiegelhalter, Indaue Mello and Stacey Willson.

Visitors/Guests: Jennifer Jobrack, Pancita Mandalili, Ray Collins, Stephanie Masiello, Cao Shiping, Dyah Kusumastvti, Rosnizam Ismail, Abdul Ghani Abusamah and Ning Ma.

Meeting Called to Order: 8:34 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Anthony Flood (standing in for Vice Chair Ravi Ramadahar).

Old Business:

- Read anti-trust statement.
- Minutes of the 2012 PDG meeting accepted with no amendments based on vocal polling.
- Linda Leake described the final steps to the Time Capsule and circulated a card to be signed for the PDG to open in 2111.
- Review of approved symposia and workshop proposals for 2013 from this PDG for this annual meeting [and symposia related to the Food Chemical Hazards and Food Allergy PDG mission – this note was added after a question by Mark Moorman regarding whether all of the listed Symposia were from our PDG or if it was just related to Chemical Hazards and Allergens].

Monday:

8:30 a.m. – Chemical Risk Assessment 101: A Better Understanding of a Complex Subject Made Easier – Jena Roberts, Alison Kretser, Mark Moorman and Anthony Flood.

8:30 a.m. – From Grapes to the Glass: Food Safety Issues That Affect Wine throughout the Production Chain – Linda Leake, Patrice Arbault and Evan Chaney

10:30 a.m. – Persistent and Ongoing Food Allergen Challenges: Labeling, Detection and Control – Ken Davenport, Steven Gendel, Joseph Baumert and Douglas Marshall

Tuesday:

1:30 p.m. – Beverage and Water, Dairy, Non-microbial Food Safety, Risk Assessment – Ruth Petran and Alejandro Amezcuita.

3:30 p.m. – Microbial and Chemical Hazards in Veal: Identification of Contributing Factors, Data Gaps and Solutions – John Johnston

Wednesday:

1:30 p.m. – Preserve This! Novel Preservatives and Applications in Acid and Acidified Foods – Jena Roberts, Fred Breidt, Emilia Rico-Munoz and Margarita Gomez

Call for Additional Old Business: No additional business was raised.

New Business:

- Guest Speaker: Jennifer Jobrack, Director of Major Gifts and Regional Advocacy, Food Allergy Research & Education (FARE):
Jen gave an overview of the new organization following the merger of FAAN and FAI. Jen described efforts to legislatively require epi-pens and epi-pen training for schools, ambulances, and other public locations. There is an ongoing allergen training program in collaboration with the National Restaurant

Association that will be launched next week. She gave customer perspective on allergen thresholds and the difficulty in changing the perspectives of families affected by food allergies after 30 years of training them on strict avoidance. Polling data indicated that 2/3 of FARE members were not in favor of thresholds even the levels were set at a point where no allergic reactions would result. Jen described FARE's mission in terms of their research support, advocacy, and education.

Mark Moorman asked "what can the PDG do to help?" Answer was to provide an open dialogue, information on manufacturing practices, and to pursue consistency & accuracy in label language. Jen offered to share data from FARE regarding customer perspectives on allergen thresholds and their interpretation of advisory labeling.

A question from the audience was raised regarding whether the responses would be different if the supplier in question was a small, local company vs. a large corporation.

- Linda Harris gave a welcome and brief presentation from the Board regarding the IAFP Foundation, record attendance, webinars, new PDGs, and to collaborate on symposium.
- Ken reviewed the goals for 2014 – what do we need to do as a PDG?

Ken Davenport introduced a Potential Webinar Series based on output from the April Teleconference. In the teleconference, Gale Prince had recommended a series regarding Intentional Economic Adulteration. This could be a series of webinars potentially starting after IAFP 2013 and running through the spring to lead up to a workshop ahead of the 2014 Annual Meeting.

The members added more potential topics and thought that this could evolve into a full symposium or a handful of webinars that would lead into the symposium in the 2014 Annual Meeting.

- Gale Prince could give an introduction to Economic Adulteration
- John Spink (MSU) potential speaker on the motivation and psychology of why people adulterate food
- Gale Prince could give a profile of what foods are targets for adulteration and what chemical additives could potentially be used
- A speaker (TBD) could discuss detection technologies that could be utilized to detect economic adulteration
- Current knowledge of existing adulteration cases & lessons learned
- Counterfeit products (labels, trademarks, labels) – can link into allergen risks, etc.
- Link with international PDG
- Preventative controls in supply chain to prevent this
- International/global marketplace

Tony suggested that either a talk or a separate symposium around Prop 65 (Jim Coughlin, Tony) based on the attendance and response to the Chemical Risk Assessment 101 symposium scheduled for Monday July 29, 2013. There were some specific comments around Webinars:

- Webinars require a lead time of 3 months or so. It should not exceed an hour, 2 speakers at most.
- Question was raised about the cost for the webinars. The answer from the membership was that the specific cost was based on staff time.

- There was a question by Craig Henry if this should focus on intentional adulteration or un-intentional
- Gale Prince & Craig Henry to plan webinar and submit symposium idea.

Steve & Tony suggested a symposium regarding US regulatory vs EU regulatory perspectives, similarities and differences & communication back to the public Ex. Allergens. Steve & Tony will coordinate with International PDG and Food Law PDG.

In 2014 ILSI will support a Food & Chemical Safety Symposium – ILSI's August Conference call to flesh out the details.

There was a comment that chemical contaminants are required and that this is important for QA/QC and is, therefore, relevant to the IAFP membership.

Gale Prince stated that the #1 reason for rejected imports is chemical adulteration, not micro. There is an opportunity for a Symposium on Chemical Hazards in Imported Foods

- Antibiotics
- Pesticides
- Allergens (undeclared)
- Detection, prevention, & controls

Potential symposium around allergen thresholds – (Steve Gendel, Patrice Arbault)

- Customer perspectives
- Industry perspectives
- What is the meaning of threshold
- FDA perspective
- Current science on thresholds for response
- Current science for limits of detection
- Sampling method & non-homogenous distributions of allergens

Ken raised again the objective of “How do we get toxicologists”

- We had started a task force and developed a list of universities with a strong toxicology/food emphasis. Linda Leake suggested that the best way of driving this is through direct contact.
- A concern was getting a person onto the program/ symposia selection committee...Michael Roberson is already on the program committee.

The members contributed signed business cards to Linda Leake for the Food Chemical Hazards and Food Allergy PDG time capsule and sealed.

Recommendations to the Executive Board: None.

Next Meeting Date: IAFP 2014, Indianapolis, IN.

Meeting Adjourned: 10:03 a.m.

Chairperson: Kenneth R. Davenport.

Food Defense PDG

Members Present: Shaun Kennedy, Colin Barthel, Bob Brackett, Frank Busta, Jack Cooper, Kevin Edwards, Faye Feldstein, Catherine Hart, Craig Henry, Jonathan David Luedeke, Rajesh Nayak, Gale Prince, Lance Reeve, Gina Reo and Charles Young.

Board/Staff Member Present: Don Zink

New Members/Visitors/Guests: Tejas Bhatt, Tyann Blessington, Cagatay Celik, Shefali Dobhal, Meghan Griffin, Brian Hawkins, Saeed Hayek, Krissa Jones, Brenda Keavey, Peter Kennedy, Mary Kay Krogull, Soon Kiat Lau, Deon Mahoney, Li Maria Ma, Indaue Mello, Amie Minor, Vincent Paolillo, Russell Reynells, Jordan Shaw, Ron Wasik and Janet Zhang.

Meeting Called to Order at: 10:02 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Shaun Kennedy.

Old Business: David Luedeke provided an overview of the Food Defense Workshop held Friday, July 26, 2013 (27 attendees). In addition to presentations from industry, academia and government officials, there were three scenario driven exercises with contamination originating at farm, at processing and at retail where the breakout groups addressed the utility of physical security, inspection & analytical testing and policies & training. One observation was that in each scenario, physical security and inspection/ analytical testing had very little if any potential to prevent the attack or mitigate the consequences while polices/ procedures/training had the potential to prevent the event or mitigate the consequences. The FBI Weapons of Mass Destruction coordinator for North Carolina reaffirmed that attacks on food and agriculture represents a low risk due to the lack of any credible threat information, but even given that it is at the top of his priority list because of the potential consequences of an attack.

New Business: All of the following will be assigned a leader in the planned August conference call (potential leaders were identified but not all were present to accept).

- Develop an overall curriculum plan of webinars and other sessions that culminate in highly impactful symposia/workshops for the 2014 meeting.
- The Food Defense PDG plans to conduct a minimum of four webinars during the coming year. Topics already identified include:
 - Foreign Supplier Verification and its impact on food defense (as preferred presenter, Dominic Veneziano).
 - Upon release of the ANPR for the FSMA Food Defense requirements, a webinar to gather input and comments. Subsequent discussions with the Food Law PDG indicate that it could be co-sponsored by the Food Law PDG.
 - Importance of traceability in food defense and the role of law enforcement.
 - PREDICT and the Prior Notice Center, their scope and operations.
 - Roles and responsibilities in case of an intentional event and how each entity reacts (public, private and academic sectors).
 - Requirements for importers with respect to food defense across countries, in collaboration with the Food Law PDG and the International Food Protection Issues PDG.
 - An overview of FDA's and USDA's internal food defense programs.
 - The food components of the Bio-Terrorism Risk Assessment (BTRA) and the Chemical Terrorism Risk Assessment (CTRA).

- A webinar series on food defense modeling and simulation tools including, but not limited to, Battelle's, NCFPD's and FDA's tools.
- Potential workshop in collaboration with the Food Law PDG and the International Food Protection Issues PDG on traceability and its importance in intentional, trans-border events.
- Contact ASIS International (<http://www.asisonline.org>) to engage security professionals in a food defense webinar leading to a roundtable that includes food safety, quality assurance and traditional security professionals. Corporate security often has responsibility for food defense but is not always connected with the other functions.
- Consider a symposium focused on risk and crisis communicators and their role in food defense. A potential title is "You can only cry wolf so long".
- Develop a session for presentations by industry leaders on what they are actually doing for food defense, either as a webinar or a roundtable or both.
- Explore opportunities for a webinar or symposium with the Water Safety PDG given the role of water as the most common ingredient in foods.
- Explore the opportunity to host joint webinars with, or hold mini-PDGs at the events of the BRC, the Food Safety Summit, GFSI, SQF and ASM (including the ASM Biodefense meeting).
- Develop a white paper series, initial suggestions include:
 - Food security and food defense, what are they and what are the differences?
 - FDA/USDA training materials, training tools and tools/resources
 - Economically motivated adulteration or food fraud, its importance to food defense
 - Transportation and food defense
 - Food defense: whose role is it anyway?
 - Unique traceability requirements for food defense
 - Legal constraints on supply chain information sharing vs. foreign supplier verification, where are the conflicts between the regulations and the laws. Regulatory requirements, indemnification, legal restrictions and contracts (Ricardo Carvahal as a resource)
 - Food defense regulatory requirements around the world
 - FDA's designation of other countries as "equal to" the U.S. – what does that mean for food defense?

Recommendations to the Executive Board:

1. Move one-day workshops to the Thursday following the meeting instead of the Friday prior. The Friday prior requires two extra travel days/hotel rooms that directly limited participation in the Food Defense Workshop. Holding it on the Thursday following the meeting would increase attendance at the workshop due to both reduced time/cost and the ability for people to stay on an extra day if their travel plans are flexible and only learn of the event at the meeting. In addition, having the workshops on Thursday could increase attendance at the Wednesday Awards Banquet.
2. Make the marketing of the workshops more prominent on both the Web site and the conference materials. There were PDG attendees who didn't

know about the workshop until after they had already made their travel plans. The workshops don't show up on the master schedule on-line or the full printed schedule, either of which would alert people to look in coming years.

3. Consider giving students an extra discount on workshops beyond the IAFFP member discount.
4. Consider a "Hot Topics" presentation at the international IAFFP meetings given the pending FSMA Food Defense ANPR. Foreign supplier verification would also be a candidate for a hot topics session at international IAFFP meetings.
5. While it is impossible to de-conflict meeting times for the PDGs, those that are larger conflicts for core members of the Food Defense PDG are: *FPT* Management Committee; Produce Food Safety, Food Packaging and Microbial Analysis & Risk Assessment.
6. The Food Defense PDG unanimously approved and asks for Executive Board approval of IAFFP member Tejas Bhatt as the Vice Chair for the PDG.

Next Meeting Date:

- Conference call for end August to assign responsibilities for each item above.
- Conference call for mid-September to decide on overall curriculum map and 2014 symposium/round table/workshop submissions.

Meeting Adjourned: 12:00 p.m.

Chairperson: Shaun P. Kennedy.

Food Hygiene and Sanitation PDG

Members Present: David Blomquist, Stephen C. Baker, Donald L. Barrett, Dennis Bogart, Alessandra O. Chiareli, Fred Cook, Mark Davis, Mark T. Drake, Charles J. Giambrione, Elizabeth M. Grasso, Dale Grinstead, Robert Hagberg, Alex Josowitz, Jeffrey L. Kornacki, Yale Lary, Jr., Patrick Logan, Jim Loeske, Jeff Mitchell, Yemi Ogunrinola, Ruth L. Petran, Allen R. Saylor, Tracey Sinclair, Joe Stout, Darren Toczko and Zhinong Yan.

Board/Staff Member Present: Don Zink.

New Members: Bassam Annous, Porter Burnett, Hannah Caputi, Cagatay Celik, Wendy Fox, Cristal Garrison, Bobby Krishna, Yuji Kanai, Brian Miller and Vincent Paolillo.

Visitors/Guests: Asia Alraeesi, Faith Brooks, Jennifer Frankenberg, Chad Mongeau, Kim Mudar, Gregory Pluimer and Toyin Sobowale.

Meeting Called to Order at: 9:00 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Dave Blomquist.

- The Policy on Anti-Trust Guidelines was read by Dave Blomquist.
- A member attendance sheet and new visitor's sheet was passed out for updating contact information.

Guest Speakers:

- **Sterilant Gas Disinfection of Crops** – Dr. Bassam Annous with USDA ARS presented an excellent speech on the uses of this technology.

- Dr. Lee-Ann Jaykus University of North Carolina – Virus Project USDA-NIFA Food Virology Collaborative, aka “NoroCORE”.

IAFP Board Update provided by Dr. Don Zink.

Old Business:

Review of 2012 – 2013 Meeting and Conference Calls

- **White papers or other communications and subcommittees (goals for 2014)**
 - Guidance regarding best practices for dry cleaning. Reduction of water usage. Fred Cook (co-leader) with Elisabeth Grasso. They presented their findings.
 - Guidance document – what constitutes clean? Approaches to validation of cleaning and sanitation-Jeff Kornacki (lead).

2013 IAFP Annual Program Review – Dairy Quality & Safety Endorsed Workshops & Symposia:

- S38: **Validation of Sanitation – Expectations and Approaches** – Wednesday 1:30-3:30 p.m. Room 217A - Yale Larry & Fred Cook co-organizers (Co-Sponsored by FARRP)

Our plan is to use symposium S38 at the Annual meeting as a base to begin the discussion related to the “What constitutes clean subcommittee”. A draft matrix of issues was sent to the subcommittee members for comment and was provided in the meeting agenda.

- S13: **Sanitation Stories, Tall but True** (Monday 1:30-3:00 p.m., Room 217A) – Jeff Kornacki and Dave Blomquist co-organizers

Subcommittee Updates:

Best practices with regard to cleaning and sanitation of dry food processing environments (Dry Cleaning Group): Fred Cook and Elisabeth Grasso: provided a 15-20 minute update of their survey related to dry cleaning practices among our members. Anyone wishing to join this subcommittee should contact Fred Cook to be added to the list. The next steps appear to be to form a list of specific cleaning and sanitizing challenges for more in-depth gathering of information. Then form subcommittees of PDG volunteers to share and obtain information, and develop guidance documents that will benefit the membership. For example, “How to remove a particular type of soil using dry cleaning”, “How to validate use of isopropyl alcohol based sanitizers” or “How to achieve and validate allergen cleaning”.

Fred volunteered to lead a subcommittee to gather information and write guidance on “How to dry out a manufacturing facility and keep it that way”.

Joe Stout is doing a study looking at transmission of allergens in production facility and is looking for companies that want to volunteer to be a test location.

Google Groups

We discussed the use of Google Groups. It is a useful tool but can be difficult for some to access due to firewalls where they work. Bobby Krishna from Food Safety Dubai volunteered after the meeting to look into the issues for the group.

Mid-year workshop: A discussion of revisiting our mid-year workshop on cleaning and sanitation in partnership with Intralox (their) ensured but it was not deemed to work unless it was combined with the annual meeting due to travel restrictions with many companies.

New Business:

Elections:

- Chairperson-Dave Blomquist, Acting Chair was elected to be Chair by unanimous assent.
- Vice-Chairperson – Yale Lary was elected Vice Chair.

Proposal to formalize assistant vice-chair

The PDG determined that a vice chair elect would be a valuable addition to the leadership. Charles Giambrone and Dr. Zhinong Yan were nominated. Dr Yang was elected to this position.

Proposals for 2014 meeting:

What problems are you facing in your operations? What issues do you see coming down the road at you? What are issues/technologies/science/etc. you would like to know more about? What technology do you need to do your job more effectively? What regulatory issues affect you?

Suggestions for workshops, symposia and roundtables:

- Emerging or Lesser Utilized Dry Cleaning Techniques

Jeff Kornacki suggested one related to “Emerging or Lesser Utilized Dry Cleaning Techniques” (The new Low Water Activity Foods PDG expressed an interest in partnering on this.)

- Introductory lecture on “Why Do We Need Dry Cleaning”
Proposed Speaker – Jeff Kornacki
- Cleaning and Sanitary Aspects of Dry Inc. Blasting
Joel Williams of Precision Ice Blast Corporation
- Hot Oil Flushing for Disinfection of Peanut Butter, Chocolate and Other Oil Based Processing Lines: Safety, Efficacy and Acceptance;
Proposed speaker, Gary Goessel, Kellogg’s
- Chlorine Dioxide disinfection of dry facilities
- Dry powder flushing
Speaker to be determined
- Emerging Approaches for Allergen Cleaning of Dry Product Lines.
Suggested speaker Dr. Zhinong Yan or Joe Stout
- How to develop a preventive control for sanitation per FSMA
Joe Stout suggested presenting the components of a complete SSOP including the food safety objective, validation and verification.
- How to do record keeping for sanitation to meet requirements of FSMA
Joe Stout talked about a symposium related to this topic
- Biofilm control
Dale Grinstead talks about a symposium related to Biofilm control as EPA is close to allowing Biofilm Claims for sanitizers.
- Automatic verification of cleaning
Allen Saylor talked about a symposium ideas related to automation for verification of cleaning and sanitation.
- Fresh fruit and vegetables – identifying contamination – sampling methods for the environment – monitoring programs (best practices)
Faith Brooks suggested a symposium related to fresh fruit and vegetables (best practices)
- Environmental Monitoring in retail food service
Dale Grinstead talked about a symposium related to environmental monitoring in retail food service.

- Equipment hygienic design
Mark Drake suggested a symposium with 3A Sanitary Design committee related to hygiene design (OEM's mentioned)
- Other items: Charles Giambrone suggested a subcommittee to do a gap analysis related to allergen cleaning vs. pathogen or spoilage approaches to dry cleaning.
- Dale Grinstead suggested that results from breaking out approaches to dry cleaning would be individual articles that could be submitted to *Food Protection Trends*.
- Fred Cook was willing to work on a white paper related to how to reduce water in dry food plants.
- Dale Grinstead suggested that the PDG consider putting together a document on how to establish a Sanitation Standard Operating Procedure.
- Joe Stout talked about approaches to validate the risk associated with cross contamination of lines with product dust containing allergens and asked members to see if there was interest in doing some in-plant trials in this regard.

P.C. Vasavada briefing on the FSMA Alliance – Chair of the Alliance for past 2 years. Develop standardized curriculum for the Preventive Controls. PC is responsible for outreach including extension for training and technical assistance. Technical Session S26, Room 213A, July 30, 3:30 p.m. – 5:00 p.m. Jenny Scott, Katie Swanson and Bob Bracket will make presentations at this session. Email: fspca@itt.fda.edu.

Recommendations to the Executive Board:

1. Due to the previous Vice Chair being unable to serve as Chair, David Blomquist was elected as Chair.
2. Yale Lary was elected as Vice Chair.
3. Voted to establish a Vice Chair-elect position.
4. Dr. Zhinong Yan was elected as Vice Chair-elect.

Next Meeting Date: August 3, 2014, Indianapolis, Indiana.

Conference calls will be held at various times throughout the year based on PDG member availability and needs. The next call is anticipated prior to the submission deadline for proposals to the 2014 meeting. The deadline is October 15, 2013.

Meeting Adjourned: 12:00 p.m.

Chairperson: David Blomquist.

Food Law PDG

Members Present: DeAnn Benesh (chair), Mickey Parish (vice chair), Jenny Scott (past chair), John T. Allan, Zeb E. Blanton, Jr., Robert L. Buchanan, Jack L. Cooper, Scott K. Crerar, Shaun Kennedy, Anna M. Lammerding, Deon Mahoney, Mark A. Moorman, Caroline Smith DeWaal, Gloria I. Swick-Brown, Kevin Webster, Lisa M. Weddig and Christina R. Wilson.

Board/Staff Member Present: Don Zink.

New Members: Neil Bogart, Lee Carella, Katie Clayton, Faye Feldstein, Yaohua Feng, Steven Gendel, Atef Idriss, Abraham Inouye, Tim Jenkins, Xiumei Liu, Patrick Logan, Indaue Mello, Michael Roberson, Sarah Schober, Chuck Seaman, Ben Stone and Filiz Yeni.

Visitors/Guests: Catherine Hart, Thomas Jones, Michael Kuhlman, David Luedeke, Bob Strong and Audra Wallis.

Meeting Called to Order at: 2:00 p.m.

Recording Secretary of Minutes: Mickey Parish.

Welcome and Introductions:

- Chair DeAnn Benesh called the meeting to order and welcomed attendees. This was followed by individual introductions. The Chair then discussed the anti-trust statement and asked attendees to sign the attendance sheets.
- Don Zink, Board Liaison, was introduced and provided greetings from the Board. He announced that three new PDGs were formed this year and mentioned that overlap of PDGs has been raised as a concern by members. The Board is asking PDGs to consider Saturday as an option for holding PDG meetings. He then discussed symposium development and encouraged partnerships with other PDGs.

Old Business:

- Steve Gendel made a motion to accept the 2012 PDG meeting minutes. Motion was approved.
- A Board recommendation from last year's PDG meeting regarding recording a webinar for all IAFP membership on the use of Google Groups to assist with PDG communication was discussed. The Board had responded that IAFP staff would arrange with the presenter, but had not followed through. The PDG agreed that this topic should be revisited. DeAnn will contact IAFP staff to initiate.
- Review of last year's activities:
 - Update on white papers:
 - A white paper series on 7 topics related to FSMA was discussed. Caroline Smith DeWaal reported that four articles were published in FPT and the remaining three articles on surveillance, laboratories, and imports would be worked on this year. Authors are needed for the articles on laboratories and imports.
 - A recent publication of the National Academies, Strengthening Core Elements of Regulatory Systems in Developing Countries, was discussed. This report provides 31 recommendations on approaches for food regulations and capacity building; however, solicitations to support the recommendations are minimal. Bob and Caroline agreed to extract food issues from the reports executive summary as a basis for another white paper. This might also be an appropriate symposium topic with the International PDG.
 - A white paper on Critical Tools for Comparing National Food Safety Programs was discussed. Jenny Scott suggested summarizing Codex guidance as one element of the paper.
 - Webinar was conducted last year on FDA's Proposed FSMA Preventive Controls for Human Food Rule. The webinar was well received and attendees were highly complementary. Don Zink discussed IAFP logistics on webinars and efforts to minimize costs. He indicated that we should be able to determine the number of visits to the webinar on the Web site.

- The PDG symposium submission on the 50th anniversary of Codex was accepted by the Program Committee for this meeting. A discussion ensued regarding the difficulty in determining which symposia we sponsored or co-sponsored since PDGs are not listed for symposia in the meeting program.
- It was noted that Mike Taylor of FDA will provide a special presentation on the newly proposed FSMA import rule on Wednesday, 12:45 to 1:25 in Ballroom B.
- v. The PDG agreed to cosponsor a symposium proposal with the International PGD and Food Defense PDG on traceability as a table top exercise.
 1. Faye Feldstein
 2. Shaun Kennedy
 3. Abe Inouye
 4. Tejas Bhatt
- vi. There was a discussion on boundaries of food safety laws as related to issues such as food waste, food security, poverty and impact on trade. Do food safety laws drive food insecurity in places such as Africa.
 1. Atef Idriss
 2. Thomas Jones
 3. Tim Jenkins

New Business:

- Professor Xiumei Liu of the China National Center for Food Safety Risk Assessment presented an update on changes to the food safety regulatory system in China based on their new 2009 food safety law. Professor Liu provided details on restructuring that took place to merge responsibilities for food safety into three agencies: Ministry of Agriculture, General Bureau of Food and Drug Administration, and Ministry of National Health. She mentioned that another agency, AQSIQ, remains responsible for exports and imports of foods, but not for domestic foods.
- Caroline indicated that she had attended the *FPT* meeting earlier and had requested that our seven series of white papers be published in booklet form. *FPT* did not provide any objections to the request.
- Symposium ideas for 2014:
 - i. Kathy Glass submitted an idea to the PDG on controversies related to labeling claims, such as clean labels. Other ideas related to labeling were also discussed including consumer misperceptions on safety of GMOs, the use of “natural”, Prop 65 in California, and food suitability. No firm agreement was determined for a specific topic, so a subcommittee will discuss and submit a proposal on the PDG’s behalf. The subcommittee:
 1. Kathy Glass
 2. Thomas Jones
 3. Atef Idriss
 4. Scott Crerar
 - ii. “Codex 101” was not approved by the Program Committee for 2013, but the topic will be reviewed for resubmission as a short symposium or as a workshop. The subcommittee:
 1. Caroline Smith DeWaal
 2. Bob Buchanan
 3. DeAnn Benesh
 4. Deon Mahoney
 5. John Allen
 - iii. Steve Gendel indicated that the Food Chemical PDG is asking for cosponsorship from Food Law on a proposal related to regulatory schemes on chemicals and allergens. The PDG agreed to cosponsor.
 1. Steve Gendel
 - iv. A topic from last year on “How to be an expert witness” was discussed. Shaun indicated that this topic was presented at a recent regional ABA meeting. This could be a good workshop topic.
 1. Steve Toeniskoetter
 2. Bob Buchanan
- vii. Standardizing national food safety systems: New tools and methods.
 1. Caroline Smith DeWaal
 2. Bob Buchanan
 3. DeAnn Benesh
 4. Deon Mahoney
 5. Filiz Yeni
- Engagement of the PDG members throughout the year was discussed, and the use of webinars was emphasized. One topic of interest for a future webinar is the Safe Food for Canadians Act. It was suggested that it be structured similarly to the successful FSMA webinar, and include speakers from government, legal and industry. Other topics discussed were the ANPR/Intentional Contamination activity in FSMA. Jack Cooper suggested we investigate cooperating with the IFT Food Laws and Regulations Division during their annual division meeting in Washington DC. It was noted that we should interact with CAFPA if we pursue that option.

Recommendations to the Executive Board

1. Approve Mickey Parish as Vice Chair of the Food Law PDG.
2. Publish all 7 articles on FSMA from *FPT*, in electronic booklet form on the IAFP Web site.
3. List PDG sponsorship on symposia in the annual meeting program.
4. Have the program committee send a master list of approved symposia, listed with corresponding PDG affiliation, to all PDG Chairs/Vice Chairs.
5. Because PDG meetings overlap – post the agenda of PDG meetings outside the PDG meeting room doors at the annual meeting, so if members are only able to attend a portion of a PDG, they can scan the agenda to determine which portion[s] of the PDG meeting to join.

Next Meeting Date: August 2, 2014.

Meeting Adjourned: 3:55 p.m.

Chairperson: DeAnn L. Benesh.

Food Packaging PDG

Members Present: Linda Leake – Chairperson, Gordon Hayburn – New Vice Chairperson, Jean Anderson Barbara Blakistone, Kay Cooksey, Chuck Czuprynski, Dan Erickson, Tony Flood, Helen Taylor and Erdal Tuncan.

New Members: David Baker, Angela Richard, Michael Roberson and Paul Taylor.

Visitors/Guests: Ting Chen, Katie Clayton, Meghan Griffin, Gabriela Gonzalez, Kristie Grzywinski, Ning Ma and Michele Perna.

Board/Staff Member Present: Alejandro Mazzotta.

Recording Secretary of Minutes: Gordon Hayburn.

Meeting Called to Order at: 1:00 p.m., Sunday, July 28, 2013 by Linda Leake, Chairperson.

IAFP antitrust guidelines were reviewed.

All attendees were welcomed by Linda Leake and introductions were made by all in attendance.

Linda thanked Albert Elboudwarej for his service as chairperson. Linda mentioned that Albert was not able to attend this year's meeting because of a recent family emergency. Linda reported that Albert asked that the PDG members keep his family in their prayers.

Old Business: The minutes of the 2012 annual meeting were reviewed by Linda Leake and approved by the membership as read.

Linda Leake reported that the Food Packaging PDG would be co-sponsoring the following symposium on Monday morning at this annual meeting: From Grapes to the Glass: Food Safety Issues that Affect Wine throughout the Production Chain (in collaboration with the Food Chemical Hazards and Food Allergy PDG) – Patrice Arbault, Evan Chaney and Linda Leake are the organizers/convenors.

On Tuesday Morning the Food Packaging PDG will be represented in the following roundtable: Bridging Gaps between Scientific Assessment of Risk and Public Perception – Panelists include Linda Leake as an invited representative of the Packaging PDG

New Business: The PDG unanimously elected Gordon Hayburn as the new vice chair. He ran unopposed.

Board liaison Alejandro Mazzotta updated the PDG on new information from the board. He offered his support and encouragement to the PDG for the coming year.

Linda Leake introduced guest speaker: Kristie Grzywinski, Technical Manager, Safe Quality Food Institute, Arlington, VA who gave a presentation on "Recent Updates to the SQF Code (specifically, the 7.1 Code update) and Alignment of the Packaging Module with the New, Proposed Packaging Criteria in the GFSI Guidelines"

The Group discussed packaging topics of interest that might lend themselves to symposia proposals for the 2014 annual meeting. Linda Leake promised to schedule a PDG conference call in early September to discuss symposia proposals that members have in progress.

Members also discussed additional possible activities for the coming year including webinars, webinar series, workshops, written materials, social media communications, etc.

Linda Leake mentioned she had recently reached out to all the Student PDG members via email, inviting them to attend this PDG meeting. She asked PDG members to encourage the students to get involved with our PDG.

Recommendations to the Executive Board:

1. Please approve Gordon Hayburn as the new vice chairperson.

Announcements

The deadline for proposals for symposia, roundtables and workshops the 2014 IAFP annual meeting is Tuesday, October 15, 2013 at 11:59 p.m. Eastern Time.

Next Meeting Date: Sunday, August 3, 2014, Indiana Convention Center, Indianapolis, IN.

Meeting Adjourned: 3:00 p.m.

Chairperson: Linda Leake.

Food Safety Education PDG

Members Present: Pamela Wilger (Chair), Carol Wallace (Vice Chair), Adam Borger, Renee Boyer, Dennis Burson, Benjamin Chapman, Andrew Clarke, Patricia Curtis, Carl Custer, Catherine Cutter, Ellen Evans, Shelley Beist, Louise Fielding, Lone Jespersen, Pat Johnson, Amanda Kinchla, Audrey Kreske, Jennifer Lahnoudi, You Li, Deon Mahoney, Deborah McIntyre, Lynn McMullen, Sara Mortimore, Laura Nelson, Ruth Petran, Katie Reyes, Maria Angela Reyes, Angela Shaw, Adrienne Shearer, Amarat Simonne, Peter Slade, Tori StiversJean Weese, Robert Williams and Stacey Willson.

Board/Staff Members Present: Linda Harris and Katie Swanson.

New Members: Luke Laborde, Julie Carver, Sarah Schober, Junehee Kwon, Todd Rossow, Apurba Chakraborty, Han Wen, Mark Dworking, Stewart Larsen, Brenda Becker, Yaohua Feng, Alicia Orta-Ramirez, Lynette Johnston, Phil Crandall, Fatemeh Ataei, Brenda Stahl, Gregory Pluimer, George Nakamura and Bryan Chapman.

Visitors: Adriana Matheus, Yee Ming Lee, Pei Liu, Britonny Saunier, Ahsley Pavloff, Bill Lachowsky, Rachelle Woods, Raquel Andrade and Wei Chen.

Meeting Called to Order: 10:02 a.m., Sunday, July 28, 2013 by Pamela Wilger.

Recording Secretary of Minutes: Debbie McIntyre.

Pam welcomed everyone as Chair and introduced Carol Wallace as Vice-Chair. Sign in sheets were passed around and previous minutes were passed out. The minutes from last meeting were approved without any additions/corrections. The Antitrust Guidelines were reviewed by Pam.

Report from IAFP Executive Board: Linda Harris, Corporate Ext. Specialist, UC Davis and incoming IAFP Secretary. Linda provided a welcome from the IAFP Board. She reported that attendance is up again for this year's meeting – 2700+ this year. IAFP is encouraging webinars for teleconferences; contact IAFP office to help set those up. They are also looking for articles to go into *Food Protection Trends*, there are currently over 20 PDGs, with three new PDGs this year. She asked the group to look for synergies with other PDGs when developing symposia and indicated a possibility for PDGs to meet on Saturday afternoon, if

desired. She encouraged attendance at the IAFP Business meeting on Tuesday afternoon at 2:00 p.m. and reminded us that minutes from PDGs are due on Tuesday by 1:00 p.m.

Old Business:

- (1) Roundtable Submission update (2012) White paper is still in process. Ben Chapman indicated that person that was going to record notes did not attend the right symposium. Another produce roundtable will be turned into a white paper. Ben will be following up.
- (2) Webinars were held this past year. Pam indicated that this PDG has grown. We now have Academic, Educators, Outreach, Industry and Retail representation. We need to review our mission statement and how to work together throughout the year. Tony Flood asked about participation rate of webinars. Ben Chapman explained two webinars were presented from this PDG group last year. Average was 40 participants—these were the most popular attended webinars for IAFP. These were held for the PDG members only—at no charge. If it goes out to the membership, then there is a charge. There are approximately 250 members in this PDG. The purpose of the 2 webinars that were presented was to enhance the discussion of topics that were discussed at the last Education PDG meeting in Providence (2012).
- (3) Food Safety for Temporary Events document revision – Renee Boyer indicated that it has not yet been revised. Individual from company wanted to change hand washing requirements. Ben and Renee did not feel that was the correct direction. However, document is still going to be revised and this is in process. Pam asked if anyone is looking for this type of document – no comments.
- (4) Wikipedia project – Ben Chapman gave update. Following last PDG Education meeting, discussed social media face of IAFP with IAFP Media Task Force. Media Task Force is suggesting hiring a staff member at 0.75 FTE to monitor social media (Facebook, Twitter, etc.) Pam added that last year, IAFP recommended that there would be training on Google Groups. This would be another means for our PDG group to communicate through the year. There should be training on Google groups this year. Pam reminded the group we can have a Web site coordinator—then when people want to submit something on the Web site, they would go through that person managing the Web site as another means of communication for the PDG.

Pam reminded the group that we should be thinking about people to nominate for the annual IAFP Awards.

Introductions: The microphone was passed around the room and participants provided name, affiliation, and what type of education/training they provide.

New Business:

- (1) Partnership for Food Safety Education (Shelley Feist) Deal with the Consumer FS Education which is viewed as an extension of the values of a company's food safety programs. Shelley's presentation provided an overview of this program. Three key areas for the Partnership for Food Safety Education: Amplify work of FS Education; convening people around FS Education and; measuring efforts.

Topics overview presented—

- (a) New Identity and Why
 - (b) New visual identify – want less like a government seal and said togetherness “Together: A Food Safe America”
 - (c) Kids and Food Safety
New campaign—Perfect Picnic game for iPhone; BAC Fighter National Youth Campaign—launched June 2013;
Smart Kids Fight BAC! Available on fightbac.org
 - (d) How Can You Fight Back? Campaign in English and Spanish provides food safety basics.
 - (e) 2014 Consumer Food Safety Education Conference
Targeted focus on educating consumers; Dec 4-5, 2014 – to be held in Washington, D.C. area and; looking to gain sponsors. Shelley will keep our PDG informed on progress of this conference
 - (f) Community – Building
Communicate message of impact of public and private sector FS Education programs; will start community page so that others can connect with colleagues regarding special topics, etc.; Fight BAC brown bag webinar—September 5 “Home Food Safety Mythbusters—”
 - (g) Working on new campaign for safe handling of produce
Contact info: Shelley Feist, Executive Director, sfeist@fightbac.org; 202-220-0651;
Ashley Pavloff, Manager, Programs and Outreach, Ashley@fightbac.org, 202-220-0705; Brittany Saunier, Project and Development Associate, Brittany@fightbac.org, 202-220-0602.
- (2) International Food Information Council (IFIC) – Tony Flood provided overview of 2013 Food & Health Survey. Tony provided update on consumer research project and shared resources, www.foodinsight.org.
 - (a) Consumer research update – looking to provide info on consumer trends.
Free webinar will be held in September to present full results of the survey. When webinar date is finalized, Tony will provide that information to Pam to disseminate to the group. Web-based survey was held in April/May of 2013. (1016 participants)
 - (b) New Resources
“Food Biotechnology Communicator’s Guide” – Tony can provide a hard copy to any of our PDG members, if requested.
 - (c) IFIC Foundation Sylvia Row Fellowship – bridge gap between scientific community and consumers. Tony introduced Stephanie who currently has this fellowship. New application deadline will be in January. Tony encouraged educators to encourage students to apply for this fellowship opportunity. IFIC will also help with connecting students with internships. Tony's contact info:flood@ific.org.
 - (3) Development of a FS Training Framework and Supporting Standard (Sara Mortimore and Lone Jespersen) –
PAS 220 – standard in manufacturing was highlighted as an example industry guideline

document. ISO 22000—did not meet requirements for the detail of prerequisite program (PRP) requirements—PAS 220 details the PRPs
Wondered if could standardize framework for industry FS training and if others are interested in this. Need global framework for companies to use that would be an “umbrella.”

Proposed framework was presented as a diagram in slide format: Received help from CIEH to help draft diagram; Proposes that a standard would come out through BSI and be recognized by GFSI; Looking at series of core competencies that apply to any type of sectors and what the specific training requirements are.

If interested in helping with this initiative, Pam requested that names be provided to Sara or Lone. Sara indicated that the idea is that this would be an ISO standard. Need as many people as possible to be stakeholders in the process. This would eventually need to go out for global consultation. Sara and Lone will run a webinar on this topic, later this year.

(4) Norovirus – Ben Chapman

Part of a group at NCSU – “Norocore”; Grant that is a 5-year project that incorporates 36 different investigators. Education component—this group is developing education on norovirus (e.g. fact sheet on berries and hep A) and is a large project. If interested in food borne virus, check out Web site or contact Ben at Norocore@ncsu.edu. IAFP booth 131 also has information.

(5) Symposia and Roundtable proposals for next year – deadline is Oct 15.

Will need to have proof of support from other PDGs, if you have them listed on the proposal. Therefore need to reach out to other PDGs and have a discussion to make sure that our ideas align.

Pam asked for symposia ideas for next year:

- (a) “HACCP – effectiveness of training” (owner: Lone Jespersen)
It was mentioned that the meat and poultry and retail PDGs, along with the new HACCP PDG may have interests in co-sponsoring this idea
- (b) Changing Behavior Through Training – (owner – Laura Nelson, Alchemy) – How to motivate people “to do the right thing” related to food safety. Laura indicated that they have results from a study that Alchemy did on behaviors in industry. (Lone suggested that Laura work on this initiative). Pam suggested “Changing Behavior—how training can be effective to change behaviors.” Reaching “hard to reach” audiences is a challenge. Katie Swanson suggested session on how to create a FS program that is easily translatable. Tony Flood volunteered to look into this as a possibility.
- (c) Sharing Technologies For Delivery of Training- (owner – Junehee Kwon from Kansas State) Sharing technologies, along with best practices. Junehee referred to Research Triangle (presented differences in class – how that affected people’s perception). Pam recommended Roundtable; comic books, e-learning, storybooks, etc.

- (d) Pam also reviewed the ideas that were presented at last year’s PDG meeting: (Food Defense components for Big Events (e.g., Olympics)—will be presented this year); Thermometer use and improving consumer use; Partner with pre-harvest PDG with focus on different scales and; Implementing programs to attract regulators to IAFP.

(6) Mission Statement

Pam reviewed current mission statement. *To provide IAFP Members and their clientele information on food safety education.*

Lone and Sara indicated that “best practice education and training” should be added. “To provide IAFP members and their clientele best practices on food safety training and education”.

Provide and promote—food safety education tools; To learn...and apply;

To promote best practice approaches and tools for effective food safety training and education.

A vote will be sent out to the PDG to determine the next mission statement.

Pam asked if we should break up into subgroups throughout the year but come back as a larger PDG group—or stick together as one group.

- (7) SURVEY will be sent out to identify groups that would be of interest and who would be willing to participate along with ideas on how to work as a PDG throughout the year.

Subgroups (1) Industry (includes retail) – Pam would lead

(2) Academia (includes University and K-12) – Carol would lead

(3) Consumer (includes Media, Health Professionals) – Shelley Feist to lead

Subgroups to discuss and present to larger group.

(8) Webinars

- (1) Lone Jespersen and Sara Mortimore- Development of FS Training Framework
(2) Tony Flood- Consumer Survey (September)
(3) Shelley Feist – produce campaign and Kids campaign

- (9) *Food Protection Trends*—Katie Swanson encouraged submitting general interest papers

Recommendations to the Executive Board: None.

Next Meeting Date: August 3, 2014 Indiana Convention Center Indianapolis, IN.

Meeting Adjourned: 12:01 p.m.

Chairperson: Pamela Wilger.

Fruit and Vegetable Safety and Quality PDG

Members Present: David Gombas (Chair), Kalmia Kniel (Vice Chair), Bassam Annous, Atallah Baroudi, Larry Beuchat, Elizabeth Bihn, Alejandro Castillo, Michael Cooley, Mario Estrada, Harold Ewell, Santos Garcia, Steven Grove, John Guzewich, Keith Ito, Stephen Kenney, Karen Killinger, Sharon Lanini, Eden Lara, Yaguang Luo, Martin Martinez, Thomas McCaskey, Rachel McEgan, Sherri McGarry, Xiangwu Nou, Modesto Alanya, Mickey Parish, Jitu Patel, Juan Ponce de Leon, Manan Sharma, Otto Simmons, Amarat Simonne, Michelle Smith, Stacy Stoltenberg, Laura Strawn, Trevor Suslow, Thomas Taylor, Siddhartha Thakur, Zeynal Topalcengiz, Angela Valadez, Gretchen Wall, Ron Wasik, Randy Worobo and Hyun-Gyun Yuk.

Board/Staff Members Present: Linda Harris, Tong-Jen Fu and Don Zink.

New Members: Tim Jenkins, Justin Nguyen, Qinhong Wang, Margaret Hardin, Dumitru Macarisin, Michael Roberson, Gary Acuff, Jennifer Acuff, Evan Henke, Norma Heredia, Mieke Uyttendaele, Charles Seaman, Eduardo Lecea, Angela Shaw, Ruoyang Xu, Julia DeNiro, Hyun-Jung Chung, Faith Critzer, Lisa Lucia, David Kingsley, Les Bourquin, Antonio Cid, Morgan Wallace, Kevin Smith, Saeed Hayek, Nenge Njongmeta, Modesto Olanya, Sujata Sirsat, Yaoxin Huang, Pat Spaninger, Miguel Gutierrez, Wenqing Xu, Kevin Edwards, Tracy DuVernoy, Kaiping Deng, Ganyu Gu, Juan Leon, Kevin Webster and Chris Seeber.

Visitors/Guests: Ashlina Chin, Darin Zehr, Dorothy Wrigley, Bart Hawcroft, Julie Borders and Linda Peng.

Meeting Called to Order: 10:00 am, Sunday, July 28, 2013.

Recording Secretary of Minutes: Sherri McGarry.

Request for changes to Agenda. None requested. The Chair noted that since this is such a large group, we'll skip self-introductions of attendees this year. The meeting minutes from last year were adopted with no changes.

Report from Executive Board:

- Linda Harris welcomed the PDG members to IAFF. New record attendance of IAFF with 2700 registered thus far. Also, number of exhibitors exceeded last year with 150.
- Noted this is an active and one of the stronger PDG, holding webinars and having high attendance.
- Three new PDGs established (see program for details). Harris mentioned the overlap of PDG meetings on Sunday and offered holding meetings on Saturday as an option.
- Encouraged working with other PDGs to develop Symposium.
- Committee minutes are due by 1 pm on Tuesday.
- Other administrative updates provided.

Old Business: Other than adopting last year's minutes, there were no old business items to review.

New Business:

FSMA Rules affecting fresh produce: Samir Assar provided the FDA regulatory update. Two new proposed rules under FSMA, for verifying foreign suppliers and accrediting third-party auditors, were published today. These fit with the Preventive Controls (PC) and Produce Safety (PS) proposed

rules. Fact sheets are available on FDA's Web site for all of the proposed rules along with a Decision Tree on how the rules may apply to the individual firm. Comment period for the two newly released proposed rules is 120 days. The comment period for the PC and PS proposed rules will be extended by 60 days until November 16, 2013, to allow review across all four rules to enhance comments in context of these four.

For the PS proposed rule, FDA has received about 1000 comments covering a broad range with respect to support for the rule. There's significant comment and concern for how FDA may implement the rule. Other areas with many comments include the 9-month soil amendment minimum time from application to harvest and also meeting agricultural water proposed requirements, particularly with respect to frequency of testing. It's recommended that stakeholders look at the suite of proposed rules then comment.

FDA issued an assignment that is a follow-up to observations and common themes recently seen in cantaloupe associated outbreak investigations and positive sample results. This is an effort to better understand the practices and conditions of cantaloupe packing operations and prevent future contamination events. The assignment is specific to inspection of packing houses and includes sampling. FDA is collaborating with state departments of agriculture in these inspections and has held several discussions with industry to communicate the purpose and scope of this assignment. Information gathering from the assignment will inform guidance, research, and policy.

Agricultural water considerations: Samir Assar and Linda Harris described various publications and outreach to address questions and concerns for Ag Water Quality Standards (proposed in rule). FDA has posted additional FACT Sheets on the FDA Web site and is planning outreach efforts to clarify the standards (proposed), hear from stakeholders, and engage in problem solving.

Dialogue among PDG attendees was fruitful and engaging for these above FSMA related topics.

Food Safety Preventive Control Alliance (FSPCA): P.C. Vasavada provided the update. The FSPCA is a public private alliance consisting of academia, industry, and government. Currently, FSPCA is developing a curriculum for preventive controls (proposed rule). This curriculum would be used to train regulators and industry. Attendance at a course with such a curriculum is proposed as a requirement for all operations subject to the PC rule. Next stage will be arranging for outreach and developing pilot projects, and Vasavada encouraged potential instructors for such a course to contact him. More information at <http://www.iit.edu/ifsh/alliance>.

Outbreak Update: Tracy DuVernoy, FDA CORE Network, provided an update of produce related outbreaks from January, 2012 to present. She covered the caveats that go along with the data (FDA-regulated products, not person-to-person transmission, etc). The 18 outbreaks were associated with cantaloupe, cucumbers, leafy greens, mango, papaya, sprouts, and pistachios. Pathogens contaminating the produce items and causing illness included *E. coli* O157 and *E. coli* O145, both linked to leafy greens, and *Salmonella* spp. Notable were outbreaks with a few products not typically seen previously – cucumbers and grape or cherry tomatoes. The sources of the contaminated product were both domestic (5) and international (3) with the majority unable to be determined. More information on the outbreak investigations may be found on FDA CORE's Web site, <http://www.fda.gov/Food/RecallsOutbreaksEmergencies/Outbreaks/default.htm>, which includes an annual report and environment

assessments reports for certain outbreaks, such as the 2012 *Salmonella* Typhimurium linked to cantaloupe (and to *Listeria* cantaloupe in 2011). Investigation of the current *Cyclospora* outbreak is ongoing with reports of cases increasing; produce is the suspect vehicle but not confirmed. As new information becomes available on this ongoing outbreak FDA will post it on the FDA Web site.

Produce Safety Alliance: Betsy Bihn provided an update on PSA. PSA is a cooperative agreement with USDA, FDA, and Cornell University. Focus of their efforts is on developing a standard training program to help growers prepare for requirements of the PS rule, with an emphasis to work with small growers. Current efforts involve developing a standard curriculum. Thus far, a curriculum and learning objective have been finalized and 4 of 7 training modules are under review. A key question that is being considered is who should be allowed to use the training materials and if there's a need to have prerequisite knowledge. There are two trains of thought 1) there's a need for the information and shouldn't turn anyone away and 2) a need for prerequisite knowledge to ensure accurate information is conveyed. There will be more on this issue and those interested should send an email to Gretchen Wall at glw53@cornell.edu. More generally, there's a listserv if members would like to receive announcements on PSA activities. More info on PSA Web site. PSA, in cooperation with FDA, held a Q&A session on each section of the PSA proposed rule and the session is posted on the PSA Web site. PSA is devoting time to encourage comments especially with small growers.

Sprout Safety Alliance: Stephen Grove provided an update. The SSA was formed in 2012 and began with support from FDA and currently is a public/private partnership. Purpose is to develop a curriculum and training program for industry both for PS requirements (currently proposed) and best practices. Immediate goal is to develop a training curriculum with best practices that align with the proposed FSMA rules. In the near future, SSA will become more involved in outreach with a focus on small sprout producers. Challenges being faced with engaging and learning practices of smaller sprout operations; there's a need to continue to build relationships with the small sprout producers. Many smaller sprout producers are unaware of FSMA. Some initial training was conducted in 2012 and a smaller session held in Chicago area. Also a webinar was held in cooperation with FDA with good participation but participants still reflected a majority of large producers. SSA would like assistance from extension educators to assist in reaching small sprout producers.

NoroCORE update: Chip Simmons, NC State, provided the update. NoroCORE is a 5-yr grant project (CAP) that involves research, education, and outreach. Goal is to reduce foodborne viral illness, improve detection, and develop control and prevention strategies. They have linked in with the Produce Safety Alliance. In response to the recent Hepatitis A (HepA) outbreak, Information Sheets were developed and are available on the Web site. Future efforts will focus on outreach. Also on the horizon is a spin-off project from the *S. Typhimurium*/*S. Newport* outbreak examining environmental niches.

New Business:

PDG Activity Update: Considering a webinar around September 10, 2013 focused on how challenges can lead to change and build collaborations, using the 2011 Listeriosis outbreak linked to cantaloupe as an example. It would cover research, training, FDA follow-up. More info to come.

Request by Chair for ideas for webinars by PDG:

Ideas – Consider Symposia topics not accepted by the program committee (limited number can be accepted); Farm to School or Child Care and Produce Safety; *Cyclospora* outbreak once it's reached a point this would be useful and appropriate (members suggest working with others on this – CCFI, VPFD PDG). Additional ideas can be provided by e-mail to the Chair and Vice Chair.

Request for Symposia Topics:

- Dr. Juan Leon, Emory University. How do you sample on-farm and in packing shed, especially environmental samples. This symposium would benefit researchers, industry, and government. Clarification requested on whether this would include methods, number of samples or both. Answer; both. How do you prepare to sample in the fields, how do you sample, number to sample, etc. Good support for the topic.
- Trevor Suslow: UC Davis. Microbial Metagenomics; Promise and pitfalls of metagenomic analysis on produce.
- Yaguang Luo, USDA. Sprouts vs MicroGreens: Differences and Similarities in botanical strain, ag practices, and risk.

Deadline for submission of symposia, roundtables and workshops to IAFP is Oct 15, 2013. Ideas should be submitted to the Chair and Vice Chair far in advance of the deadline so that they can be considered for PDG support. Vice Chair will follow-up with a conference call. Organizers should consider coordinating development of symposia with other PDGs.

Request for any other new business:

1. Linda Harris mentioned that some PDGs have considered writing papers for publication in *Food Protection Trends*.
2. No additional items.
3. Comment from PDG members: In response to the idea to schedule PDG meetings a day earlier, the PDG attendees voted unanimously that they would prefer not to meet on Saturday instead of Sunday.

Recommendations to the Executive Board:

1. Provide the name of the supporting PDGs for symposia and roundtables in the Program next year. This will help attendees as they make difficult decisions on which sessions to attend.

Next Meeting Date: August 2, 2014.

Meeting Adjourned: 11:59 a.m.

Chairperson: David Gombas.

HACCP Utilization and Food Safety Systems PDG

Members Present: Organizational Meeting.

New Members Present: Lone Jespersen, Benjamin Warren, Gary Acuff, Jennifer Acuff, Gbenga Adewumi, Alejandro Amezcua, Jean Anderson, Neil Bogart, Leslie Bourquin, Philip Bronstein, Robert Buchanan, Martin Bucknavage, Dennis Burson, Julie Carver, Cagatay Celik, Duck-Hwa Chung, Andrew Clarke, Fred Cook, Harold Ewell, Faye Feldstein, Satoshi Furukawa, Bart Hawcroft, Saeed Hayek,

Evan Henke, Tim Jenkins, Ian Jenson, Amanda Kinchla, Stewart Larsen, Tatiana Lorca, Indaue Mello, Joseph Meyer, Sara Mortimore, Laura Nelson, Ismail Odetokun, Katie Pressdee, Allen Saylor, Sarah Schober, Jean Schoeni, Angela Shaw, Steven T. Sims, Peter Slade, Toyin Sobowale, Brenda Stahl, Kelly Stevens, John Surak, Harshavardhan Thippareddi, Carol Wallace, Qing Wang, John Weisgerber, Wendy White, Pamela Wilger and Kisun Yoon.

Board/Staff Member Present: Donald W. Schaffner.

Meeting Called to Order: 8:00 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Andrew Clarke.

Old Business: None – Organizational Meeting of the proposed HACCP and Food Safety Systems PDG.

New Business: A very well attended inaugural meeting of the proposed HACCP and Food Safety Systems PDG. Attendees were requested to propose ideas and topics to provide clarity on the purpose of the group and also to formulate a group specific mission statement. Following oral review of the Antitrust Guidelines, the key areas for focus for the group were categorized as: (1) Regulatory, (2) Success and failures of HACCP systems, (3) Education and Training specific to HACCP (4) Culture surrounding the overall management of HACCP based systems and (5) Returning to basics – Clarity around HACCP requirements.

- (1) **Regulatory.** The group demonstrated an overwhelming interest in using the PDG as a forum for sharing knowledge and best practices. It was felt that sharing guidance on science based approaches to HACCP would be beneficial to assist manufacturing plants complying with future changes in regulatory requirements. The changes related to FSMA was a particular area where it was felt that sharing information would assist in understanding expectations.
- (2) **Success and failures of HACCP systems.** Several attendees indicated interest in utilizing the PDG to communicate both successes and failures in HACCP and food safety systems and as a conduit to provide guidance on effective approaches to HACCP. This included potentially providing guidance on how to formulate a dynamic HACCP system and move away from the routine cookie cutter approach which several people felt provided little value. A web based forum for the group was suggested to share information – post questions, success stories for year round usage.
- (3) **Education and Training.** The group felt the PDG could provide an avenue for knowledge transfer and to enable the sharing of best practices. It was recognized there were several different approaches to training HACCP which was causing confusion; it was felt the group might be able to provide clarity and a standardized approach to HACCP training. It was suggested that a peer review repository might be beneficial to collate information for sharing in one place.
- (4) **Culture.** The group discussed the importance of effective and engaged management to ensure the effectiveness HACCP based food safety systems. It was suggested that the group might be able to provide guidance on the approaches required to engage personnel, particularly those in smaller business. Defining management commitment and

sustaining a food safety culture from the top down was of particular interest to the group.

- (5) **Return to basics.** Again the group felt the PDG could assist with guidance and clarity around fundamental HACCP terminology and also in providing support on the approaches to take to ensure outcomes were effective and enabled consistency. The group indicated there was a need to provide effective validation techniques and also clarity between the expectations of when and what to validate, particularly the importance of supporting pre-requisite programs.

The group briefly discussed some potential symposium ideas for next year's IAFP Annual Meeting.

The intention was to create a framework from the topics discussed and reconvene through a conference call at a later date.

Mission Statement: The group is an international knowledge sharing forum to promote the successful development and implementation of HACCP and food safety systems.

Recommendations to the Executive Board:

1. Formally recognize this group as a PDG with the title "HACCP Utilization and Food Safety Systems."
2. Lone Jespersen nominated as Chairperson.
3. Ben Warren nominated as Vice Chairperson.

Next Meeting Date: Following Board recognition of the PDG, a conference call will arranged within 1-2 months where the proposals for symposia, round tables and next steps for the group will be discussed. The intention is to hold the next in-person meeting at IAFP 2014 in Indianapolis.

Members interested in organizing the PDG's next steps are: Heidi Saunders, Julie Carver, Harold Ewell, Joseph Meyer and John Weisgerber.

Meeting Adjourned: 9:46 a.m.

Chairperson: Lone Jespersen.

International Food Protection Issues PDG

Members Present: Caroline Smith DeWaal, Patrice Arbault, DeAnn Benesh, Leslie Bourquin, Robert Buchanan, Alessandra Chiareli, Roger Cook, Jack Cooper, Maria Teresa Destro, Jeffrey Farber, Judy Greig, Ian Jensen, Keith Lampel, Mariza Landgraf, Linda Leake, Marilyn Lee, Deon Mahoney, Ewen Todd, Pamela Wilger and George Wilson.

Board/Staff Members Present: Don Zink, Alejandro Mazzotta, Katie Swanson and Isabel Walls.

New Members: Norma Heredia, Santos Garcia, Juan Leon, Faith Bartz, Li Ma, Francisco Diez, Wen Zou, Tong-Jen Fu, James O'Donnell, Guodong Zhang, Ravinder Reddy, Maria Nazarowec-White, Faye Feldstein, Yaohua Feng, Clarisse Compaore, Ismail Odetokun, Gbenga Adewumi and Tim Jenkins.

Visitors/Guests: David Grant, Jim Grubb, Catherine Hart, Colin Barthel, David Luedeke, Tony Flood, Brian Heinze and Patricia Jaros.

Meeting Called to Order: 2:30 p.m., Saturday, July 27, 2013.

Recording Secretary of Minutes: Alessandra Chiareli.

Past Chair Deon Mahoney introduced the new Chair, Caroline Smith DeWaal. Caroline opened the meeting welcoming the members and guests, and mentioned how timely this forum is in view of all the global activities related to food safety, including two new FDA rules introduced on Friday covering imported foods into the United States. The Chair introduced the newly elected Vice-Chair, Alessandra Chiareli, Director for Global Strategic Accounts and Training at 3M Food Safety. Alessandra was the only confirmed nomination for Vice Chair when a call for nominees was made in June during a PDG teleconference meeting and via subsequent email to all members. The Chair then invited Board Liaison, Don Zink to make some remarks.

Don Zink said IAFP is having a good year, considering both membership and finances and mentioned the formation of three additional PDGs.

The Chair reviewed Antitrust Guidelines and reminded members to adhere to them.

Old Business: Minutes from 2012 PDG Meeting were adopted as written. Jeffrey Farber moved to approve the minutes, Roger Cook seconded the motion, and all were in favor.

The Chair raised the issue of utilizing Google Groups for improved communication, which was adopted by the PDG members in 2012. Pamela Wilger, who is the chair of the education committee, suggested a training webinar be recorded and archived for future reference, as a benefit to all PDGs.

New Business: IAFP President Katie Swanson announced a special session by Michael Taylor, FDA, who will speak about new FDA rules for imported foods at 12:45 on Wednesday in Ballroom A.

As in past years, we hosted a guest speaker who was introduced by the Vice Chair. Professor Santos Garcia, the winner of the 2013 IAFP International Leadership Award, is a professor of Microbiology from the University of Nueva Leon in Mexico, and spoke on "Examples of Food Safety Collaborations Across International Borders and Challenges That Remain." He described efforts over the last 25+ years connecting food safety students and professionals in Mexico with international experts, the advances in programs he and his team have led to improve the issues in the produce supply chain to avoid outbreaks, and the importance of global collaboration to deal with the remaining challenges in global food safety.

The Chair identified relevant 2013 Program Highlights and encouraged Members to attend those sessions.

Discussion for proposals for 2014:

- Juan Leon, Emory University sought PDG support for a mini symposium to discuss applied research describing best practices for farm produce, including sampling and methodology studies to prevent produce outbreak. There was support for this proposal, and a suggestion to connect with the produce and pre-harvest PDGs for feedback and support.
- Jeffrey Farber, Health Canada, explained that last year's proposal on OneHealth, was not approved, with committee response that it was something that had been done before. There was general support for the proposal to be resubmitted but further clarification

from the program committee was needed. Don Zink volunteered to liaise with program committee.

- Global food safety capacity building. Interested members for advancing this to a symposium included Jeffrey Farber, Sarah Cahill from FAO (nominated in absentia), Caroline Smith DeWaal and Alessandra Chiareli.
- Jeffrey Farber suggested a collaboration with FAO on food and nanotechnology
- Fay Feldstein discussed a proposal for a Tabletop exercise on traceability. [Further to this: the topic was also discussed in the Food Law PDG, and Shaun Kennedy, Faye Feldstein, Abe Inouye and Tejas Bhatt were nominated to move it forward.]
- What's on your plate: the challenges of international cuisine was proposed by Keith Lampel. Speaker might cover ingredients like spices, produce aquaculture and animal drugs.

Other potential symposia topics included:

- Economically motivated fraud.
- Food Safety in the South Asia Region.
- The role of global corporations in promoting food safety.
- International organizations and their role in supporting food safety.

The Chair reviewed the process for submitting symposia emphasizing that anyone can propose a symposia. Submission deadline is on Oct 15th.

Deon Mahoney led a roundtable on international organization updates:

- ICMSF – Jeffrey Farber– committee had its last annual mtg in China. Eighth book published in 2011 is being translated into Portuguese, Spanish, Chinese and Japanese. Latin America Subcommittee met in Buenos Aires in Nov 2012. Upcoming meeting is in Dubai and there is agreement to advance work in the Middle East region. ICMSF signed an MOU (Memorandum of Understanding) with IAFP about how to work together in the future, for example co-hosting conferences in Latin America.
- Sarah Cahill – FAO – via E-mail. FAO is undergoing a lot of changes, and has adopted a new strategic framework. FAO leadership understands the linkages between food security and food safety. New work is progressing on parasites, histamine, a food control capacity assessment tool, multi-criteria based approaches, risk communication and other areas.
- Sarah Cahill's message to the PDG further stressed the importance of the celebration of the 50th Anniversary of Codex, with 186 member countries, and its adoption of 331 standards, guidelines and codes of practice as well as thousands of MRLs/ MLs that serve as benchmark standards for food in international trade.
- Caroline Smith DeWaal informed the group on a new Codex Principles and Guidelines for National Food Control Systems that was adopted at the recent meeting of the Codex Alimentarius Commission in Rome.
- Les Bourquin, Michigan State gave an update on the World Bank's Global Food Safety Program, focused on capacity building. Michigan State has developed a number of training curriculum, but other aspects of the World Bank program are still getting organized.

- George Wilson reported on some international work addressing laboratories.
- DeAnn Benesh updated us on APEC capacity building project. Initial pilots were to be China and Chile.

Reports from Regions. The agenda provided an opportunity for members to report on food safety issues from their region or country.

- The Chair reported on concerns around food safety standards being discussed as part of upcoming international trade agreements.
- Patrice Arbault reported on proposed regulations in Europe, including approval for the use of lactic acid in the meat industry; new standards for testing of *E. coli* O157 and additional VTEC strains; as well as developments in BPA packaging and endocrine disruptors in the environment.
- Roger Cook reported on changes in food safety legislation in New Zealand; concerns about counterfeiting/mislabeling of products; and new work on STECs.
- Maria Teresa Destro, Univ of Sao Paulo, Brazil reported on concerns about massive events coming to the region and preparedness on the part of the governments.
- Alessandra Chiareli reported that due to increased food trade in the Latin America region, governments are involved in improving food safety management programs. There is increased interest in collaboration, and IAFP itself is looking to help foster collaboration among all stakeholders.
- The Chair reported on work done by the World Health Organization on antimicrobial resistance through their AGISAR committee (Advisory Group on Integrated Surveillance in Antimicrobial Resistance) including two studies of integrated surveillance systems in Colombia and Kenya. It was noted that the Kenya results were recently published in *Food Protection Trends*.
- Gbenga Adewumi, Univ of Lagos, Nigeria described challenges in Africa, especially around safety issues with fermented foods, citing the absence of scientific training for producers and handling information for consumers to ensure the safety of fermented foods.
- Finally Caroline reported on initial findings for cause of death of children in India from school lunches.

Other Business: The Chair requested suggestions for other opportunities to connect through the year.

Recommendations to the Executive Board:

1. Recommend acceptance of Alessandra Chiareli as new PDG Vice Chairperson.

Next Meeting Date: August 2, 2014.

Meeting Adjourned: 4:57 p.m.

Chairperson: Caroline Smith DeWaal.

Low Water Activity Foods PDG

Members Present: Organizational Meeting.

New Members Present: Indaue Mello, Tyler Berg, Margaret Hardin, Robin Kalinowski, Elizabeth Grasso, Jennifer Frankenberg, Larry Beuchat, Jeyam Subbiah, Son Kiat Lau, Harshavardhar Thippareddi, Fred Cook, Aaron Uesugi,

Alvin Lee, Stephen Grove, Paul Hall, Bradley Marks, Angela Rincon, Sofia Santillana Farakos, Panciya Manalili, Sarah Cahill, Cagatay Celik, Edyta Margus, Nenge Njongmeta, Brian Mayer, Xiuping Jiang, Carl Custer, Pamela Wilger, Erdal Tuncan, Haiping Li, Michele Evans, Francisco Diez, Peyman Fatemi, Ben Warren, Ryan Kucker, Mary Lou Tortorello, Asia AlRaeesi, Tracy Sinclair, Stephanie Barnes, Lisa Trimble, Elisabetta Lambertini, Pardeepinder Brar, Dennis Burson, Lisa Lucia, Heidi Saunders, Joshua Gurtler, Tim Adams, Joe Meyer, Jean Schoeni, Zhinong Yan, Peter Taormina, Jeffrey Kornacki, Monica Ponder, Rob Williams, Gordan Hayburn, Amanda Matczynski, Arun Shastry, Gary Kramer, Alma-Sue Haiduk, Chantal Nde, Julia DeNiro, John Frelka, Darin Zehr, Carl Eidsath, Tim Johnson, Belem Ontiberos, Jinru Chen, Hari Dwivedi, Arlette Shazer, Yaixin Huang, Rhoma Johnson, Daria Kleinmeier, Scott Burnett, Alejandro Amezcuita, Jennifer Acuff, Gary Acuff, Christine Strapp, Raquel Andrade, Faye Feldstein, Derrick Bautista, Omer Cakmak, Samir Assar, Yuhuan Chen, Erol Gazi Hisoglu, Mu Ye, Polly Courtney, Jeremy Donais, Sue Keller, Nathan Anderson, Dana Graddl, Christina Stam, Shannon Pickens, Damian Montoya, Aaron Asmus, Lone Jespersen and Gale Prince.

Board/Staff Members Present: Linda Harris.

Meeting Called to Order: 2:59 p.m., Sunday, July 28, 2013 by *Chairperson Pro Tem* Indaue Mello.

New Business: Introductions begin. Approved a motion to make stand-alone PDG.

Nominations for Vice Chair: Nominations for vice chair for both Elizabeth Grasso and Tyler Berg. Must have succession plan for a 4 year plan: appointed today for succession planning: Elizabeth Grasso – Vice Chair, Tyler Berg – Co-vice Chair and Elizabeth Grasso – unofficial Secretary.

Indaue Mello – Shared concern that there are too many PDGs already (via Don Zink). Asked for interest for meeting on Saturdays vs. Sundays. Members want PDG meeting held on Sunday.

Dr. Larry Beuchat – Motion to change name to Low a_w Foods from Low Moisture Foods. Gordon – Low a_w foods. Motion to change approved as a recommendation to the board.

Jeff Kornacki – May want 3 people for management (chair and two vice chairs) of issues/concerns.

Paul Hall – Applied Lab Methods PDG instituted unofficial organization (Chair, Vice Chair, Secretary).

Motion to accept changes to original mission statement: To promote and disseminate practical and scientific knowledge on the production of safe and wholesome low water activity products. Motion to accept.

Time to talk about issues related to PDGs. Would like to have webinars; request to think about ideas for webinars. Think about people that may be qualified to present. May use IAFP resources for webinar with no cost for PDG members only. If open to public – cost \$25. Webinars are recorded.

Make recommendations to the board to make webinars publically available to all members through the IAFP Web site.

Gale Prince – recommendation to do basic webinars – What are low a_w foods, cleaning, technology applications, etc.

Prince – hold periodic QA sessions for those in webinars – troubleshooting questions.

Volunteers – Jeff Kornacki – Controls for low a_w foods; Edyta Margus – Cleaning and Sanitation for low A_w foods.

Ideas for symposia must be submitted before October 15th.

Topic: Problem with cleaning and sanitation is not validated for Low Water foods.

Idea: Discuss limiting which foods are considered Low Water foods. Motion to 0.85 Water for Low Water foods

Molds and yeasts; 0.92 – Limit of *C. bot* and *S. aureus* toxin production.

Meyer: < 0.85 bacteria become more heat resistant
Kornacki – 0.6 – GMA document

Kornacki – Work together with Hygiene PDG for validation of equipment design for low water foods.

Peter Taormina- suggested that the water activity of the product is not as important as the fact that the water activity of such products is controlled by formulation. That should be the determining factor if a product is a low water activity product.

Member asked about spoilage organisms and that they should be considered as well within the PDG. Mello commented that the term “wholesomeness” includes Y&M so that is covered.

Topic: How do we define low-water foods (possible webinar) – Mello suggested it should be part of the webinar on basis of low water activity foods.

Webinars:

Champion on topic: Lot definition and C&S validation – Jeff Kornacki; Peter Taormina; Margret Hardin

Champion on topic: Kill step validation (thermal and non-thermal) – Bradley Marks - Michigan State; Jeyam Subbiah - Nebraska University.

Linda Harris commented about a technical session regarding *Enterococcus*: Tomorrow; classification of organisms as BL-2 tomorrow – Not a pathogen.

Member commented that we should also address recovery bacterial methods for validation studies.

Elizabeth Russo – Inoculation methods need evaluation.

Gordon Hayburn – Will start a closed linkedin group for this PDG to allow for topic discussion.

Belem Ontiveros – Challenge study for inoculum and inoculum level.

Facility design should include equipment design (new and retrofitted). This is necessary for pathogen control as well as environmental monitoring.

Indaue Mello – Send some suggestions for ideas and speakers after meeting.

Indaue Mello – How do you address uncleanable equipment (unsanitary design)?

Jennifer Frankenberg – Volunteer to put together a webinar on sanitary equipment design. Work on uncleanable equipment.

Paul Hall – Validation and lot definition.

Gale Prince – Cannot define a lot for everyone.

Suggestion to identify parameters for assessment of lot definition.

Erdal Tuncan – What is the point of defining the lot – microbial or otherwise (production); shipping schedule.

Indaue Mello – Educating is necessary for companies. How to communication with upper management.

Paul Hall – Almond Board has done a lot on industry self-initiative with research. Took it upon themselves after recalls.

International standards coming out – Relevant topic; lot definition is interesting.

Indaue Mello – Is 5 log sufficient for any commodity? No not really. Quantitative work must be done to determine proper log reduction.

Should other commodities have standards across industries similar to the California Almond Board?

Finishing up – list of new members check on sign-up sheet.

Larry Beuchat – Applaud individuals for PDG on low a_w water products; too long ignored.

Suggestion for short symposium:

Recalls and best practices in the pet food industry

Possible speakers: Tyler Berg – Hills Pet Nutrition; Michele Evans – Diamond Pet Food; and Bryan Cole - Mars Petcare.

Suggestions for symposia:

Key aspects for low water products

- Lot definition
- Validation of kill step
- Validation of dry clean sanitation
- Intermediate and transfer areas
- Facility and equipment design
- Quantification of incoming Water materials
- Appropriate surrogates

Recommendations to the Executive Board:

1. Accept the Low Water Activity Foods PDG as a stand-alone PDG.
2. Appoint Indaue Mello as Chairperson.
3. Appoint Elizabeth Grasso as Vice Chairperson.
4. Webinars be free for all IAFP members and posted on the IAFP Web site.
5. Accept mission statement: To promote and disseminate practical and scientific knowledge on the production of safe and wholesome low water activity products.

Next Meeting Date: IAFP 2014.

Meeting Adjourned: 4:32 p.m.

Print Chairperson Name: Indaue Mello.

Meat and Poultry Safety and Quality PDG

Members Present: Patricia Wester, Christine Aleski, Mueen Aslam, Kannan Balan, Wafa Birbari, Jinru Chen, Roger Cook, Chateine Cutter, Erin Reyling, Paula Fedorka-Cray, Hari Prakash Dwivedi, Veneranda Gapud, Kathleen Glass, Ken Goldscher, Robin Kalinowski, Yale Lary, Jr., Craig Ledbetter, Jahn Marcy, Lynn McMullen, M. Nazarrowec-White, Yemi Ogunrinola, Salina Parveen, Ruth Petran, Randall Phebus, Maria Angela V. Reyes, Peter Slade, Peter Taormina, Leslie Thompson, Darren Toczko, Erdal Tuncan, Ron Wasik, Gary Acuff, Cynthia Austin, Dennis Burson, Juliana Cox, Jeffrey Farber, Ken Goldscher, Evelyn Gutierrez, Margaret Hardin, David Harris, Min Li, John Luchansky, Barbara Masters, Gretchen Nagel, Nandini Natrajan, Yemi Ogunrinola, Anna Porto-Fett, Chander Shekhar Sharma, Manpreet Singh, Jolyda Swaim and Hilary Thesmar.

Board/Staff Members Present: Don Zink and Susan Smith.

New Members: Sharon Wagener, Roy Biggs, Dale Grinstead, Francie Buck, Takaaki Yamasaki, Charles Giambrone, Lei Zhang, Xi Chen, Sailaja Chintagari, Chi-Ching Lee, Diezhang Wu, Victoria Adetunji, Hyun-Jung Chung, Hyun-Gyun Yuk, Saurabh Kumar, Kevin Edwards, Soon Kiat Lau, Michele Evans, Kathy Kordana, Betsy Booren, Carrie Giannettino, Brian Hawkins, Arie Havelaar, Bran DiMenna, W. Evan Chaney, Amanda King, Deana Rolheiser, Lone Jespersen, Aaron Asmus, Amie Minor, Dvah Kusumasti, Yue Cui,

Reginald Benitez, Sharon Bagaaya, Yaohua Feng, Dong Chen, Kristen Matak, Lihong Wu, Christopher Snabes and Brooke Pennybacker.

Visitors/Guests: George Tice, Omer Cakmak, Dorothy Wrigley, Brenda Keavey, Kim Mudar, John Weisgerber, Pancita Manalili, Angela Rincon, Barbara Cote, David Grant and Jeremy Chenu.

Date of Meeting: 1:00–3:00 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Patricia Wester.

Old Business: Review of antitrust guidelines and housekeeping items

Acknowledgment of Craig Henry as outgoing Chair
Review 2012 Minutes Motion to accept and approve, unanimously approved

New Business:

Barb Masters elected by unanimous vote for Vice Chair, Term 2013-2015.

Symposia & Workshops for August 3-6, 2014 @ Indianapolis, Indiana:

Proposal submission **deadline October 15, 2013**

- Attached notes on topics currently under development
- A webinar or a webinar series
- Development of booklets or pamphlets?
- Drafting of white papers?
- Workshop suggestions?
- Other suggestions

Topics approved to move forward for session development:

- Mechanically Tenderized Products: Patricia Wester, Jody Swaim, Margaret Hardin and Cathy Cutter.
- High Pressure Production: General interest, Peter Tiamorina and Jeff Farber.
- Point/Counter Point Format: Enthusiastic discussion, Patricia Wester, Betsy Booren and Roger Cook.
- *Salmonella*: Serotype/Feeds Rule impact: Patricia Wester, Craig Henry, and Doug Marshall.

Recommendations to the Executive Board:

1. Recommend the Board approve the nomination of Barb Masters as Meat and Poultry Safety & Quality PDG Vice Chair.
2. Host a PDG conference call – 30 days prior to the Oct. deadline to review for opportunities to merge/integrate concepts with other PDGs.
3. Create webinar library using recordings/other forms of information developed by IAFF members. Translations might be possible from the student PDG?
4. Suggest a PRE meeting (1 hour, late Saturday?) for Chairs, Vice Chairs to meet/discuss topics under consideration in their groups. Understand the post meeting breakfast is one forum, however this would supplement that and allow in person interaction on symposia topics.

Next Meeting Date: Pre-proposal deadline (Oct. 15) conference call.

Meeting Adjourned: 2:45 p.m.

Chairperson: Patricia A. Wester.

Microbial Modelling and Risk Analysis PDG

Members Present: Alejandro Amézquita, Yuhuan Chen, Elizabeth N. Williams, Cynthia B. Austin, Wafa Birbari, Robert L. Buchanan, Sarah M. Cahill, Roger L. Cook, Scott K. Crerar, Ganyu Gu, Myriam E. Gutierrez, Arie H. Havelaar, Cheng-An Hwang, Ramin Khaksar, Kathy K. Kordana, Elisabetta Lambertini, Fritz W. Lembke, Min Li, Deon Mahoney, Bradley P. Marks, Nenge L. Njongmeta, James J. O'Donnell III, Ismail A. Odetokun, Fernando Perez-Rodriguez, Abani K. Pradhan, Anderson S. Sant'Ana, Sofia M. Santillana Farakos, Jenny Scott, Panagiotis Skandamis, Jeyamkondan Subbiah, Joe Shebuski, Erdal U. Tuncan, Richard C. Whiting, May L. Yeow and Marcel H. Zwietering.

Board/Staff Member Present: Donald W. Schaffner.

New Members: Sharon Wagener, Michael Batz, Victoria Adetunti, Yue Cui, Carrie Giannettino, Aaron Asmus, Miao Guo, Hao Pang, Fred Breidt, Dyah Kusumastuti, Andreas Kiermeier, Michael Kuhlman, Danièle Sohier, Noerie Desriac, Chi-Ching Lee, Yifan Zhang, Polly Courtney, Marc Scantlin, Ron Wasik, Ramin Khaksar, Brian Hawkins, Saurabh Kumar, Yuewei Hu, Filiz Yeni, Jennifer Holtzman, Diana Spitznagel, Yemi Ogunrinola and Ting Chen.

Visitors/Guests: Meghan Griffin, Gary Kramer and Andrea Hendrickson.

Meeting Called to Order: 9:02 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Yuhuan Chen and Alejandro Amézquita.

Chair welcomed attendees, followed by self-introductions for all PDG members and visitors. Alejandro invited Board Liaison Don Schaffner to give remarks.

Greetings/Comments from Executive Board: Don Schaffner thanked members for their involvement and contribution to the PDG. He reported that IAFF had another year of record attendance (ca. 2700 registered attendees). He polled attendees for use of annual meeting App and encouraged feedback. He encouraged the MMRA PDG to continue to do webinars and teleconferences (both supported by the Association and free resources for the PDG). Don indicated that IAFF is in the process of re-invigorating *Food Protection Trends*, which always looks for new articles. He encouraged members to submit practical-oriented papers. He also noted that there are about 20 PDGs (3 new proposed PDGs this year) and there are concerns about too many overlapping meetings. PDGs may hold their meeting on Saturday to address scheduling conflict, if needed. He encouraged MMRA PDG to consider co-sponsoring proposals with other PDGs. He also encouraged those who are interested in learning the inner working of the Association to attend the Business Meeting.

Alejandro reviewed the meeting agenda and asked if there were any additional items; there were none suggested.

Old Business: Minutes from the 2012 meeting were tabled for comments or edits. There were no edits. Motion to adopt the minutes by Alejandro, seconded by Roger Cook. Minutes adopted.

Webinars. Alejandro gave a brief re-cap on the four webinars held in the last two years. He thanked all four speakers for

contributing to the PDG. He also invited webinar speakers in attendance, Don Schaffner and Marcel Zwietering, to give feedback and share their experience using the webinar format. The speakers mentioned that it was a bit unfamiliar to do a lecture without an audience (no reaction from a live audience), but they got used to it after a few minutes. Overall the webinar technology worked well. Marcel also commented that an hour-long webinar was tiresome but at the same time was very rewarding, and encouraged members to volunteer to do webinars. Roger Cook noted the time zone issue for audience from Australia and New Zealand. Not easy to solve. Roger also indicated that at the Affiliate Council meeting, an issue was brought up about language barrier for overseas audiences. Suggested solutions include using subtitles or translating the recorded webinars.

It was generally agreed that webinars are a good way to show benefit of being a member and it is in fact a way to recruit new IAFFP members. On the other hand, Don noted that the Board might decide to put the webinars behind the firewall as a member-only benefit. Pros and cons were discussed and the PDG will make a recommendation on this issue.

New Business:

Ideas for Webinars Topics 2013–2014:

- Don suggested a webinar on the connecting Risk Assessment and HACCP with Bob Buchanan as speaker. Possibly reach out to the HACCP PDG to co-sponsor. Later in the meeting, Bob suggested linking strategically symposia with webinars; therefore, an idea to do a webinar that summarizes the Symposium S30 from IAFFP 2013 arose. For people in the PDG who could not attend the annual meeting, this will be a great opportunity.
- Marcel suggested a topic on linking 'omics' and risk assessment (an idea discussed at 2012 meeting). Roger Cook seconded the idea and mentioned that OECD is hosting a genomics workshop and provided contacts. Danièle Sohier noted that there is a session at the ICPMF8 meeting on 'omics' and predictive modeling and she could identify potential speakers there. Danièle also mentioned some recent work conducted at ADRIA on modeling the physiological state of cells which could be part of this topic. Dr. Stanley Brul (Univ. of Amsterdam) was also suggested as a potential speaker. He recently published a paper on the topic as output of ILSI Europe work. Alejandro agreed to approach Stanley to see if he can deliver a webinar.
- Alejandro suggested an idea from last year: operationalizing the FSO concept, this would be based on PhD work by Elissavet Gkogka at Wageningen University. Could include 2 speakers, i.e., Elissavet and a speaker from industry (e.g., Leon Gorris).
- There was a lot of interest on the topic of tools for modeling and risk assessment and their use by industry. This topic was proposed in last year's meeting (Regis Pouillot). It was discussed both as an idea for a webinar, but also as a potential workshop for IAFFP 2014 (see comments later under ideas for symposia 2014). If a webinar is conducted, then it must be linked to any symposium or workshop proposals submitted. Alejandro proposed that a webinar could be easily assembled to cascade the output of the joint BfR/FDA workshop on tools for food safety that will take place in Berlin in Sept 2013.

Guest Speaker: Dr. Yuhuan Chen gave a talk on recent risk assessment activities at FDA. She gave an overview of the basics of risk assessment at FDA CFSAN, highlighted a few examples of recent activities and tools. The examples she gave to illustrate the range of tools being developed to inform decision-making included: *Salmonella* in tree nuts risk assessment (Federal Register Notice engaging stakeholders, seeking comments, scientific data and information; FDA sponsored webinar for stakeholders); FDA-iRISK tool (collaborations in developing tool, application of the tool for a rapid risk assessment on EHEC/Lettuce to support irrigation water provision in proposed produce rule under FSMA); a qualitative risk assessment to determine low-risk activity/food combinations on farm (support proposed preventive controls rule under FSMA); and *L. monocytogenes* in soft-ripened cheese risk assessment by FDA/HC (in-depth modeling 2D simulation). She concluded by sharing thoughts on some of the challenges and points to ponder, and provided a link to FDA's risk and safety assessment Web site: <http://www.fda.gov/Food/FoodScienceResearch/RiskSafetyAssessment/default.htm>.

IAFFP 2013 Program – Symposia/Roundtables of Note:

Alejandro reviewed a number of MMRA related symposia and sessions at this year's IAFFP annual meeting. He also reviewed upcoming meeting and events of interest (see Appendix 1 for Meeting Agenda).

Symposia/Workshops/Roundtables – Ideas for 2014:

Bradley Marks, who was on the 2013 Program Committee, provided insights about the program selection process. He informed that there were a lot of good proposals but not enough slots. It's desirable not to repeat topics from the previous year and also to aim for good balance of speakers from industry/gov't/academia, across PDGs, international is a plus.

- Advances in Microbial Modeling Under Dynamic Conditions. Proposed by Kirk Dolan (Michigan State University) & Vasilis Valdramidis (University of Malta).
- Yuhuan conveyed that Regis Pouillot from FDA suggested an idea on tools for modeling and risk assessment and application in industry, possible roundtable/ interactive Q&A format. There were several suggestions about doing a workshop on this topic. Sarah Cahill suggested that the FAO tool on *Campylobacter* in poultry risk assessment would be a good addition. Arie Havelaar suggested that EFSA is developing risk ranking tools that can also be good options. Yuhuan noted that a workshop on the FDA-iRISK tool has been accepted for the SRA 2013 meeting; the tool can also be included the proposal.
- Abani Pradhan suggested a proposal on *Salmonella* in pet foods. Yuhuan suggested broadening the scope to low-moisture foods and to reach out to the new Low Water Activity Foods PDG for co-sponsoring. Bob suggested several potential speakers and also reached out to an ILSI committee for a speaker from industry.
- Marcel suggested a topic on quantitative aspects of detection. To focus on the quality of detection, statistical aspects of detection, e.g. probability of false positives vs. probability of false negatives, and the implications this could have on the operating characteristic curve and sampling. Roger Cook was supportive of this idea.

Since suggested webinars and symposia topics overlap, the issue was discussed. Bob Buchanan suggested that webinars and symposia need to complement each other: symposium and then a summary webinar, or use webinar as an introduction, they need to be connected. For people who cannot travel to annual meeting, the PDG can provide webinar as a highlight of the symposium. It was also suggested that at the annual meeting a symposium needs to appeal to broader audience, while a webinar can dig deeper on modeling and risk assessment aspects for PDG members.

Other Business: Alejandro, on behalf of Clare Narrad, made an announcement on a new course being offered by JIFSAN (“Advanced Quantitative Risk Analysis”). Bob provided handout. Andy Hwang on behalf of Lihan Huang provided CDs for the new Integrated IPMP2013 tool. Sarah mentioned that FAO has recently launched a new tool for histamine sampling. She also mentioned that FAO has established an MOU with IAFP to increase opportunities for training. Arie noted that the ECDC has a project on developing a tool kit to evaluate epidemiological data and provided a link: http://www.ecdc.europa.eu/en/healthtopics/burden_of_communicable_diseases/project/Pages/project.aspx.

Recommendations to the Executive Board:

1. Keep webinar recordings freely available, as it is now, on IAFP Web site without log-in requirement. These recordings are great educational tools and MMRA PDG members have already used them for that purpose.
2. Find ways to provide subtitles for webinars and translate recordings into other languages, possibly engaging Affiliate Council and the Student PDG.

Next Meeting Date: August 3–6, 2014, Indianapolis, Indiana.

Meeting Adjourned: 10:43 a.m.

Chairperson: Alejandro Amézquita.

Pre Harvest Food Safety PDG

Members Present: Sid Thakur (Chair), Divya Jaroni (Vice Chair), Paula Cray, Walid Alali, Carl Custer, Kalmia Kniel, Jitu Patel, Jeffrey LeJeune, Jack Guzewich, David Gombas, Eric Line, Bassam Annous, Michael Bradley, Robert Buchanan, Jacqueline Fletcher, Keith Ito, Rachel McEgan, Rodney Moxley, Rajesh Nayak, Angela Shaw and Patrick Spanninger.

Board/Staff Members Present: Linda Harris.

New Members: Michael Cooley, Duck-Hwa Chung, Susan Leaman, Thomas mcCaskey, Sharan Lanini, Bill Lachowsky, Luke LaBorde, Pratik Banerjee, Avinash Tope, Atef Idriss, Yifan Zhang, Taurai Tasara, Larry Beuchat, Xiuping Jiang, Sandra Espinoza, Sarah Klein, Gine Ryan, Aixia Xu, Martin Martinez, Jordan Shaw, Joshua Gurtler, Ruth Oni, Eden Lara, Eduardo Lecea, Antonio Cid, David Oryang, Satoshi Furukawa, Toni Hofer, Bart Hawcroft, Santos Garcia, Norma Heredia, Chi-Ching Lee, Winnie Lim and Michelle Smith.

Visitors/Guests: Mabel Gil, Allende Ana, Liesbeth Jacxsens, Catherine Hart, Russell Reynnells, Julie Borders, Subbarao Ravva and Juan Ponce de Leon.

Meeting Called to Order: 1:00 p.m.

Recording Secretary of Minutes: Divya Jaroni.

Sid Thakur called the meeting to order at 1:00 p.m. by welcoming PDG members. Divya Jaroni was appointed the recorder of the meeting minutes. Sign-up sheets were passed around for new and existing members and visitors. The meeting started with Sid Thakur welcoming the new and existing PDG members and introducing the chair and vice chair. After a brief round of introductions, he introduced Dr. Linda Harris (IAFP Secretary) who gave a short welcome speech and talked about the importance of PDGs. Dr. Harris mentioned three new PDGs this year: 1) HACCP Utilization and Food Safety; 2) Sanitary Equipment and Facility Design; and 3) Low Moisture Foods. She also talked about one of the options for more members to be able to attend the various PDG meetings was to increase the number of PDG meetings on Saturday afternoon.

Old Business: The meeting minutes from last year were approved without any modifications. Sid Thakur went over the symposium topics discussed in the last meeting. A total of ten symposia were submitted by the Pre-harvest PDG, out of which a total of three symposia were accepted (shown below). Sid Thakur and Jeff LeJeune, introduced the symposium to the PDG and briefly explained the significance and the sub-topics of the symposia. Sid encouraged the members to resubmit the symposia proposals which were not accepted after suitable modifications. Accepted symposia include:

- a. Fresh Produce: Are Current GAPs Recommendations Sufficient for Food Safety? Monday, July 29th, 8:30 a.m. to 12:00 p.m., Ballroom A. Organizers: Joshua Gurtler, Elizabeth Bihn and Sid Thakur.
- b. Where the Wild things are: Role of Wildlife in the Safety of Food Supply. Monday, July 29th, 1:30 pm to 5:00 pm, Room 217BC. Organizers: Lawrence Goodridge, Jeffrey LeJeune, Mary Torrence.
- c. Ecology of *Campylobacter* and *Salmonella* in Pasture Poultry/Mixed Farm and their Control with Natural Organic Antimicrobials. Monday July 29th, 3:30 p.m. to 5:00 p.m. Room 217A. Organizer: Debabrata Biswas.

New Business:

1. Pre-Harvest Food Safety Challenge Update.
 - a. Kalmia Kniel talked about some challenges associated with fresh produce food safety and the role of pathogens, especially viruses. She briefly discussed the most recent Hepatitis A virus outbreak from pomegranate seeds. Some questions raised during this discussion were: “Where does pathogen contamination come from? Pre- or Post-harvest?”; “Is there an overlap?”
 - b. Carl Custer discussed the challenges in a presentation titled: “The case for preharvest control recent papers.” Carl made an excellent presentation which neatly covered several research studies across the country with focus on pre-harvest food safety issues. A good discussion ensued after the presentation on the challenges we face in this area by both the food animal and fresh produce industries.
2. Dr. Jeff LeJeune introduced the idea of getting more veterinarians involved in the PDG and IAFP as there are several veterinarians working towards improving food safety. Dr. Mike Doyle suggested that we group

- together with AVMA to look at the possibility of a symposium.
3. Dr. Paula Cray led the discussion on symposium, workshop/webinar topics for the IAFP-2014 meeting. She discussed the approach to present a symposium topic and had the following tips: a) New and Novel Ideas; b) Catchy Title; c) Substance; d) Out of the Box Outlook; e) International Speaker; f) Coordination with other PDGs.
 4. New areas for symposia topics for next year were discussed.
 - a. Dr. Jeff LeJeune discussed his idea of a symposium focused on Animal Welfare and the link with Food Safety. He raised the question, "What is the impact of welfare practices, or lack thereof, on food safety? Examples: Hens reared in cages v/s floor; animals raised in pens v/s outside on open fields; slaughter processes that have an impact on food safety. Walid Alali raised the issue of gut health as it impacts food safety. He discussed some solutions for poultry industry. Mike Cooley brought up issues concerning the impact of feed/antibiotics/changes on gut flora, transportation. Pratik Banerjee brought up the point of stress impact on food safety. Sid Thakur asked the question: "What can we do to control?" Jeff asked members if they would like to work with him on developing the symposia on this topic. His efforts were supported by 15 members who signed up for it.
 - b. Dr. Juan Leon proposed a symposium titled, "Large, Field-based Epidemiology Studies of Fresh Produce Microbial Safety: Methodology and Key Results." He discussed some subtopics such as, Hygiene Interventions; Issues with Non-English speaking populations; outbreak investigations, procedures and methods for sample analyses. He received great support from the members with the suggestion to submit a short symposium on this exciting and important topic.
 - c. Paula started the discussion by talking about what the program committee looks for in a symposium. Merging ideas and submitting proposals sponsored by multiple PDGs is a fantastic idea and such proposals have a higher probability of being successful. Sid mentioned about the teleconference call that is organized by IAFP for the chair and vice-chair of all the PDGs to discuss different topics submitted by the individual PDGs. The aim of this conference call is to make everyone aware of the potential overlap between symposia/ webinar topics and to make it easy for individual PDGs to identify what other PDGs are planning to submit. The following topics were proposed by Paula and discussed at the meeting by the members:
 - i. Does the farm use of antimicrobials have the biggest effect on the persistence of antimicrobial resistant pathogens through the food chain?
 - ii. Is the *Campylobacter* increase a result of the *Salmonella* decrease?
 - iii. Why is *S. Enteritidis* the exception to the rule? For everything it seems - very little resistance, high virulence, hard to detect, limited host range.
 - iv. There is still noise in the regulatory world about regulating for some 'strains/serotypes' of *Salmonella* (Hadar, Heidelberg, SE, Typhimurium) - in the grand scheme of things is this realistic?
 - v. Paula and Sid echoed holding a roundtable where a moderator gives a series of scenarios and asks scientists from different sectors/groups how they would approach the problem and why, then have the groups provide a 5 minute rebuttal/critique of each other's plan.
 - d. Dave Gombas and Michelle Smith discussed extensively on the potential impacts of the new FSMA regulations on pre harvest food safety. Dave gave an overview of the new FSMA rules and brief highlights of the discussion they had in their PDG meeting (Fruit and Vegetable Safety and Quality). The application of manure on fresh produce in context of FSMA was discussed by Dave and Michelle at the meeting.
 - e. Jack Guzewich brought up a possible symposium in concert with the Virus/Parasite PDG, in light of the recent Hepatitis A outbreak.

Recommendations to the Executive Board:

1. There were three other PDGs that were held at the same time (1-3 p.m., July 29th) including the Meat and Poultry Safety and Quality PDG, Food Packaging PDG and the Viral and Parasitic Foodborne Disease PDG. A lot of members were joining and leaving the room to attend these PDG meetings depending on their interest. The members acknowledge that organizing the meeting schedule is not an easy job; however, it will be worthwhile to place PDG meetings that have overlap at different times.

Next Meeting Date: August 3, 2014.

Meeting Adjourned: 2:45 p.m.

Chairperson: Siddhartha Thakur.

Retail and Foodservice PDG

Members Present: Sharon Wood (Chair), Gina Nicholson (Vice Chair), Susan Hammons (Student Liaison), Asia AlRaeesi, Michael Ames, Renee Boyer, Vanessa Bussiere, Ken Davenport, Kevin Dixon, Kevin Edwards, Thomas Ford, Veneranda Gapud, Dale Grinstead, Peter Hibbard, Toni Hofer, Marjorie Jones, Terrence Kennedy, Bobby Krishna, Jennifer Lahnouni, Yale Lary, John Marcy, Paul Marra, Jeff Mitchell, Jay Neal, James O'Donnell, Kathleen O'Donnell, Haley Oliver, Muhammad Ihsanullah, Michael Roberson, Todd Rossow, Mary Sandford, Charles Seaman, Amarat Simonne, Caroline Smith DeWaal, Kevin Smith, Gloria Swick-Brown, Ron Wasik, Christina Wilson and John Zimmerman.

New Members: Chris Seeber, Porter Burnett, Phil Crandall, Catherine Payne Feeney, Audrey Kreske, Angela Valadez, Ata (Al) Baroudi, Gerard Ruth, Yuji Kanai, Turonda Crumpler, Katie Das, Sujata Sirsat, Marcus Glassman, Ben Stone, Ashley Eisenbeiser, Brenda Stahl, Sana Hussain, Lee-Ann Jaykus, Dan Pedersen, Hilary Thesmar, Craig Henry, Junehee Kwon, Francie Buck, Henry Yeung, Marian Reyes, Dong Chen, Winnie Lim, Venessa Chandra, Chi-Ching Lee, Han Wen, Pei Liu, Yee Ming Lee, Cameron Adams, Jim Cochonour, Nasandra Wright, Alejandro Ryser, William Shaw, Philip Bronstein, Rick Barney, Merike Seaman and Atef Idriss.

Visitors/Guests: Julie Borders, Antonio Antolin, Roger Mazingo, Saeed Hayek, Tony Flood, Eric Puente and Sarah Klein.

Meeting Called to Order: 3:03 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Gina Nicholson.

Reading of antitrust guidelines for association meetings by Chairperson Sharon Wood at 3:05 p.m., Sunday, July 28, 2013.

WELCOME – Introductions and circulations of rosters

- Discussion of membership vs. attendance – Sharon Wood
- PDG provides the opportunity for open discussion on topics of interest, share your ideas and experiences with others and brainstorm with the group – get your questions answered
- Provides networking with other food safety professional in similar positions
- Attending organized presentations on critical issues pertaining to our industries
- Strategize on continuing to raise the bar on our industry presence in IAFP approved sessions each year

Sharon Wood reviewed the agenda and called for additional agenda items.

Old Business: Adoption of 2012 PDG meeting minutes – motion to accept by Kathleen O'Donnell, was seconded, and all approved.

Use of Google Groups: Bobby Krishna has established a Retail & Foodservice PDG Google Group. You can use the following link to send a message that would go to the entire PDG: retailpdg@googlegroups.com. Bobby gave directions about the new Retail and Foodservice PDG Google Group that everyone can use. He discussed how to sign up and how to use it for our PDG. The Dubai Google Group called "Food Safety Clinic" has provided a forum for food safety conversation between Regulators, Industry and Academia to ask, answer and provide best practices about Food Safety. Bobby also received the 2013 NSF Food Safety Leadership Award for his work in food safety in Dubai.

The new Student Liaison for our PDG, Susan Hammons from Purdue University, was welcomed. She is a Nebraska native and reported on the 2013 Symposia and Roundtables from the Student PDG:

- Careers in Food Science Roundtable
- Food Safety in the Media Symposia

The Retail and Foodservice PDG either sponsored or co-sponsored 8 sessions for the upcoming IAFP. Plan on attending and supporting these sessions! – Reviewed session list and thanked those that contributed to developing and submitting symposia, workshop, technical and roundtable sessions.

Presentations:

Kevin Smith – new retail centric updates from FDA

- FDA has seen an improvement in food safety practices in the Retail/Foodservices setting. But more improvement is still needed.

- Personal Hygiene, cleaning and sanitizing equipment, pathogen control still needs improvements.
- Driving and understanding food safety hazards are important and compliance to the existing standards is still important and is still a challenge for state and local food safety agencies. FDA is working to continue to increase support these agencies through training and standardization. How can each agency be the most effective agency that they can be and how can FDA support this.
- Establishing standards of food safety practices. The FDA Food Code is the best way to provide uniform national standards for the retail/foodservice industry. CFP is the best forum for making changes to the food code and FDA is listening to CFP issues that are brought forward and are accepting these approved issues at a higher percentage rate than ever before.
- Many questions have been asked of FDA by state and local regulatory agencies so that interpretations will be more standardized and will help unify the understanding of the FDA Food Code. Hilary Thesmar – FMI Priorities for retail
- Ashley Eisenbeiser just joined FMI as the Manager of Food Safety and Technical Services.
- *Listeria* prevention and control at retail is a big issue that FMI has been working on. FMI will be involved with the *Listeria* symposia this year at IAFP.
- Produce Safety is also a symposium that FMI will be involved in this year at IAFP.
- Hot Topics for the Retail Food Industry – GMO/ Biotech, Chemical Contaminants, Antibiotics in animal agriculture, food waste at Retail (food safety needs to have a loud voice on this issue), Consumer confidence in food supply, Nanotechnology, Training (what motivates our workers, how do we properly train/educate...what is the right platform for training the new generation).
- CIFOR Guidelines – newest edition is hot off the press for 2013. It is available in PDF for download.

Sarah Klein – CFP issues related to retail for upcoming 2014 CFP

- This is her first IAFP and is glad to be here.
- Sr. Attorney at CSPI.
- She explained what CFP is and how it works. Each council is equally represented by Industry, Regulatory, Academia & Consumer Groups.
- CFP is developing grant/scholarships to be made available to Consumer Groups so that they can send their active members to attend so that this voice will be heard equally at CFP.
- Consumers are definitely aware and concerned about food safety and the food supply.
- Pop culture has provided another avenue for consumers to be aware and concerned about food safety; Food Inc. Barf Blog.
- News Media has also driven the consumer awareness of food safety and the supply chain.
- Social Media awareness has had the biggest impact on consumer concern about food safety practices and the supply chain. Some have been disgruntled employees that have exposed bad food safety pranks for food safety practices at different retail/foodservice outlets.
- Consumers want transparency in the food supply chain. What is in the food that they are eating? Social justice in how the food is prepared/manufactured/ harvested...laborers rights. Food safety transparency and food safety inspection results.

- Consumers are also asking about recall information, data tracking and how this process works.
- Raw Oysters, agri-terrorism.
- Leeann Jaykus – new research on control of food-borne viruses
- The USDA-NIFA Food Virology Collaborative (NoroCORE).
- Purpose is to develop improved methods to facilitate the study of foodborne viruses.
- Need to put our efforts into development of identifying/detecting viruses.
- 62% of HuNoV outbreaks come from restaurants.
- Prevention and control strategies are being researched and developed.
- HuNoV on Hands Research – how many infected people carry the virus on their hands and what was the viral load on their hands when tested? Looked at fecal samples and hand rinse samples.
- Interesting findings is that copper and hydrogen peroxide will reduce the viral load of HuNoV.
- Virus is more resistant to heat than originally thought. Existing heat treatment in dishwashing, sanitation and handwashing water is not going to inactivate the virus.
- LeAnn discussed the viral issues facing the Retail Sector and what NoroCORE is doing.
- Al Boroudi, Cheesecake Factory stated that there is a need to have a symposium and or workshop on HACCP development for the retail/foodservice sector to coordinate with FDA processes that require HACCP plans.
- Food Safety Consortium – Extend Food Safety Training in China. Have great insight about best food safety issues in China that they have developed training around. Need to connect with this group and look at symposia on this. Utilizing “Edutainment”, gaming, apps, YouTube, etc. Atef Idriss & Gina Nicholson Chair – Looking at food safety training techniques/programs from a global perspective.
- Tools for making food safety compliance simple: Outside the box thinking around simple tools to make compliance easier in a fast paced and high stress food preparation environment. This can dovetail on the training tools of edutainment and global best practices. Food Safety Education PDG partner with this.
- GMO and other chemical contaminants Animal Antibiotics – Tony recommended that we could work with pre-harvest PDG – Ken Davenport, Chair – Gina Nicholson and Yale Lary.
- Food Waste...How can food safety get involved? Composting of food and sustainability processes that developed by a different department within industry and the food safety problems that this practice can cause if proper controls are not put into place correctly– Yale Lary, Chair, Hillary Thesmar and Gina Nicholson.

New Business:

Proposed sessions that came from a PDG conference call:

- Food Safety for Large Events.
- Sanitation and Allergen Control.
- Heat Intervention Methods (e.g., steam tenting etc.).
- Preventative Controls Utilized at Retail.
- Environmental Control in a Retail Prepared Foods Operation – Pre-requisites and steps to success.
- Warehouse / Distribution Centers and preventative controls – building a culture and successful execution.
- Recall Management – Strategies and Concepts for building a state of the art process.
- Managing High Risk processes in retail / foodservice operations – The concept of in-house Certification.
- Building food safety / quality awareness in your retail / foodservice operation – how to build upon a solid foundation and drive continuous improvement.
- Supplier Management – How to build a farm to fork food safety continuum in a retail / foodservice business.
- Retail centric session (Roundtable) on how Norovirus is being handled. Best practices. LeAnn Jakus agreed to Chair development of this session.
- HACCP PDG – Voluntary HACCP for retail, how to tighten up your retail HACCP plans – Brenda Saul Chair:
 - Processes that require HACCP – John Marcy, University of Arkansas
 - Verification Assessments of food preparation practices...how to assess the facility to assure that it is
 - Dale Grinstead – Update on Sous Vide and other food processes that require a HACCP plan. Updates from the FDA Food Code
 - Cook / Chill During Sous Vide Cooking and associated Hazards – John Marcy, University of Arkansas stated that this could be combined with HACCP
- Roundtable - PIC/Active Managerial Control Program a Global perspective. What are the expectations of different countries – Bobby Krishna, chair, Gina Nicholson (Vincent Fasone NSF), Kevin Smith, FDA, Nassandra Wright, etc.
- Food Trucks...the newest trend. Many in the food industry belong to companies that are building and utilizing food trucks as an extension of business. Also, many companies are inviting food trucks into their place of business (Entertainment Parks) that are independent operators. Symposia should be developed to discuss best practices, qualifications that independent operators should meet and equipment and design of food trucks. Bob Kramer and Jenny Lahndoudi, Disney World chair.
- Data management – how to utilize the data provided by internal and external auditing for retail/foodservice businesses to drive food safety change and move it forward. Marjorie Jones Chair.

Follow-up webinars from the 2013 IAFP Symposia, Roundtables and Workshops.

Discuss contribution to the *Food Protection Trends* for 2013/2014 issues.

Assignments of leads and exchange of contact information for 2014 session development. Individuals who volunteered to lead committees to develop and submit sessions for 2014 IAFP collected names of those that would like to assist with development.

Brainstorming; How do we move the Retail/Foodservice PDG forward?:

- White papers for best practices for small businesses – Dale Grinstead.
- Identify which PDGs are sponsoring each symposium so that people can follow a specific tract – Christina Wilson CPH.

- Survey IAFP Members about what types of challenges that industry is facing with cleaning and sanitizing specific types of equipment so that we can develop validation procedures, SSOP – Jeff Chemstar Chair, Texas A&M.
- Real life stories that we can allow students to work through as it relates to Food Safety – LeeAnn Jaykus a graduate student agreed with this idea.

Award Presentation:

Our PDG would not be successful without the dedication of our members' time and efforts on its behalf. Attendance at the annual meeting and the PDG meeting, development of symposiums, participation in webinars and conference calls are all done voluntarily and at the expense of our demanding "day-jobs." Ann Marie, Gina and I decided that there needed to be a mechanism to thank our members who have provided sustained, long-term service to our PDG. Hence we are pleased to announce the Retail and Foodservice PDG Distinguished Service Award.

We can think of no finer member who embodies long term voluntary service to our PDG than Dr. Pete Synder. Pete has been with our PDG since its inception and is always at our meetings and conference calls, designing symposia, and promoting restaurant HACCP. He freely has given his time to help not only the PDG, but Pete has been a mentor, colleague and friend to everyone in this room today. Through founding his Hospitality Institute of Technology and Management, Pete has educated thousands in recipe hazard analysis and HACCP control procedures to produce safe food. He also uses this Institute to freely share his monographs, research projects and training materials to ensure safer food for consumers of retail and foodservice establishments.

Please join me in congratulating our first recipient of the Retail and Foodservice PDG's Distinguished Service Award, Dr. O. Pete Snyder.

Meeting Adjourned: 5:05 p.m.

Recommendations to the Executive Board:

1. Identify which PDGs are sponsoring each symposium so that people can follow a specific tract.
2. Develop a mentoring program for student members of IAFP. Connect them with IAFP business professionals that are willing to mentor them through their time in college, career search and as they begin a new career after graduation. NEHA has developed a similar program and it is very successful for Environmental Health Students.

Chairperson: Sharon Wood.

Sanitary Equipment and Facility Design PDG

Members Present: Paul Dix.

Board/Staff Members Present: David Tharp.

New Members: Geoffrey Morell, Peter Slade, Ronald Schmidt, Steven Sims and Zhinong Yan.

Visitors/Guests: Jean Anderson, Kathryn Bennett, Hannah Caputi, Warren Clark, Dan Erickson, Jennifer Frankenberg, Bob Hagberg, Steve Murphy, Allen Saylor, Joe Stout and Henry Yeung.

Meeting Called to Order: 10:58 a.m.

Recording Secretary of Minutes: Paul Dix.

Old Business: None.

New Business:

Reviewed IAFP Antitrust Guidelines.

Elected new officers: Chair – Paul Dix, Co-Chair – Dr. Ron Schmidt.

Drafted a Mission Statement: To serve as a forum for the advancement of hygienic design and construction of food processing equipment and facilities.

Suggested drafting a letter to other food processing equipment groups such as EHEDG, BISSC, SAGE, AMI, GMA-SSG, AIOE, regional dairy equipment review committees, and any other related groups to solicit participation.

Allen Saylor suggested a webinar that includes an international overview of standards related to sanitary design of food equipment.

Last year the 3-A CSP was interested in working on a joint symposium with the Dairy Quality and Safety PDG that will discuss dairy shelf life including issues with:

1. Environment
2. Equipment
3. Operating Conditions
4. Support Systems
5. War Stories
6. Shelf Life Regulations

The group wants to cultivate this symposium idea.

Recommendations to the Executive Board:

1. The group recommends recognition of this group as a PDG with the title "Sanitary Equipment and Facility Design PDG."
2. The group recommends Paul Dix as Chair and Dr. Ron Schmidt as Vice Chair of the new PDG.
3. The group would like the Board to consider not scheduling the new Sanitary Equipment and Facility Design PDG at the same time as the Dairy Quality and Safety PDG, or the Food Hygiene and Sanitation PDG at the 2014 IAFP Conference.
4. The group recommends a Sunday time slot for the new Sanitary Equipment and Facility Design PDG at the 2014 IAFP Conference. This will help launch the new PDG during the greatest attendance.
5. The group recommends the following mission statement: to serve as a forum for the advancement of hygienic design and construction of food processing equipment and facilities.

Next Meeting Date: August 3–6, 2014, Indiana Convention Center, Indianapolis, IN.

Meeting Adjourned: 11:31 a.m.

Chairperson: Paul N. Dix.

Seafood Safety and Quality PDG

Members Present: Barbara Blakistone (Chairperson), Veneranda Gapud (Immediate Past Chairperson), Troy Ayers, David A. Baker, Jinru Chen, Kevin Edwards, Peter Hibbard, Marlene Janes, Douglas Marshall, Naim Montazeri, James O'Donnell III, Salina Parveen, Maria Reyes, Tori Stivers and Lisa Weddig.

Board/Staff Member Present: Alejandro Mazzotta.

New Members: Michelle Lovett (Vice-Chairperson), Christine Aleski, Hyun-Jung Chung, Jiemin Cormier, Ryan Dowdy, David Kingsley, Kristen Matak, George Nakamura, Suresh Pillai, Otto Simmons and Hyun-Gyun Yuk.

Visitors/Guests: Gabriela Gonzalez, Chris Seeber, Myriam Gutierrez, Jennifer Holtzman, Solveig Langsrud and Frank Spiegelhalter.

Meeting Called to Order: 9:00 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Barbara Blakistone.

Old Business: Review of Anti-Trust Guidelines and Approval of 2012 Minutes as written.

New Business:

- Dr. Mazzotta discussed news from the Board, especially newly created PDGs, any interest in holding PDG meetings on Saturday, collaborating with other PDGs for meetings and sessions, and the reformatting of *Food Protection Trends*.
- Members elected Michelle Lovett incoming Vice Chairperson. Kristen Matak agreed to serve after Michelle and Naim Montazeri agreed to follow Kristen.
- Dr. Otto Simmons updated the group on the Norovirus Collaborative based at NCSU.
- Dr. Marlene Janes spoke on her research indicators of fecal contamination, a project funded through the Norovirus Collaborative.
- Dr. David Baker of Global Fresh Foods spoke last about his company's technology using modified atmosphere packaging for extended shelf life of fresh seafood.
- 2014 possible session topics were discussed including food safety hazards of economic fraud, zoonoses and the food safety culture.
- Also discussed were an outreach webinar on norovirus directed at the seafood harvesters and a workshop on Segment II HACCP in cooperation with the new HACCP PDG.

Action Items:

- The Chair awaits approval from Dr. Simmons, Dr. Janes and Dr. Baker so their slides can be sent out to all.
- The Chair will follow up with Kevin Edwards, Doug Marshall, Kristen Matak, and Lisa Weddig on the subjects of economic fraud, anecdotes on the food safety culture as symposia for next year and a specialized topic about aquaculture in cooperation with Water Quality PDG (Kathleen Rajkowski is liaison).

- Action will proceed if the Board approves the webinar described above.
- A Segment II HACCP Workshop was considered for IAFP 2015 in cooperation with the new HACCP PDG. The Chair will discuss with the Working Group of David Baker, Marlene Janes, Doug Marshall, and Lisa Weddig.

Recommendations to the Executive Board:

1. Webinars have historically been limited to PDG members, but in the case of the topic of norovirus, the Seafood PDG in cooperation with IAFP can serve the seafood community through an open webinar on how to prevent transmission of the disease if so approved by the Board. Such a webinar could be offered in English and Spanish.
2. Seafood PDG recommends approval of Michelle Lovett as Vice Chair. Her term should begin immediately.
3. Seafood PDG requests a continuation of the 2-hour meeting period for 2013 and thanks the Board and Staff for providing that time slot in 2013.

Next Meeting Date: August 3, 2014.

Meeting Adjourned: 10:55 a.m.

Chairperson: Barbara Blakistone.

Student PDG

Members Present: Aaron Pleitner, Byron Chaves, Matthew Moore, Alex Brandt, Travis Chapin, Jessica Chen, Ellen Evans, Myriam Gutierrez, Kirsten Hirneisen, Linda Ho, Yen Te Liao, Stephanie Masiello, Emefa Monu, Lorraine Rodriguez-Rivera, Patrick Spanninger, Laura Strawn, Ellen Thomas, Zeynal Topalcengiz, Grace Tung and Elizabeth N. Williams.

Board/Staff Members Present: Don Schaffner, Katie Swanson, Don Zink, Linda Harris, Alejandro Mazzotta, Isabel Walls and Lisa Hovey.

New Members: Morgan Getty, Yaoxin Huang, Mu Ye, Cong Cao, Angela Richard, Eric Moorman, Lee Carella, Ting Chen, Yue Cui, Dong Chen, Wei Chen, Wenqing Xu, Qianwang, Michele Perna, Stephanie Mako, Naim Montazeri, Ruigin Wu, Lily Yang, Mingxia Zang, Diezhang Wu, Benjamin Raymond, Venessa Chandra, Chayapa Techathuvanan, Winnie Lim, Gbenga Adewumi, Louise Agius, Stephanie Barnes, Jonathan Baugher, Apurba Chakraborty, Xi Chen, Ashlina Chin, Vivan Chong, Clarisse Sidbewende Compaore, Marcus Cossi, Julia DeNiro, Ryan Dowdy, Margaret Duckson, Yaohua Feng, Heather Fenn, John Frelka, Rigoberto Garcia-Hernandez, David Grant, Susan Hammons, Analiesel Hannes, Miles Harris, Jessica Heiden, Robert Herrick, Lauren Hudson, Patricia Jaros, Snehal Joshi, Dong-Hyeon Kim, Amanda King, Frederico Lanna, Jason Levy, Yang Liu, Xiaoji Liu, Edyta Margas, Adriana Matheus, Ismail Odetokun, Palak Panchal, Keila Perez, Alma Perez-Mendez, Stephanie Pollard, Angela Rincon, Songsirin Ruengvisesh, Gina Ryan, Sofia Santillana Farakos, Raul Saucedo, Samantha Stewart, Lisa Trimble, Alex Tudor, Audra Wallis, Han Wen, Jing Xie, Ruoyang Xu, Yishan Yang, Zhou Yang, Filiz Yeni, Henry Yeung, Jinhyeok Yim, Jiaojie Zheng and Chao Zhou.

Visitors/Guests: Randy Worobo, Tim Westbrook, Frederic Auvray, Richelle Beverly, David Blomquist, Christine Bruhn, John Bruhn, Andrew Clarke, Michelle Danyluk, Anthony Flood, Kathleen Glass, Stephen Grove, Gordon Hayburn, Abraham Inouye, Lee-Ann Jaykus, Loe Jespersen, Kalmia Kniel, William Lachowsky, Jennifer Lahnoudi, Linda Leake, Alvin Lee, Sean Leighton, Eric Martin, Indaue Mello, Joan Menke-Schaenzler, Mark Moorman, Nenge Njongmeta, Randall Phebus, Chris Seeber, Manan Sharma, Cangliang Shen, Amarat Simonne, Jennifer Shields, Aaron Uesugi, Wendy White, Rachelle Woods, John Luchansky, Elisabetta Lambertini, Bassam Annous, Kiki Wang, Chaoyi Tang, Hongye Wang, Joanna Smyers, Mary Carney, Jack Chen, Arun Shastry, Gary Kramer, Marie Philippe, Peter Slade, Xiaoment Wu, James Gong, Muthu Dharmasena, Mirna Ivanova, Lalani Jayasekara, Aaron Uesugi, Andre Gordon, Rebecca Goulter, Rosnizam Ismail, Abdul Samah and Adrian Sbodio.

Meeting Called to Order: 1:00 p.m., Sunday, July 28, 2013.

Old Business: None.

New Business:

- Novel job/career opportunities arising from new novel technologies (high input sequencing)
- Emerging pathogens, chemical contamination, or hazards haven't seen before, but something new
- Future scientific writing and publication
 - Try to publish manuscript (better for roundtable), for developing student
 - How to write, read, review paper, general presentation (break down)
 - *JFP* editor, how to write paper to get passed for publication
 - How people review proposals (useful to understand the process for research, academia: write for funds)
 - For manuscript and publication, Reviewers communicate with writers, interactive
 - Where are scientific papers going
 - How to make the differences for the world publication, the future scientific publication
 - Changing of funding and manuscripts
- How the student get more involved in student PDG (webinars).
- Collaboration with other PDG, potential translator for webinars (different languages)
 - Subtitle the webinars
 - Translation, certified translator (split the message), official translators (scientific terms)
 - Make students get more involved
- Suggest to the board
- Defer to international PDG
- A live Food Safety Talk through either a webinar or a live podcast.

Recommendations to the Executive Board:

1. Issues have currently arisen with funding support for incoming officers travelling to the meeting. If possible, we would like to suggest having travel support applications for some of our incoming officers for the upcoming year's conference. This would be similar to speaker travel support applications for symposia.

Next Meeting Date: August 3, 2014.

Meeting Adjourned: 1:30 p.m.

Chairperson: Aaron Pleitner.

Viral and Parasitic Foodborne Diseases PDG

Members Present: Stephen Grove, Sarah Markland, Don Zink, Alejandro Amezcua, Jennifer Cannon, Franck Chatigny, Doris D'Souza, Kirsten Hirneisen, Marlene Janes, Tineke Jones, Kalmia Kniel, Benoit Lebeau, Alvin Lee, Fabienne Loisy-Hamon, Naim Montazeri, James O'Donnell, Alma Perez-Mendez, Adrienne Shearer, Diana Stewart, Qing Wang and May Yeow.

Board/Staff Member Present: Don Zink.

New Members: Brian Miller, Otto "Chip" Simmons, Geoffrey Morrell, Beatriz Quinones, Jennifer Holtzman, Sarah Cahill, Joe Meyer, Yaoxin Huang, Lee-Ann Jaykus, Mu Ye, David Kingsley, Precious Heard, QiuHong Wang, Kevin Smith, Elisabetta Lambertini, Dave Alberty, Dan Pedersen, Chi-Ching Lee, Atin Datta, Polly Courtney and Allen Saylor.

Visitors/Guests: Analiesel Hannes, Jennifer Shields, Grace Tung, Kelly Probasco, Blanca Escudero-Abarca, Saeed Hayek, Erol Gazi Hisoglu, Yüwei Hu, Julie Borders, Vanessa Chandra, Gregory Pluime, Snehal Joshi, Joanne Ruebl, David Luedeke and Janet Zhang.

Meeting Called to Order: 1:03 p.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: David Kingsley.

Welcome and Introductions:

Stephen Grove, PDG Chair; Marlene Janes, outgoing PDG Chair; and all attendees present.

Report from IAFFP Executive Board: Don Zink reported a record IAFFP attendance with 2700+ registrants and 3 new PDGs holding organizational meetings. PDGs are strongly recommended to partner with other PDGs on symposium proposals, and to ensure those proposals are detailed and show timely impact.

Old Business: The 2012 PDG meeting minutes were approved with no changes, and responses to the Executive Board recommendations were briefly discussed.

New Business: Tracy Duvernoy, FDA-CORE, gave an update on recent viral and parasitic foodborne disease outbreaks. Since January 2012, 33 outbreaks have been investigated by FDA, and of those one norovirus outbreak was recorded, involving the consumption of contaminated raw oysters imported from Canada and consumed in California.

An ongoing hepatitis A outbreak has been linked to consumption of an antioxidant frozen berry mix containing pomegranate seeds. To date, 153 people have been confirmed ill, with 66 hospitalized, and hepatitis A virus genotype 1b has been isolated from clinical samples. To date, no food samples have tested positive. The source of the outbreak has been epidemiologically linked to pomegranate seeds imported from Turkey, and two import alerts on the importing company have been initiated by FDA. The group discussed the heavy handling and large volumes of water involved in extracting seeds from pomegranates as two possible routes of contamination in this outbreak. The issue of viral contamination in imported foods, and particularly berries, may be an interesting topic for a symposium next year.

An ongoing *Cyclospora* multistate outbreak has caused 321 cases, and suspected to be linked to contaminated fresh produce. This is the first *Cyclospora* outbreak recorded by FDA in several years. The investigation is ongoing, and the PDG members were encouraged to check the FDA Web site for future updates.

Lee-Ann Jaykus, North Carolina State University, presented an update on the USDA-NIFA NoroCORE project. The major initiatives of the project include work to develop cultivation methods for norovirus; investigate common and emerging surrogates, and to develop an education and extension program focused on enteric viruses.

The difficulties in choosing an appropriate surrogate were discussed; the range in responses to various treatments of candidate surrogates means that an ideal norovirus surrogate to be used in a variety of situations may not exist. The lack of suitable diagnostic tools for commercial use in the U.S. is a challenge, and the difficulties of detecting viruses in foods have led to an interest in swabbing food contact surfaces for viruses instead.

Risk models based on vomiting events are under development, and control measures based on novel food processing methods and hand sanitizers are under investigation. A huge part of the project focusses on extension and outreach; with graduate programs for a minor in food virology under development, and fellowships available for graduate and undergraduate interns. A literature database has also been developed and available on the NoroCORE Web site.

A call for volunteers for the vacant Vice-Chair position in the PDG was made. David Kingsley, USDA-ARS, was the single volunteer, and elected to the position by the PDG.

Virus- and parasite-related presentations at IAFP 2013 were highlighted in a list prepared by Sarah Markland, PDG Student Liaison, and distributed to the group. The PDG-sponsored symposium on NoroCORE was outlined, and members were encouraged to attend.

The group discussed ideas for the 2014 Annual Meeting program, including the following:

- The challenges of using norovirus surrogates in research (Gary Richards). Difficulties in validating surrogates; pros & cons of volunteer studies; where do we go from here?
- Hepatitis A virus in berries, sundried tomatoes and other produce (Nigel Cook, David Kingsley and Stephen Grove). Lessons learned from recent large and widespread European and U.S. outbreaks; EU methods for detection; impact of globalization of food supply; should discuss with Communicable FBD PDG for collaboration.
- Update on Toxoplasma (Nathan Bauer). Survey data from pork, lamb and horse meat; occurrence in free-range animals
- Advances in norovirus detection (Alvin Lee). What is the effect of inactivation technologies on detection? Do processing interventions improve or hinder our ability to detect viruses in foods, and how might this impact the food industry?
- Exotic & emerging foodborne disease issues (David Kingsley). Updates in our knowledge of Aichi virus, hepatitis E virus, and other emerging foodborne diseases. Zoonotic norovirus – is there a concern? Detection of 'orphan viruses' in fecal samples, and microbiome characterization.

These topics will be discussed in upcoming conference calls, and potential speakers identified. The group will decide if any topics are better suited for a webinar.

Recommendations to the Executive Board:

1. David Kingsley was recommended for position of Vice Chair.

Next Meeting Date: August 2, 2014, at IAFP 2014, Indiana Convention Center, Indianapolis, IN.

Meeting Adjourned: 2:50 p.m.

Chairperson: Stephen Grove.

Water Safety and Quality PDG

Members Present: Susan K. McKnight (outgoing Chairperson), Louise Fielding, Kathleen Glass, Peter Kennedy, Marilyn Lee, Douglas Marshall, Joseph Odumeru, Otto Simmons III, Ron Wasik, Dorothy Wrigley and Charles Young.

Board/Staff Member Present: Alejandro Mazzotta.

New Members: Joe Heidenreich, David Grant, Sharan Lanini, Yifan Zhang and Bill Lachowsky.

Visitors/Guests: Jennifer Shields, Rachel McEgan and Kaiping Deng.

Meeting Called to Order: 8:05 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Louise Fielding.

Old Business:

1. Reviewed 2012 meeting minutes. Noted that Dorothy Wright should read Wrigley.
2. Discussed the webinar (August 2012 (Airline Water Regulations, EPA/FDA).

New Business:

1. Nomination of vice-chair – Louise Fielding, Cardiff Metropolitan University.
2. Marilyn Lee requested volunteers to assist in completing the review of "Procedures to Investigate Waterborne Illness." Authors are needed for the chapter regarding the role of water used in food (irrigation and misting of produce) as well as reviewing already modified chapters.
3. Chip Simmons updated PDG members with the activities of the NoroCORE project.
4. Kathy Glass updated PDG members regarding upcoming meetings on water quality and food safety, scheduled for 19th September. Additionally, there will be a webinar by Simon Toze (CSIRO) at the Wisconsin Centre for Sustainability and the Global Environment. This will be archived and available for download from the University of Wisconsin Web site.
5. Chip Simmons proposed that we should talk with the Produce PDG about agriculture and food production – pre-harvest irrigation and post-harvest processing of produce and the role of water.
6. Topic ideas to be developed for next year for symposium or roundtable for IAFP 2014, or for webinars during the year:
 - a. Global water standards – practical applications, implications for global trade (potentially a short symposium, Susan McKnight, David Grant and Joseph Odumeru).

- b. Resource Extraction – the tension between ensuring adequate resources (including energy and water) and the impact of this on water safety and quality. This can be further split into: Mother Nature (extreme weather, areas under permanent water stress – webinar?); the Food Industry (and its self-destruction); energy and water (Louise Fielding, Dorothy Wrigley and David Grant).
- c. Water and food defense (Peter Kennedy, Chuck Young and Bill Lachowsky).

- Manage the sharing and vetting of electronic training materials and resources for members (to replace the functionality of the media library).
- A Web site that becomes a destination for food safety information directed at members and the happenings of IAFP members.
- An internship program to support the above activities as well as train students in information and new media skills.

Recommendations to the Executive Board:

1. Approve the nomination of Louise Fielding as new Vice Chair.
2. Consider the use of online tools such as Dropbox or Google Drive as an alternative to iCloud for the storage of documents for easy access by members.

Next Meeting Date: IAFP 2014, August 3-6, Indianapolis. IN.

Meeting Adjourned: 9.45 a.m.

Chairperson: Louise Fielding (for Wendy Maduff).

TASK FORCE

New Media

Members Present: Ben Chapman (Chair), Brian Sauders (Vice Chair), Alex Castillo, Gary Acuff and Deon Mahoney.

Board/Staff Members Present: Don Schaffner and Lisa Hovey.

New Members: Renee Boyer.

Visitors/Guests: Jennifer Acuff.

Meeting Called to Order: 8:33 a.m., Sunday, July 28, 2013.

Recording Secretary of Minutes: Ben Chapman.

Old Business: Reviewed January 11 call notes.

New Business: Chapman introduced himself and reviewed that the goal of the task force was to create a two-fold strategy for IAFP related to new media: (1) to increase IAFP's profile as a player in social media networks, including Facebook and Twitter and (2) to enhance the online interaction/sharing of materials for the IAFP membership.

Other members and visitors were invited to introduce themselves and the group welcomed three new members and a guest (although the double meaning of *new media* with a group of food microbiologists may have confused some of the guests).

The meeting had a short agenda of new business with only two points for discussion:

- Expand strategy points discussed in Jan. 12 call
- Craft recommendations to the board on next steps

A quick discussion of reconfirming the task force's wish list took place, with the following bullets as a summary:

- Establish an engaging presence on Facebook and Twitter with multiple posts per day related to IAFP's mission. These posts/links should be scientific of nature and refer readers to *JFP/FPT* and other IAFP publications.

The task force assumed that the IAFP Annual Meeting smart phone app was in scope for the strategy. Additional work could be carried out on the meeting app to make it useful and usable throughout the year. Additions included access to membership directory, IAFP report and *FPT/JFP* papers. Noted was that the app should be built to access information from a server, as opposed to all the material be downloaded locally to the phone. It was also suggested that additional functionality should focus on making being a portal for current IAFP Web site (to make it mobile-friendly).

To effectively employ the task force's wish list, it was suggested that the group asks the board to hire a new IAFP staff member to work on new media as a focus. Competencies/criteria should include:

- Active participant in social media already
- Good communication skills
- Food safety/public health background, maybe not necessarily food safety/interest in public health. But enough information to not need approval to post (no filter between this individual and the public)
- Initiative/self motivated
- Geography does not matter
- Needs to have a sense of international food safety issues
- Most importantly they must be engaging and have a face/name (not posting just about IAFP on Twitter, but also be able to demonstrate that they are a real person)

Tasks:

- Create content for IAFP Web site
- Manage information sharing
- Facilitate discussion online that promotes the IAFP mandate
- Inject discussion about IAFP members, members outputs and happenings into online media (Facebook, Social Media, Wikipedia, YouTube)

Discussion about:

- New Staff Person: .75 FTE on new media. Other .25 FTE could be filled with IAFP website maintenance, facilitating the IAFP report and possibly editing abstracts for annual meeting and European symposia.

The task force discussed that geographic location of this person may not be in Des Moines and that the search be conducted with this in mind. We discussed compensation and decided that we would ask the board whether Lisa Hovey could investigate what a competitive wage would be. A target date for this hire would be Jan. 1, 2014 and we should seek a commitment of 4 years of staff funding and then reevaluate it.

Gary Acuff suggested that the former AV library function be shifted to create an online members forum where members would post materials for other members (training videos, education modules, sample documents) that would be managed by the individual who would handle social media duties.

We also had a discussion about reaching out to IAFP membership in order to assess what their thoughts, needs and preferences were associated with new media activities, but agreed that this would be a task that the staff member would drive when they start (and that a survey should not be a bottleneck to this strategy to move forward).

Concluding the meeting, we discussed creating an internship program, potentially from foundation funds, to support this staff member as well as develop skill sets within our student membership. It was suggested that the first internship occur in summer 2014, and be paid a stipend of \$5000 + travel costs and would reside in the IAFP office. In 2015 there would be three interns per year (each for 4 month periods). This intern would search out and develop content to support new media activities (such as scanning the new literature, connecting *JFPI/FPT* papers to current news stories/events and creating messaging for Twitter, Facebook and YouTube).

Recommendations to the Executive Board:

1. The New Media Task Force recommends that IAFP hire a staff member to manage new media tasks. This individual needs to have food safety/public health expertise as well as communication skills and is already integrating social media into their lifestyle.
2. The New Media Task Force recommends that this staff member dedicate .75 FTE to establishing an engaging social media presence, managing the members' materials sharing forum and managing the internship program. The additional .25 FTE could be used to offset current IAFP staff responsibilities in Web site management and IAFP report facilitation.

We also ask that the Board commit to four years of resources (salary, hardware/software and travel to annual meeting) for this position.

3. The New Media Task Force recommends that Lisa Hovey investigate competitive wages for this individual and report back to the Board.
4. The New Media Task Force recommends that the new IAFP staff member work with the IAFP smartphone app developer to enhance the utility of the Annual Meeting throughout the year. Updates should include mobile-friendly access to the IAFP Web site, membership directory, IAFP report and HTML5 content (instead of Flash) for iOS users.
5. The New Media Task Force recommends that the Board establish a new media internship program (beginning in 2014) and approach the IAFP foundation to support stipends and travel.
6. The New Media Task Force recommends that IAFP staff work with their website provider to establish the members' only materials sharing forum as a replacement for the AV Library.
7. The New Media Task Force recommends that the task force remain in place until at least the end of the four year commitment and serve as an advisory group to the new media staff member as well as interns.

Next Meeting Date: TBD based on response from the Board.

Meeting Adjourned: 9:53 a.m.

Chairperson: Benjamin Chapman.

AFFILIATE COUNCIL MINUTES

IAFP 2013 – Sunday, July 28
Charlotte, North Carolina

Affiliate Delegates Present:

North America:

Alabama	Thomas McCaskey
Capital Area	Jenny Scott
Carolinas	Ben Chapman
Chinese-North America	Zhinong Yan
Florida	Peter Hibbard
Georgia	Tori Stivers
Indiana	Katie Clayton
Missouri	Paul Taylor
New Jersey	Don Schaffner
New York	Steve Murphy
Ohio	Christina Ritchey Wilson
Pennsylvania	Janice Bowermaster
Southern California	Turonda Crumpler
Texas	Brian Miller
Washington	Karen Killinger
Wisconsin	Michael Schoenherr

International:

Africa	Charles Muyanja
Australia	Sandy Hume
Brazil	Maria Teresa Destro
Korea	Jeeyoun Chong
Mexico	Montserrat Hernandez Iturriaga
New Zealand	Roger Cook
Taiwan	Lee-Yan Sheen
United Arab Emirates	Bobby Krishna
United Kingdom	David Lloyd

IAFP Board/Staff Members Present: Katie Swanson, Alejandro Mazzotta, Don Zink, Don Shaffner, Isabel Walls, David Tharp, Lisa Hovey and Susan Smith.

Visitors/Guests Present: Linda Harris, IAFP incoming Secretary; Ian Jensen, Australia; Jeyam Subbiah, Nebraska; Nenge Njongmeta, Africa; Michael Roberson, Florida; Michelle Danyluk, Florida; Eric Martin, Florida; Mariza Landgraf, Brazil; Li Maria Ma, Chinese-North America; Wendy White, Georgia; Gloria Swick-Brown, Ohio; Fritz Buss, Wisconsin; Helen Taylor, UK; Guodong Zhang, Chinese-North America; and Asya Aldulwahab, UAE.

Recording Secretary of Minutes: Tong-Jen Fu.

Call to Order: The meeting was called to order at 7:04 a.m., Sunday, July 28, 2013 by Chairperson Tori Stivers. The agenda was approved without addition/changes (so moved and seconded). Susan Smith called the roll.

Change of the minutes: Minutes from the 2012 Affiliate Council meeting were amended with the addition of Jenny Scott, Capital Association for Food Protection, to the list of "Affiliates Present."

Approval of 2012 Minutes: The amended minutes were then approved and seconded.

Report from Affiliate Chairperson Tori Stivers:

1. Glad to see IAFP Affiliate has grown over the years and appreciated the opportunity to serve as the chairperson of the Affiliate Council
2. Mentioned the changes regarding annual reports. A new format for submitting annual report was developed in 2013 simplifying the preparation of the report. Would like to hear feedback from the delegates regarding the new reporting format.
3. Reminded the delegates regarding the requirements as IAFP Affiliates:
 - a. Affiliate Presidents and Delegates are required to be IAFP members
 - b. Submission of annual report
 - c. Meet annually or at least once within a period of two years
 - d. Conduct affiliate affairs in accordance with the Constitution and Bylaws of IAFP
4. Acknowledged Gloria Swick-Brown as the Affiliate Council Past Chair and as a recipient of the 2013 IAFP Honorary Life Membership Award.
5. Acknowledged the Carolinas Affiliate and Ben Chapman for leading the Local Arrangement Committee efforts for this years' IAFP Annual Meeting and for their hospitality.

Report from IAFP President: Katie Swanson welcomed the delegates and guests and made the following remarks:

1. The attendance at IAFP 2013 reached a record number with more than 2,800 attendees registered prior to the opening of the meeting. The attendance for IAFP 2012 was 2,540.
2. Affiliate Council members of the Board provide the voice of the members which is vital to the organization. Affiliates represent the ground troops to make sure food safety gets implemented at the local level.
3. Thanks for all you do as delegates and do not hesitate to volunteer to serve as a Board liaison. We need the input.
4. Thanked Tori for her work and leadership as Chairperson of the Affiliate Council.
5. It's good idea to bring board members to speak at your meeting. The board will pay the Board Member's travel to and from the meeting, and the affiliate pays for local costs. It is a great way to add technical content to your program and perhaps illustrate the benefits of joining IAFP.
6. IAFP signed an MOU with international organizations, like FAO. FAO would like to work with IAFP to provide expert to help with training in developing regions such as Africa. We are also working with other regions trying to grow our affiliates around the world.
7. We need State and local departments of health and agriculture regulator input at the ground level because their perspectives are vital to food safety effort. We are providing travel funds to have select representatives to travel to IAFP.

8. The Foundation also added travel funds for a scientist from a developing region because we need to connect to the developing region.
9. David Golden is retiring as editor of *Food Protection Trends* and Kathy Cutter will be taking over those duties. If you have anything in your regions to communicate in print, please submit articles to *FPT*. This not only increases the visibility of your work but also allows other to learn about your regions.
10. IAFP had many international meetings in France, Peru, China and Dubai. We are hoping to add three Latin American Affiliates.
11. The Taiwan Affiliate is organizing the 3rd Asia Pacific International Food Safety Conference to be held in Taipei, Taiwan, Oct. 29 – Nov. 1, 2013.

Report from IAFP Executive Director: David Tharp welcomed the Delegates to Charlotte and acknowledged the work that the Affiliates have accomplished in promoting food safety and the IAFP. He reiterated the availability of the speaker program and encouraged the Affiliates to utilize this resource. IAFP will try to accommodate the requests for speakers.

David commented that it is exciting to see the continuing growth of IAFP internationally. Financially, IAFP is doing well and since last year, it has over \$1 million in the general fund. This year's Annual Meeting is a success and will exceed past attendance records.

Report from IAFP Staff Liaison Staff: Susan Smith reported the following:

We have 50 affiliates currently and of these 50 affiliates, we had 42 (84%) submit Annual Reports to IAFP. If you wish to be considered for awards, please ship bound copies. Review each section carefully and make sure Affiliate Presidents and Delegates are IAFP Members. More detailed and elaborate reports are typically submitted by award-winning Affiliates. If your affiliate has a new website, please let Susan know so she can add that to IAFP's website. Please put Affiliate meeting information on the website. Susan regularly visits Affiliate websites to find meeting information. Let Susan know if you would like IAFP materials to be sent for your meetings. Take advantage of the Executive Board Speaker Program. For the *Affiliate View*, Susan encouraged Affiliates to submit summaries of their meetings with good quality photos and website info. If you are interested in being highlighted in the *Biobrief* column of *Affiliate View*, please let Susan know. This is a great chance to brag about your Affiliate's accomplishments and successes.

Roundtable Discussions: Twenty minutes were devoted to roundtable discussions. Suggested topics included: (1) how to attract new members, retain current members and find officers to serve; (2) speakers, program responsibilities, and budget for meetings; and (3) recordkeeping including Annual Reports to IAFP, affiliate award application, member lists, and tax reporting. One person from each table briefly relayed their group's discussion to the entire gathering, as summarized below:

Peter Hibbard:

Ways to attract new members include hosting an annual meeting, utilizing large company contacts, and reaching out to universities with food safety programs. To retain current members, Affiliates can consider hosting fun and engaged annual meetings and luncheons (half time with lunch

included) with topics to share. Have a core group of directors/ members to draw from as officers and utilize students and collaborate with them and their universities. To encourage participations at Affiliate-sponsored meetings, a survey of meeting attendees can be conducted to determine the topics of interest for the next meeting. Emails can be sent to other groups and individuals that might not have been involved in the past to capture their feedback. Incoming president has responsibility to organize and drive next year's annual meetings. Have bylaws developed to support who is in charge of meeting programs. With respect to budget, the registration fee needs to cover cost of meeting. Need to engage corporate sponsors and have exhibitors at annual meetings. Regarding the feedback of the reporting process, the group feels the new format is more structured and easier to use, and everyone has a positive view on this.

David Lloyd:

Having annual meetings is important for attracting new members. Corporate members play an important in attracting people. Student involvements are also important. Some attendees would like to have a certificate indicating their participations at affiliate meetings. [David Tharp noted every state has its own rules about providing certificate of continuing education credit for attending affiliate meetings. IAFP does provide such certificates to meeting participants if requested.] To retain members, it is good to have a successor planning especially for the older affiliates. Get local food sponsors to support your meetings. The UK has had speakers from across four countries. Next year, they would like to target US speakers. For meeting programs, it is important to have a group of people (e.g., organizing committee) across several organizations involved in the planning. It is good to have surveys conducted after meetings.

Li Maria Ma:

To attract student members, Affiliates can establish student committees. Professors can bring students to attend the Affiliate meetings. Make IAFP more visible to college students majoring in Food Science. Suggest putting IAFP meeting program on the web so others outside can view.

Ian Jensen:

One way to attract new student members is to visit universities, and invite students to attend the Affiliate's annual meeting to present their work. Such experience provides a good record of achievement on their CV/resume. Another way to attract new members is to invite colleagues and professional contacts to attend Affiliate meetings. Membership fees for new members cover an extended time including the remaining time of the year plus a full next year.

Isabel Walls:

One way to retain members is to offer workshops and educational programs. Good to use IAFP webinars but need subtitles in local languages or translated. Consider time zones so people outside of US can participant at reasonable time. Existing webinars can be translated to other languages. This translation effort can be achieved by utilizing international students. In return, IAFP can sponsor the students' travel to attend IAFP Annual Meeting. Financial support for this translation effort can also include collecting funds from universities, membership dues, industry donation, or partnership with other associations.

Michael Schoenherr:

Have Affiliate meetings scheduled for daytime and evening hours to allow people with different schedules to attend. Depending on states, it is hard to attract regulatory or industry members to participate at meeting. However, providing CEUs to sanitarians for participating at Affiliate meetings has been a positive item. Use IAFP webinars to reach out to the industry and in the meantime draw their interests to the Affiliates. Organizing workshops or meetings takes time, having one to three workshops per year seems to be a good number. Regarding tax reporting, it is a complicated process, Florida Association for Food Protection (FAFP) hired a consultant from H&R Block to help with this process, and the effort is still ongoing.

Follow-up discussions:

Bylaws: Eric Martin mentioned the process of developing their bylaws. He invited anyone who is interested to visit their website and take a look at their bylaws. Other Affiliates are welcome to adopt FAFP's bylaws. Susan Smith reminded the delegates that affiliates must comply with IAFP bylaws. But Affiliates bylaws can be adapted to meet their respective needs.

Webinars: Tori suggested that Affiliates utilize IAFP webinars as a resource for their local meetings. The New Zealand Affiliate held a workshop using a recorded IAFP webinar, but felt that it is different from the live one where questions can be asked. It was suggested that future webinars consider the time zones so that international Affiliates can participate live. Suggestions were also made to have the IAFP webinars in different languages. Bobby Krishna suggested that webinars can be broadcast as a Podcast. Don Zink mentioned that the FDA has the capacity to provide webinars, if affiliates would like to invite FDA subject experts to speak. Since the AV library no longer exists, Delegates also discussed how to best organize, preserve and promote the recorded webinars. A new Media Task Force is under force to replace the AV library. This may include webinar-related initiatives

Election of Affiliate Council Secretary: Tori announced that Turonda Crumpler agreed to stand for nomination as the 2013-2014 Affiliate Council Secretary. Turonda provided a brief summary of her professional experience, accomplishments and hobbies. She thanked the delegates for the nomination. Tori asked for any nominations from the floor. Having no other nominations, it was moved and seconded to elect Turonda, who was voted by acclamation.

Presentation of the Affiliate Awards: Tori Stivers highlighted the achievements of the award winners and presented the 2013 Affiliate Awards to the following:

Affiliate Membership Achievement – British Columbia Food Protection Association

Affiliate Communication Materials – British Columbia Food Protection Association

Affiliate Member Education – Taiwan Association for Food Protection Association

Best Affiliate Overall Meeting – Florida Association for Food Protection

Florida also won the C. B. Shogren Memorial, which will be presented at the Awards Banquet on July 31, 2013.

New Business: Stephanie Olmsted, a long time Washington State Delegate, has moved to Northern California.

Affiliate Reports: Delegates/representatives who did not need to leave for other meetings gave two-minute oral summaries of their respective Affiliate's activities in 2012, including the number of active members, the number of general membership meeting hosted, biggest challenges, and biggest successes.

Final Comments: Isabel Walls provided a short report on the various activities associated with the global food safety capacity building efforts. The Affiliates can help with providing subject matter experts in assisting the training efforts. She suggested that if individuals are interested in learning about or helping with these activities, please contact her at Isabel.walls@osec.usda.gov.

Recommendations to Executive Board:

1. Offer subtitles to the webinars in various languages, depending on relevancy to ethnic groups. Webinars can be broadcast as a Podcast.
2. IAFP meeting announcement to include the day of the Welcome Reception (typically a Saturday). This is to allow the IAFP participants to get the approval from their government employers to arrive in time to attend the committee meetings the following day.
3. Consider ways to use the recorded webinars as a money-making activity for IAFP (e.g., access to the webinars tied in with IAFP membership)
4. Abstracts not approved by the program committee may be considered for other meetings. Will such info be included in the IAFP rejection letters to the authors?

Passing of Gavel: Chairperson Tori Stivers passed the gavel to Tong-Jen Fu, signifying the beginning of TJ's term as Affiliate Council Chair.

Next Meeting Date: 7:00 a.m., Sunday, August 3, 2014.

Meeting Adjourned: 10:06 a.m.

Chairperson: Tori Stivers.