

Recommendations to Executive Board as Taken from Committee Minutes of Meetings Held in Milwaukee, Wisconsin

Executive Board Response as Discussed by the Executive Board

STANDING COMMITTEES

Food Protection Trends Management Committee

Recommendations to the Executive Board:

1. Board to reappoint Pat Rule to replace Susan McKnight and serve on the committee through 7/27/2013.
Board Response: Agree
2. Board to appoint Richelle Beverly as Vice Chair of *FPT* Management committee effective immediately.
Board Response: Agree
3. Board to reappoint David Golden as Scientific Editor.
Board Response: Agree
4. Board to keep *FPT* management meeting in its current slot (2:00 p.m. – 4:00 p.m., Sunday afternoon) and for the current length of two hours.
Board Response: Agree
5. Board to add tag line on committee meeting schedule summary sheet stating that each committee and PDG meeting is open to all to attend.
Board Response: Increased efforts will be undertaken.

Journal of Food Protection Management Committee

Recommendations to the Executive Board:

1. The Committee recommends that when the Strategic Plan is completed, it be made available to the entire IAFP membership.
Board Response: Publication of the strategic plan will take place in a coming issue of *Food Protection Trends*.

Program Committee Meeting

Recommendations to the Executive Board: None.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

Recommendations to the Executive Board:

Background. Since the inception of 3-A Sanitary Standards, IAFP has been a key partner in this important food equipment standards development body. In fact, an IAFP precursor organization (the International Association of Milk and Dairy Inspectors) was one of the three original associations of 3-A, along with associations representing dairy equipment manufacturers and dairy processors. 3-A standards have also been developed for egg products and pharmaceutical equipment (P3-A).

The IAFP committee, currently named the 3-A Committee on Sanitary Procedures (CSP), has solidified the IAFP/3-A partnership, through active participation of CSP members in the development of 3-A Sanitary Standards and Practices. In addition, CSP members serve in leadership roles in the 3-A Steering Committee and Interpretations Committee. Through its partnership with 3-A, IAFP also has a bridge with the European food equipment standards community through collaboration of 3-A and European Hygienic Engineering Design Group (EHEDG). With the reorganization of 3-A and formation of 3-A Sanitary

Standards, Inc. (3-A SSI), IAFP became a founding member, is represented on the 3-A SSI Board of Directors by two IAFP members, and the 3-A CSP was affirmed as an IAFP committee.

The primary role of CSP has been its involvement in the 3-A standards development process and its primary membership base has been state dairy regulatory sanitarians. However, CSP has also served as an active committee of IAFP through development of symposia and workshops and through collaborative projects with the Dairy Quality and Safety PDG. The CSP has evolved into IAFP's leading group in sanitary design, an important area of food protection and sanitation. With depth in sanitary engineering principles, CSP programs at IAFP meetings have been well attended and have had a broader interest to IAFP members at large from a variety of disciplines. Sanitary design has had increased interest in recent years with concerns for cross contamination from allergen residues in poorly cleaned and poorly designed food processing equipment, as well as recent food safety initiatives in the regulatory and industrial communities.

The discipline and/or focus and activities of CSP have traditionally been in sanitary design. However, the committee name does not adequately reflect the depth of involvement in this discipline. This has created some confusion among IAFP members regarding the committee's role and some possible overlap with Professional Development Groups (PDGs), which deal with more general sanitation issues.

1. Change the name of the committee to Sanitary Equipment and Facility Design Committee to more adequately reflect its focus and activities within IAFP.
Board Response: The request for a name change is recognized and will be discussed with the 3-A Sanitary Standards organization.
2. Form a 3-A subgroup of the Sanitary Equipment and Facility Design Committee to allow for continued and enhanced involvement in the 3-A standards development process, and representation in 3-A leadership.
Board Response: The alternative structure for this Committee will be investigated further.
3. Critically evaluate the current relationships between 3-A and IAFP, with the objective of enhancing future growth and development of both organizations.
Board Response: Agree. This fits together with recommendation #1 and #2.

Audiovisual Library Committee

Recommendations to the Executive Board:

Board Note: due to discontinuance of funding through the IAFP Foundation, the Audiovisual Library Committee will disband.

1. To develop through LexisNexis, an internet sourcing company (Tom Sizer, product manager at 937.865.1163) information that would be available to all members for training, education, research and the scope of IAFP.
Board Response: Task Force involving the Food Safety Education PDG will be convened to study alternative educational opportunities.
2. To digitize the top 14 requested audiovisual library material and save to the above proposed internet sourcing company link on our IAFP home page.
Board Response: Copyright issues must be considered before undertaking this effort.
3. To donate the remaining audiovisual material in outdated formats of presentation to a charitable cause.
Board Response: Tapes could be distributed to current users.

4. To propose a name change of the committee to reflect a change in the technology of audiovisual with electronic Internet, such as eTELL (electronic teaching, education, lending library) or eVALL (Electronic Vision Audio Lending Library).
Board Response: Task Force from #1 above can study this issue.
5. To request the other committee meetings, Professional Development Groups and speakers to post developed media presentations to be posted on the proposed Internet link on the IAFP home page.
Board Response: Task Force from #1 above can study this issue.

Committee on Control of Foodborne Illness

Recommendations to the Board:

1. Recommend the CCFI discuss further with the Board ways of marketing the procedures booklet and create a joint task force to explore ways of doing this. Strategies include: workshops, courses, downloadable app on phones, pod-casts, etc., table-top exercises. Also an international component – contacts to other countries – Springer might be willing to provide complimentary copies for distribution to members in selected developing countries (Foundation may be willing to co-sponsor this). These also should be at all the international meetings that IAFP holds. We could encourage professors to have students buy these for their food safety courses, along with the 11 bundled papers “Outbreaks where food workers have been implicated in the spread of foodborne disease.”
Board Response: The Board will establish a Task Force consisting of a couple of CCFI Committee Members and a couple of Board Members. In consultation with Springer Publications the Task Force will recommend a plan on how to best proceed.
2. Recommend the Board to clarify ownership of joint IAFP/CDC (and other organization) manuals such as *Waterborne Procedures* and the updated *Disease Transmitted by Foods* (3rd edition).
Board Response: The *Procedures to Investigate Waterborne Illness* booklet is copyrighted by IAFP as is the *Procedures to Investigate Foodborne Illness* booklet. IAFP does not own copyright to the *Disease Transmitted by Foods* publication. An Internet search shows the 2nd edition (1982) was provided through the United States Department of Health and Human Services, Centers for Disease Control.
3. Since there is a great demand for the booklet use, recommend to the Board clarify who develops and teaches the *Procedures* booklets as a training and marketing tool for IAFP (suggestion that one or more members develop courses for free but the actual training could be based on a fee basis). Courses could be developed in collaboration with groups, e.g., International Food Protection Training Institute, NEHA.
Board Response: Similar to #1 above, the Board will establish a Task Force to develop a plan on how to best proceed. Members from the Food Safety Education PDG should be included.
4. Recommend that IAFP support translation of the 6th edition in other languages, e.g., Spanish, Chinese, Korean, and in this way IAFP remains in control.
Board Response: The Board endorses this effort and recommends CCFI to develop a proposal with funding requirements to request a grant from the IAFP Foundation to undertake this effort. All translations of the *Procedures to Investigate Foodborne Illness* must be coordinated through the IAFP office and Springer Publications.
5. Recommend that a media PDG be considered (or a part of an existing PDG) to work with Committees to use communication technologies.
Board Response: The Board recommends consulting with the Food Safety Education PDG to see what is possible.

Constitution and Bylaws Committee

Recommendations to the Executive Board: None.

Foundation Committee

Recommendations to the Executive Board:

1. Recommend the Board to accept the updated Policy on Foundation Investments.
Board Response: Agree
2. The Foundation Committee does not support the AV

library in its current state. The Committee recommends that the Board appoint a committee to investigate options and determine the best means to disseminate education information and remote/distance training.

Board Response: The Board agrees with the Foundation Committee to discontinue support of the Audiovisual Library. Members from the Food Safety Education PDG and the Audiovisual Library will study alternatives.

3. The committee advocates increased financial support of programs (AV library refresh, scholarships, etc.) with the approval and direction of the Board such that it supports and ties in with the new strategy.
Board Response: Agree. The Board will suggest possible programs for the Foundation to support.

Membership Committee

Recommendations to the Executive Board:

1. Provide Committee with all existing membership demographic data for review, analysis.
Board Response: Staff will coordinate with the Board on information to collect from Members and provide the demographics for the Committee to study.
2. Provide a copy of the IAFP Strategic Plan for review and Committee implementation.
Board Response: The IAFP Strategic Plan will be published in an upcoming issue of *Food Protection Trends*.

Nominating Committee

Recommendations to the Executive Board:

1. Recommend a one-hour meeting.
Board Response: Agree

Past Presidents' Committee

Recommendations to the Executive Board:

1. The Past Presidents' Committee recommends that the Executive Board consider holding a future annual meeting in Canada again.
Board Response: The Board will consider this recommendation in its site selection process.

PROFESSIONAL DEVELOPMENT GROUPS

Applied Laboratory Methods PDG

Recommendations to the Executive Board:

1. Approve Phil Coombs as the incoming Vice-Chair of the Applied Lab Methods PDG.
Board Response: Agree
2. Consider shuffling the meeting times for various PDGs to allow attendance of other PDG meetings that occur concurrently.
Board Response: Committee and PDG meeting times are adjusted annually.

Beverage Professional Development Group

Recommendations to the Executive Board:

1. Suggest changing the PDG meeting schedules for Applied Laboratory Methods and Beverages so that they coincide with PDGs (e.g., Food Law, Packaging, Pre-Harvest) that don't have overlapping methodology/membership interests, in order to maximize participation at respective meetings.
Board Response: Committee and PDG meeting will be adjusted for IAFP 2012.
2. Request that Executive Board provide feedback (perhaps across 4 or 5 broad category format/content elements) to PDGs on rationale for rejecting specific symposium/round table/workshop proposals, which will help PDGs to improve future submissions. Perhaps a representative from the Program Committee could come to the PDG meeting to speak on this.
Board Response: The Program Committee, not the Board, studies symposium proposals and selects those proposals that will create the strongest and most diverse program possible. Each submitted proposal that is not selected is provided with rationale for nonselection.
3. Suggest that Beverage PDG shorten its allocated meeting time in 2012 to 1 hour which, given more

frequent planned interactions throughout the year, will afford sufficient time to conduct the PDGs business at the Annual Meeting. This will also free up more time for members to attend other PDG meetings of interest.

Board Response: Agree

4. Suggest that Executive Board provide PDG leadership with training on IAFP-provided resources (e.g., webpage, Webinars, twitter accounts, etc.).

Board Response: Agree

5. Question to the Board: To provide more timely feedback on, correction of, meeting minutes, would it be possible for PDGs to approve Annual Meeting minutes at their next scheduled PDG meeting venue, rather than waiting until the following year's Annual Meeting?

Board Response: Agree

Dairy Quality and Safety PDG

Recommendations to the Executive Board:

1. To accept the election of Mr. David Blomquist and Bob Hagberg as Chair and Deputy Chair respectively for full 2-year terms of the Dairy Quality & Safety PDG.

Board Response: Agree

2. To develop a program to have one student liaison from the Student PDG assigned to each PDG to build interest for the future.

Board Response: Students actively participate within PDGs. If the Dairy Quality PDG does not have student participation, the Chair and Vice Chair should contact the Student PDG Chair to request student participation. The Board will discuss the opportunity for a more formal assignment of students to PDGs.

3. To direct the IAFP staff to allow for 3 hours for the 2012 meeting of the Dairy Quality & Safety PDG and not to schedule it as the same time as the CSP or Food Sanitation/Hygiene PDG.

Board Response: Adjustments will be made to the Committee and PDG meeting schedule for 2012.

4. To develop a policy and procedure for filming workshops in order to keep a copy in the lending library as well as allow use at various state affiliate meetings and sell copies to the industry.

Board Response: A Task Force is being developed to study and make recommendations on how to best provide educational materials for IAFP Members.

5. To direct the IAFP staff to schedule a conference call of all PDG Chairs and Deputy Chairs approximately 3 weeks prior to the Annual Meeting to inform them of the requirements for running these meetings.

Board Response: The Board will arrange to hold a Webinar with pointers for conducting meetings.

6. To direct the IAFP staff to schedule a conference call of all PDG Chairs and Deputy Chairs sometime in early September to exchange information and allow collaboration on workshop and symposia ideas for the 2012 IAFP meeting.

Board Response: Agree

Developing Food Safety Professionals PDG

Recommendation to the Executive Board:

1. We have voted and, with unanimous approval, propose that the IAFP Executive Board develop an "Advisory" seat at the board. This Advisor would be a representative, elected by the Developing Food Safety Professionals PDG. The objectives of this advisory position are to:

- Support board discussions and initiatives regarding the adoption of new technologies for the advancement of IAFP.
- Provide unique, "bottom-up," new (relatively) member perspective to the board on IAFP and its annual meetings.
- Provide an integral, critical piece to the succession plan of the board and therefore, the sustainability of IAFP.
- Offer invaluable experience to a younger IAFP member regarding the executive board and its processes, culture, and strategy.

Thank you for taking the time to properly consider this recommendation. The future of IAFP relies on initiatives such as this.

Board Response: The Board agrees with this approach and in fact invited a young member representative to the Board retreat where the long-range plan was developed. This will be discussed at the next Board meeting in October.

Food Chemical Hazards and Food Allergy PDG

Recommendations to the Executive Board: None.

Food Defense PDG

Recommendations to the Executive Board: None.

Food Hygiene and Sanitation PDG

Recommendations to Executive Board:

1. We recommend that Mark Drake be accepted as the new Vice Chair for the Food Hygiene and Sanitation PDG.

Board Response: Agree

2. The group discussed Food Manager Certification from the perspective of a manufacturing and distribution facility and that there is a need for a certification program similar to the national retail food manager certification. We recommend that the Board approve the investigation or development of a basic food safety certification test for manufacturing and distribution. It is intended that this be similar to the support that CFP (Conference for Food Protection) provides for the retail certification test.

Board Response: There are already a number of groups who provide certification services in the area of food safety, but perhaps not in the area described. The Board will discuss this proposal at their October Board meeting.

3. The group discussed that there is occasional confusion as to why submitted symposium and workshops may be declined. The group recommends to the Board that each PDG be allowed the opportunity for a PDG representative (to be assigned by the PDG Chair) as a non-voting observer and resource to the Planning Committee meeting to help clarify the presented ideas.

Board Response: The Program Committee conducts teleconferences and meets face-to-face for two days to select from submitted symposia to build the strongest program possible. For 2011, there were 96 submitted and about 50 accepted. The Program Committee has 12 Members plus two Board liaisons. There are 20 PDGs. Because of the number of PDGs, it is not possible to have a representative from each PDG as a Member of, or an observer to the Program Committee. The current Program Committee has balanced representation from education, government and industry as required by the IAFP Bylaws. Two Members from the Food Hygiene and Sanitation PDG currently serve on the Program Committee.

Food Law PDG

Recommendations to the Executive Board:

1. Approve: DeAnn Benesh as PDG Vice Chair of PDG.
- Board Response:** Agree
2. Improve PDG meeting overlaps: assess the overlap of PDG meetings based on membership lists and adjust PDG meeting schedules to accommodate the larger PDGs, so members can maximize their PDG participation at meetings.

Board Response: Revisions to the Committee and PDG schedule will be made for IAFP 2012.

3. For consideration: Where do consumer groups, lawyers, WHO, FAO members have their voice represented in the current structure of the three categories [Industry, Education, Government] represented in governance within IAFP.

Board Response: The Board will discuss this question at its next Board meeting.

Food Packaging PDG

Recommendations to the Executive Board: None.

Food Safety Education PDG

Recommendations to the Executive Board:

1. Board to schedule Food Safety Education PDG and AV Library Committee as a joint meeting in 2012 and schedule it for 2 hours total.

Board Response: The Board requests two or more Committee Members to join a Task Force to study methods to provide educational materials to IAFP Members.

Fruit and Vegetable Safety and Quality PDG

Recommendations to the Executive Board:

1. Consider establishing a Discussion Board on the IAFF Web site for more information exchange, collaboration, and networking among members. A model to consider is www.chronicle.com/forum.
Board Response: Board will review this and other association forum software.
2. Provide more phone lines for Webinars.
Board Response: Price structure of the Webinar system has various caps on participation, so for large Webinars (more than 50 participants expected) a pre-registration may be requested.

International Food Protection Issues PDG

Recommendations to the Executive Board: None.

Meat and Poultry Quality and Safety PDG

Recommendations to the Executive Board:

1. Explored/discussed the possibility of a simple web based app or list that could be published via Web site. Any (simple!) option that would provide the ability to see other PDG symposia submissions, and enable ways to further expand cooperative efforts between PDGs.
Board Response: A list of submitted symposium proposals will be distributed to PDG Chairs and Vice Chairs. In addition, a teleconference will be scheduled to review all proposals with PDG Chairs.
2. Focus on the list as it exists after the first round of cuts. PDGs and others submitting could provide information where they would be interested and agreeable to working with other PDGs or where they would like added support on a topic submitted.
Board Response: The Program Committee will review all proposals and determine those to accept for further development.

Microbial Modelling and Risk Analysis

Recommendations to the Executive Board:

1. Approve Yuhan Chen as Vice Chair beginning at IAFF 2012.
Board Response: Agree

Pre Harvest Food Safety PDG

Recommendations to the Executive Board:

1. There was some concern where the members mentioned about not being very clear on the objectives and mission of the PDGs. We will recommend to the executive board to highlight the important role played by the various PDGs to fellow members and the students.
Board Response: Missions for PDGs are listed on the IAFF Web site and should be reviewed by each PDG Chair during their meetings. More emphasis will be placed on explaining the PDG structure to Members.
2. Approve Siddhartha Thakur as the Incoming Chair and Divya Jaroni as the Vice Chair of the Pre Harvest Food Safety PDG at IAFF 2012.
Board Response: Agree

Retail Food Safety and Quality PDG

Recommendations to the Executive Board:

1. Suggestion that the Vice Chair positions would also hold a position on the Program Committee in order to provide key insights into each PDG, dynamics around the industry sectors each PDG represents and a more educational approach to making final decisions on the IAFF program.
Board Response: The Program Committee has 12 Members plus two Board liaisons. There are 20 PDGs. Because of the number of PDGs, it is not possible to have a representative from each PDG as a Member of, or an observer to the Program Committee. The current Program Committee has balanced representation from education, government and industry as required by the IAFF Bylaws. Three Members from the Retail PDG currently serve on the Program Committee.
2. Combining the Retail Food Safety & Quality PDG and the Food Hygiene and Sanitation PDG. Is this a good idea? Would this provide a better cross functional

team to approach similar topics? One concern is to be sure that the information applies to all parts of the industry, from Farm to Fork.

Board Response: The Chairs and Vice Chairs from both PDGs should discuss this question and make a recommendation to the Board, if warranted.

Seafood Quality and Safety PDG

Recommendations to the Executive Board:

1. Barbara Blakistone as Vice Chairperson and two-hour Meeting.

Board Response: Agree

Student PDG

Recommendations to the Executive Board:

1. Recognize the appointment of the new SPDG board members for 2011–2012: Jessica Butler, Chair; Chip Manuel, Vice Chair; Lorraine D. Rodriguez-Rivera, Secretary; Anna Van Stelten, Treasurer; and Jessica Corron, Social Chair. The newly created Social chair position will be the individual primarily responsible for planning, organization, and fundraising for the student mixer (and potentially other events).

Board Response: Agree

2. The SPDG would like to explore the possibility of creating a webinar and is requesting help in seeing this idea to fruition. The webinar will be for IAFF 2012 and would be broadcast approximately 2–3 weeks prior to the meeting. The webinar will focus on “How to make the most of your IAFF Meeting.” The target audience will be students and young professionals who may be new to scientific meetings. The idea for this stemmed from the observation during our meeting that many students new to IAFF felt overwhelmed during the meeting. Based on the success of this webinar, future webinars focusing on student development may be explored. These webinars may also offer an excellent opportunity to collaborate and facilitate a growing relationship between the Student PDG and the Developing Food Safety Professionals PDG.

Board Response: Agree. The Student PDG Chair and the IAFF Office will develop this idea further.

3. The time slot of 12:00 p.m. to 1:30 p.m. was very successful for the student luncheon and meeting during IAFF 2011 as a large number of students remained for the meeting portion of the luncheon. The SPDG would like to request this time slot for IAFF 2012 and future meetings.

Board Response: Agree

Viral and Parasitic Foodborne Disease PDG

Recommendations to the Executive Board

1. Facilitate better development of symposia that crossover with other PDGs such as forming a meeting for the various PDGs to get together for collaboration. With sufficient time to work together and develop webinars and symposia.
Board Response: A symposium listing will be distributed to all PDG Chairs and Vice Chairs for review in advance of a teleconference when the group will discuss overlapping suggestions.
2. Information regarding content for PDGs – Area to post agendas for meetings (What topics are being covered).
Board Response: Agree
3. Approve election of Stephen Grove as new Vice Chairperson.
Board Response: Agree

Water Quality and Safety PDG

Recommendations to the Executive Board:

1. Approve the election of Wendy Maduff (ConAgra) as Vice Chair of this PDG.
Board Response: Agree

Affiliate Council

Recommendations to the Executive Board:

1. Gary Cohen said we need an FTP site for uploading photos and documents.
Board Response: Suggest using You Send It, Drop Box, Google Doc or something similar.