

Recommendations to the Executive Board with Board Responses from Board Meeting Held July 13, 2017

STANDING COMMITTEES

Food Protection Trends Management Committee

1. It is recommended that Matt Taylor be recognized as Vice Chair and will ascend to Chair on July 21, 2019.
Board Response: Agree
2. It is recommended that five awards be developed to recognize publications in *FPT* and be awarded during the 2018 meeting:
 1. **Most-cited peer-reviewed publication.** This award will recognize the most-cited publication based upon citations over the past five calendar years. Metrics will be determined from Web of Science based upon Clarivate Analytics.
 2. **Most-viewed peer-reviewed publication.** This award will recognize the most viewed publication published over the past 2 calendar years. The 2018 award will be compiled from articles published from Jan–Feb of 2016 until Nov–Dec 2017. Donna Bahun will obtain data based upon views in the prior calendar year.
 3. **Most viewed general interest publication.** This award will recognize the most viewed publication published over the past 2 calendar years. The 2018 award will be compiled from articles published from Jan–Feb of 2016 until Nov–Dec 2017. Donna Bahun will obtain data based upon views in the prior calendar year.
 4. **Most downloaded peer-reviewed publication.** This award will recognize the most downloaded publication published over the past 2 calendar years. The 2018 award will be compiled from articles published from Jan–Feb of 2016 until Nov–Dec 2017. Donna Bahun will obtain data based upon downloads in the prior calendar year.
 5. **Most downloaded general interest publication.** This award will recognize the most downloaded publication published over the past 2 calendar years.

The 2018 award will be compiled from articles published from Jan–Feb of 2016 until Nov–Dec 2017. Donna Bahun will obtain data based upon downloads in the prior calendar year.

Board Response: Agree if the metrics can be obtained.

3. It is recommended that the final survey be delivered by a web-based survey platform that will allow for integrated logic to be established within the survey (direct next question based upon response). Cathy Cutter, Faith Critzer, and Donna Bahun will work to craft preamble to the survey and test the instrument once available prior to release to all IAFP members. It is also recommended that a \$100 gift card be awarded randomly to one participant in order to incentivize participation.
Board Response: Agree.
4. It is recommended that a new online viewing platform be considered by the Executive Board for *FPT*. The current platform makes it difficult for the IAFP membership to access and view content. Consider allowing for hyperlinked table of contents so readers don't have to advance through all content to get to an article they are interested in reading and improve the ability to view content (ex. font is too small and zoom is too close).
Board Response: Agree, IAFP staff will look into options of a new platform. The current table of contents is linked to the article page for ease of navigation.

Journal of Food Protection Management Committee

1. The Committee would like to continue to work with Judy Luther to:
 - a. Correlate article downloads with citations to get a better understanding of our metrics and our readership and,
 - b. Run a distribution curve of our citations in conjunction with our impact factor.**Board Response:** Agree

Program Committee

1. The Program Committee recommends that the Board evaluate exhibit hall hours.
Board Response: Exhibit hall hours have been discussed annually. What reasoning is behind this recommendation?
2. The Program Committee would like to explore the possibility of badge scanning for session rooms.
Board Response: Additional justification for session room scanning is requested from the Program Committee.
3. The Program Committee recommends a new approach to encouraging PDG collaboration.
Board Response: The Board welcomes ideas for a new approach from the Program Committee.

SPECIAL COMMITTEES

3-A Committee on Sanitary Procedures

1. 3-A is recommending the Board add a PDG specifically for FSMA.
Board Response: PDGs already cover the subject of FSMA, but if a new PDG is warranted, a group of Members can request to start a new one.
2. 3-A is requesting the Board approve the installation of new Co-Chairpersons Carianne (Cari) M. Endert-Klaasen, Michigan Department of Agriculture and Rural Development and Brook E. Leguineche, Idaho State Department of Agriculture; also approve Steven T. Sims, FDA as Vice Chair.
Board Response: Agree.

Committee on Control of Foodborne Illness

1. CCFI recommends that an on-line survey of IAFP Members be conducted for risk taking in food safety including purchased food items, household kitchen hygiene, cooking and food storage. Behavioral scientists Ben Chapman and Christine Bruhn have agreed to assist in preparing this survey. The results will be presented at the 2018 Annual Meeting, and after input from members published in *FPT*. Support likely from Retail and Foodservice PDG and Food Safety Culture PDG.
Board Response: The Board encourages the Committee to undertake this survey.

Constitution and Bylaws Committee

1. Consider whether to add a statement to the Bylaws about a quorum for Standing and Special Committees. In case a quorum is not present to transact necessary business, the special and standing committees should be authorized to act in the best interests of IAFP.

Board Response: Language should be provided by the Constitution and Bylaws Committee for consideration by the Board before presenting to the Membership for a vote.

2. The Board should contact members of the Constitution and Bylaws Committee whose two-year renewable terms are ending to inquire whether they want to continue for another two-year renewable term. This ensures active involvement and the ability to invite/welcome replacement members for those who are no longer active.
Board Response: Agree, staff will follow up with current Committee members.
3. Extend an invitation to the Past Chair of the Student PDG to serve on the Constitution and Bylaws Committee as a career building opportunity on a one year renewable term.
Board Response: Agree, Constitution and Bylaws Committee should contact the Student PDG to solicit for a student liaison.

4. Renewed recommendation for the Constitution and Bylaws Committee to provide a refresher on the basics of Roberts Rules of Order in the meeting of Chairs and Vice Chairs at the 2018 meeting.
Board Response: Agree, Constitution and Bylaws Committee is requested to provide this refresher and a tip sheet for Chairs and Vice Chairs.

Foundation Committee

1. Make provisions to create a means for membership to donate non-monetary gifts to the Foundation (airline miles, hotel points, etc.).
Board Response: Agree, staff will investigate the process.
2. Make provisions to create a means for membership to make provisions in their will for continued donations.
Board Response: Agree, staff will investigate the process.
3. Develop an initiative to create videos and unique means for continued Foundation communications to IAFP members, throughout the year.
Board Response: Agree, video taken during IAFP 2017 will be used for a video.

Membership Committee

1. There should be increased recognition of student achievement. This may be facilitated through PDGs, who would give awards to students who present research at IAFP in the respective PDG-sponsored session. This would be a similar approach to IFT, in which their divisions sponsor student competitions.
Board Response: Agree, this was proposed to PDGs during their meetings this year.

2. There is only one award specifically for young professional IAFP members. The Executive Board should consider a new award, specifically for a young industry professional, to mirror the Larry Beuchat Young Researcher Award, which mainly has been awarded to young academic and government professionals. The goal of these two recommendations would be to promote students that have attended IAFP, and continue coming to IAFP as they grow into young professionals and eventually hold professional positions, in order to maximize the chances that these students will become the future pillars of IAFP.

Board Response: Agree, the Board suggests that the Committee further develop criteria for this award.

3. There should be increased recognition of companies that promote food safety culture, especially among young IAFP members. This may include companies that recognize the importance of IAFP and send their employees to the Annual Meeting, or companies that hold workshops on food safety, etc. Recognition could occur in the form of Industry Profiles, published in *Food Protection Trends*.

Board Response: Agree, the Board suggest the Committee could work with other PDGs to recognize companies in some manner.

4. Membership in the Membership Committee is very low. This may be due to the fact that the Membership Committee meeting is held on the Saturday before the Annual Meeting, and several members of the Committee arrive on Saturday night or on Sunday. It is proposed that the Membership Committee Meeting be moved to a time that occurs during the Annual Meeting, as this may lead to better attendance. The Executive Board should also revisit the Constitution and Bylaws of IAFP for the Membership Committee to ensure that it reflects the current state of IAFP membership.

Board Response: Agree.

Nominating Committee

None.

Past Presidents' Committee

1. Advertise in publications by NEHA, the Canadian Association of Public Health and other applicable organizations in North America, for the Sanitarian and Travel awards.

Board Response: Agree, staff will look at associated costs vs. benefits.

2. Explore how CEUs work with NEHA – Board to charge Retail and Education PDGs with exploring process and value of offering CEU accreditation.

Board Response: Agree, staff will look at associated costs vs. benefits.

Webinar Committee

1. The Webinar Committee suggests that the Board strongly consider changing our webinar platform. That consideration should include the “GoToWebinar” platform, and others.

Board Response: Agree, staff will look at associated costs vs. benefits.

2. The Webinar Committee suggests that the Board revisit and clarify fee structure for webinars. The Committee is concerned that the incentive to make webinars free, by restricting them to a PDG, actually reduces awareness.

Board Response: The Board will discuss webinar fee structure at a future Board meeting.

3. We recommend the Board direct staff to share all PDG minutes with the Webinar Committee, so the Committee can track “in-development” webinars. These in-development webinars can be posted on the Web site as a teaser for webinars to come.

Board Response: Agree, minutes are posted on individual PDG web pages and as a single document containing all minutes. In addition, the all minutes are presented in the November/December issue of *Food Protection Trends*.

PROFESSIONAL DEVELOPMENT GROUPS

Advanced Molecular Analytics PDG

1. Several people in the group recommended that the app be changed to include link to each PDG's sponsored or cosponsored sessions.

Board Response: Agree, staff will look into making the necessary changes.

2. Several requests for doubling or tripling the numbers of chairs and tables in the commons area for people to have more places to interact as well as laptop work.

Board Response: Each Annual Meeting location is unique and it is recognized that networking areas are very important to the meeting. Efforts will be made to include areas for working and networking.

Applied Laboratory Methods PDG

1. If a full symposium is accepted as a half symposium, please allow for the 6 speakers to talk albeit for 15 minutes. This will enable the organizers to address the subjects of the title of the symposium as designed. Selecting only 3 speakers may not fully address the objectives of the symposium and omit critical talks to that subject.

Board Response: The Program Committee agreed to only allow 30 minute presentations in symposia.

Beverages and Acid/Acidified Foods PDG

1. The Board should instruct the Program Committee to prioritize PDG program ideas when developing the Annual Meeting program.

Board Response: The Program Committee selects the best developed symposium submissions whether from PDGs or outside sources.

2. PDGs should be alerted when a program idea is submitted by an individual or group (outside of the PDG) that would benefit from PDG affiliation/support.

Board Response: With 27 PDGs and topic overlap, this is a near impossible feat.

3. The Annual Meeting program (printed and online) should include sponsoring PDGs. The program App should be searchable to include PDG sponsored programs, i.e., you can search to find all programs sponsored by the Beverages and Acid/Acidified foods PDG.

Board Response: Agree, staff will look into making the necessary changes.

4. PDG Chairs and Vice Chairs should be informed as to the fate of suggested programs; currently this information is only sent to the conveners who may, or may not, inform the PDG Chairs and Vice Chairs.

Board Response: Chairs and Vice Chairs are encouraged to follow up with the submitters of session proposals to determine whether the submission was accepted or not.

Dairy Quality and Safety PDG

1. Approve the succession of Yvonne Masters and Nancy Huls to Chair and Vice Chair respectively.

Board Response: Agree.

2. Approve the newly-elected Secretary Wendy McMahon.

Board Response: Agree.

3. Consideration of implementing the IAFP Buddy Program universally (as an IAFP wide program), administrated and advertised by IAFP.

Board Response: Please provide the program document used by the Dairy PDG in 2017 for Board review.

4. Program Committee to formally or automatically notify PDG Chair and Vice Chair of any programming content submitted and/or accepted by the Committee for the following year.

Board Response: Chairs and Vice Chairs are encouraged to follow up with the submitters of session proposals to determine whether the submission was accepted or not.

Developing Food Safety Professionals PDG

None.

Food Chemical Hazards and Food Allergy PDG

1. Recommend that Paul Hanlon will be installed as Chair of the PDG at the 2018 Annual Meeting.

Board Response: Agree.

2. Recommend that the Board approve the Vice Chair election to take place via SurveyMonkey after the Annual Meeting.

Board Response: The Board encourages PDGs to hold the Vice Chair election prior to the Annual Meeting so the Vice Chair begins their term at the Annual Meeting.

3. The Chair and Vice Chair would like to solicit input from the PDG to assess member value and expectations of being a member of the Food Chemical Hazard and Food Allergy PDG. The goal is to align sessions, webinars and PDG meetings that meet or exceed member expectations. This will take place via SurveyMonkey. The PDG Chair and Vice Chair will make results available to the PDG and to the Board upon request.

Board Response: The Board encourages you to survey your members as outlined.

Food Defense PDG

1. PDG recommends no changes to the mission statement.

Board Response: Agree.

2. Recommend the approval of Oscar Rodriguez-Gonzalez as Chair of the Food Defense PDG for 2018–2020.

Board Response: Agree.

Food Fraud PDG

1. We ask that the Board approve the newly developed Food Authenticity and Integrity PDG with the following changes addressed in items 2–4.

Board Response: Agree.

2. We ask that the Board approve the PDG's name change from "Food Authenticity and Integrity PDG" to "Food Fraud PDG." The members felt that the masses would understand this name better, especially in the international arena. We felt it would be better to address authenticity and integrity in the drivers/scope.

Board Response: Agree.

3. We ask the Board to approve the PDG's new mission statement: The mission of the Food Fraud PDG is to serve as a multidisciplinary forum for open discussion and exchange of information among collegiate, regulatory and industry regarding the unique challenges associated with the developing area of food fraud, including food safety and economic implications.

Board Response: Agree.

4. We ask that the Board approve Neil Bogart as the elected PDG Chair and Steven Sklare as the PDG Vice Chair.

Board Response: Agree.

Food Hygiene and Sanitation PDG

1. Making symposia searchable on the app by PDG for 2018.
Board Response: Agree, staff will look into making the necessary changes.
2. Post the agenda for each PDG meeting on the app so that participants can plan their attendance agenda.
Board Response: Agree, this was done in 2017 for PDGs who provided their agenda to staff for posting.
3. Recommendation to Board to switch roles of Nadia Narine (Secretary) to replace Ken Davenport as Vice Chair (Ken has a conflict as Chair of the Packaging PDG).
Board Response: Agree.

Food Law PDG

1. Recommend approval of Rosetta Newsome as Vice Chair of the Food Law PDG beginning at the IAFP 2017 Annual Meeting.
Board Response: Agree.

Food Packaging PDG

1. The Food Packaging PDG recommends that the IAFP invest in updating the IAFP App to make symposia searchable by the sponsoring PDG to better enable members to quickly filter the symposia for content. Furthermore, update the hard copy books so that the sponsoring PDG(s) are listed along with the organizer/convenor/etc.
Board Response: Agree, staff will look into making the necessary changes.

Food Safety Assessment, Audit and Inspection PDG

1. Recommend the Board approve the formation of this new PDG.
Board Response: Agree.
2. Recommend approval of the following Mission Statement: To provide an International forum for the open exchange of information among peers on the unique scientific and technical challenges associated with food safety assessments, audits and inspections, and encourage development of best practices and educational opportunities that improve the acquisition and application of the knowledge, skills and abilities relevant to assessing, auditing and inspecting food safety.
Board Response: Agree.
3. Recommend approval of Patricia Wester as Chair.
Board Response: Agree.

Food Safety Culture PDG

1. Approve permanent formation of Food Safety Culture PDG.
Board Response: Agree.
2. Approve Megan Kenjora (Guilford) as Chair.
Board Response: Agree.
3. Approve Lone Jespersen as Vice Chair.
Board Response: Agree.
4. Approve the following Mission Statement: The mission of the Food Safety Culture PDG is to provide an international forum to advance food safety culture science and best practices.
Board Response: Agree.

Food Safety Education

None.

Fruit and Vegetable Safety and Quality

None.

HACCP Utilization and Food Safety Systems

1. Recommend that Deann Akins-Lewenthal be approved as Vice Chair of the PDG.
Board Response: Agree.
2. Request that the Board determine how many hits have been made in the last 2 years on the IAFP HACCP Guidance document and inform the PDG Chair of the results.
Board Response: IAFP does not currently have a HACCP Guidance document.

International Food Protection Issues PDG

1. To approve the election of Ian Jenson to Vice Chair of the PDG.
Board Response: Agree.
2. To provide written summaries of IAFP international meetings to be printed in *Food Protection Trends*.
Board Response: Agree, currently, IAFP international meetings are reviewed in *Food Protection Trends*.

Low Water Activity Foods PDG

None.

Meat and Poultry Safety and Quality PDG

1. Recommend that Wendy White, Golden State Foods, be recognized as Vice Chair.
Board Response: Agree.
2. Recommend that the PDG Chair be notified, in addition to the organizer, for education programs not accepted by the Program Committee. This will ensure that topics of interest could be developed for future webinar educational programming.
Board Response: Chairs and Vice Chairs are encouraged to follow up with the submitters of session proposals to determine whether the submission was accepted or not.

3. Recommend IAFP offer pre-paid ticket lunch on Sunday with PDG meetings to facilitate PDG attendance in afternoon sessions.

Board Response: Providing lunch and charging to PDG members is cost prohibitive. Lunch at convention centers would exceed \$30 per person.

Microbial Modelling and Risk Analysis PDG

1. Recommend contacting firms like IBM who are working with the food industry on BIG data across the industry and finding a way for them to summarize their findings through webinars, symposia or informal sessions.

Board Response: Agree, the Board encourages this PDG to proceed with this effort.

2. The MMRA PDG again had big support to recommend that recordings of MMRA PDG webinars be made freely available for both ALL IAFP Members and Non-Members. It is especially the most generic subjects that would be good to broadly diffuse.

Board Response: The Board views access to webinar recordings as an IAFP Member benefit. Webinar recordings are freely available to all IAFP Members. Membership in the Association is only \$55 and is kept low to allow for food safety professionals to easily be able to afford to be a Member.

3. Recommend finding a way to fund webinars through the PDG for presentations that cannot be sponsored by a commercial third party, due to the nature of the project (such as a study by a government agency or WHO/FAO). This would help make webinars freely available.

Board Response: The Board is open to optional funding of webinars.

Pre Harvest Food Safety PDG

1. We suggest sending a copy of the finalized symposium topics to the student PDG members so that they also can look at them and have a chance to participate in symposia of interest.

Board Response: Agree, preliminary symposium topics are sent to all PDG Chairs and Vice Chairs (including the Student PDG).

Retail and Foodservice PDG

None.

Sanitary Equipment and Facility Design

1. Request approval of Dimitri Tavernarakis as Vice Chair to begin serving at IAFP 2018.

Board Response: Agree.

Seafood Safety and Quality PDG

None.

Student PDG

1. We recommend the inclusion of a Student Liaison for the Program Committee. The Liaison will serve as an extra resource for this group to help with information collection and distribution to PDGs (i.e., symposia acceptance and rejection with sponsored and co-sponsored PDGs). The Liaison will also serve in any capacity that this group deems appropriate.

Board Response: The Board will discuss with the Program Committee at its February 2018 meeting.

2. We recommend the incorporation of a Student Liaison for all PDGs. The Liaison position will connect students with professionals in their respective areas of interest. The PDGs will gain a representative that will be able to help in a variety of capacities and this position will provide a direct outlet for awarding student achievement.

Board Response: Agree, in discussion with PDG Chairs and Vice Chairs, it was determined that the Student PDG should select or appoint a Student Liaison to each PDG and inform the IAFP staff so they can inform the specific PDG.

3. We thank the Executive Board for providing students with a space in the exhibit hall for students to interact and sell t-shirts. We recommend that the Executive Board continues to provide a space in the exhibit hall in the coming year.

Board Response: Agree.

Viral and Parasitic Foodborne Disease PDG

1. Recommend approval of Alexandre Da Silva as Vice Chair.

Board Response: Agree.

Water Safety and Quality PDG

1. Elisabetta Lambertini as Vice Chair for the Water Quality and Safety PDG.

Board Response: Agree.

2. Schedule PDG meetings throughout the meeting rather than just on Sunday.

Board Response: PDG meetings will be held on Sunday. Additional meeting time can be requested and scheduled through the IAFP office.

AFFILIATE COUNCIL

1. Recommend placing all submitted Affiliate Annual Reports for the most recent active year on the IAFP Website for viewing, eliminating the need to display at Annual Meeting.

Board Response: Agree.