

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.