

# Affiliate Council Minutes

IAFP 2017 – Sunday, July 9, 2017  
Tampa, Florida

## Affiliate Delegates Present:

### North America:

Alabama	Neil Bogart
Arkansas	Brian Umberson
Capital	Jenny Scott
Carolinas	Linda Leake
Colorado	Mark Caudel
Florida	Peter Hibbard
Georgia	Tori Stivers
Missouri	James O'Donnell
New Jersey	David Reyda
New York	Steve Murphy
Ohio	Christina Wilson
Oklahoma	Li Maria Ma
Ontario	Katherine Di Tommaso
Pennsylvania	Peggy Good
Quebec	Julie Jean
Texas	Alex Castillo

### International:

Africa	Peter Kennedy
Australia	Sandy Hume
Colombia	Nury Alvarez Lara
Korea	Kun-Ho Seo
Mexico	Norma Heredia
New Zealand	Roger Cook
Southeast Asia	Hyun-Gyun Yuk
Taiwan	Chai-Yang Chen
United Arab Emirates	Bobby Krishna

**IAFP Board and Staff Present:** Linda Harris, Kali Kniel, Alejandro Mazzotta, Mickey Parish, Tim Jackson, David Tharp, Lisa Hovey, and Susan Smith.

**Visitors/Guests:** Frederick Adzitey (Africa), Stephanie Barnes (CT), Tom Berry (MN), Dave Blomquist (MN), Sherrod Bostocky (FL), Phil Bremer (NZ), Byron Chaves (NE), Carl Custer (Capital Area), Leanne Ellis (UK), Ellen Evans (UK), Justin Falardeau (BC), Santos Garcia (Mexico), Anne Gerardi, Fabiana Guglielmone (Argentina), Sanjay Gummalla (Capital Area), William Huntley (Southern California), Xiuping Jiang (Chinese in NA), Nelly Lam (Hong Kong), Alvin Lee (SE Asia), Juan Leon (CO), Jing Ma (Capital Area), Deon Mahoney (Australia), Zahra Mohammad (TX), Amit Morey (AL), Charles Muyunja (Africa), Vickie Nevarez-Moorillon (Mexico), Nydia Orue (Mexico), Dawn Raymond (Upper Midwest), Amy Rhodes (NY), Julianny Rivera Calo (CO), Diego Romuo (Argentina), Allen Saylor (Capital Area), Brandy Sheehan (MO), Lee Yan Sheen (Taiwan), Kelly Stevens (MN), Gloria Swick-Brown (OH), P.C. Vasavada (Indian in NA), Luxin Wang

(Chinese in NA), Laurel Weilage (CO), James White (WA), Pam Wilger (MN), and Zhinong Yan (Chinese in NA).

**Number of Attendees:** 75.

**Meeting Called to Order:** 7:05 a.m., Sunday, July 9, 2017.

**Recording Secretary of Minutes:** Alex Castillo.

**Agenda:** The agenda was reviewed and unanimously approved.

**Delegate Roll Call:** Conducted at 7:07 a.m. by Susan Smith.

**Change of 2016 Minutes:** Minutes from the 2016 Affiliate Council Meeting were amended with the addition of Julie Sundgaard from the Minnesota Food Protection Association and Tom Berry from the Upper Midwest Dairy Industry Association to the list of "Affiliates Present."

**Approval of 2016 Minutes:** The amended minutes were then approved and seconded.

**Report from Affiliate Chairperson:** Neil Bogart provided the following updates:

1. Recognition of new Affiliate: Colorado Association for Food Protection
2. Affiliates with milestone anniversaries were recognized: Oklahoma – 1 year

**Report from IAFP President:** Linda Harris updated the Affiliate Council Meeting attendees with the status of IAFP, stressing that IAFP had recorded its highest membership in history and commented on the record number of exhibitors and attendees at this year's meeting.

**Report from IAFP Executive Director:** David Tharp welcomed the Delegates to Tampa and IAFP 2017. He commented on:

1. Increase of nearly 200 participants at IAFP 2017 over IAFP 2016
2. Provided a brief report on IAFP that includes a \$2.5 million balance in the General Fund
3. Increase in number of Affiliates
4. Support for Affiliate meetings includes the IAFP Executive Board Speaker Program

**Report from IAFP Staff Liaison:** Susan Smith reported the following: IAFP had 42 of 53 (79%) active Affiliates file an Annual Report, up 3% from 2016. All Affiliates need to comply with IAFP Bylaws by submitting an Annual Report. Additionally, more Affiliates are encouraged to submit

for awards. This year we had 16 submitted, up from 6 in 2016. However, you cannot win if you do not apply. Delegates and Presidents are required to be IAFP Members to meet compliance so double check before applying for any award(s). If you create a new Web site, let Susan know. If you have a Web site, keep it updated at least twice a year. Some sites contain outdated information or are no longer active. For your Affiliate meetings, take advantage of meeting materials, membership certificates, the IAFP slide show, and the updated Affiliate pop-up exhibit booth. Please submit briefs/photos on your Affiliate meetings if you would like to be included in the *Affiliate View*. We lost the North Dakota Affiliate during the past year but gained Colorado as a new charter in 2017. Several other areas have expressed interest, with a couple in the developmental stages.

**Affiliate Web sites:** Neil Bogart reminded attendees about the template option, *SquareSpace*, on building Web sites.

**Roundtable Discussion:** Fifteen minutes were devoted to the roundtable discussions about the topic of “How can Affiliates support small manufacturers under the Food Safety Modernization Act (FSMA) in our respective regions?” One person from each table briefly relayed their respective group’s discussion, as summarized below:

1. *Representatives from China, Chinese in North America, Hong Kong and Taiwan:* Food exporters in Asia-Pacific area are mostly small to mid-size companies, with items such as seafood and spices. It’s hard for small manufacturers to send personnel to the U.S. to get FSPCA PCQI training for preparing Food Safety Plans. In addition, language proficiency is an issue. Good strategy would be that a local Affiliate can have Lead Instructors for PCQI so training can be delivered in local languages, and the industry can save money in travel costs. For example, Taiwan Affiliate has two Lead Instructors and began PCQI training in Taiwan in June 2017.
2. *Representatives from Quebec, Colorado and UK:* Hold webinars; provide free or partially-funded help; clarify confusion and inform SMEs; include FSMA information in college courses.
3. *Representatives from Africa:* Focus has been on the growers so small manufacturers end up being the processors who want to have Web-based training (a webinar series started out of Canada). Simplify the standards so all levels of the organization can understand. Have trainers come into the facilities to train for more ‘real-life knowledge.’ Stress the ‘why’ you are doing something to garner better understanding (explain the benefits). Provide different ways of receiving information out of full-day and hour-long meetings with speakers; provide food or serve at a common place like a bar or a facility that offers tours to entice participants.

4. *Representatives from Argentina, Mexico and Colombia:* Help certify small manufacturers to be more informed. Small manufacturers need to request lots of money to even get to a baseline. Colombia Affiliate sought experts (SGS) to place purchases and reduce costs in helping all the certifications, which have become a business in that auditors don’t have experience, yet find the wrong thing. Perhaps create an SOP on how to certify so the Affiliate can help provide coaching, especially on research. The FDA ‘practiced’ with other countries outside the U.S. Advantage now in U.S. is that the businesses have to fulfill two requirements for national and international certifications. Support manufacturers on the limits of what FDA can and cannot answer. Help businesses form coalitions to subsidize (decreasing costs), especially auditors.
5. *Representatives from Minnesota and Southeast Asia:* SQF certification vs. FSMA: Is the gap larger than we think? Local Affiliate Web sites: create searchable links to resources to help; link into sites like the FSPCA, PQCI training or more broad; local extension through universities; local outreach to invite small organizations to Affiliate meetings. Connect small manufacturers with available training through various groups, local, national and international. Cover awareness at Affiliate meetings, involve state regulatory, etc.
6. *Representatives from Ohio, Carolinas, Georgia, Australia and New Zealand:* List and poll small manufacturers; ask regulators within Affiliate groups to help with a list then create a special event to invite them. Australia Affiliate has annual food safety meeting to which small manufacturers are invited; workshops are held on various topics, including for dual operator butchers who slaughter and process sausage, etc. Australia Affiliate developed templates/codes of practice for this industry. Listen to media and the ‘skuttlebutt’ of what food safety issues people are struggling with, then develop related educational materials that are quick and easy to read at no charge.
7. *Representatives from British Columbia, UAE, and Washington:* Hold FSMA workshop at Affiliate meetings, focusing on small manufacturers; Dubai giving simple intro at this point; Washington is working with larger companies (as mentors) to provide small companies with training (large companies can provide space for FDA to conduct training); connecting with trade groups to get information out there; team with local universities, agricultural and local public health departments; create an Affiliate ‘specialist.’
8. *Representatives from Florida, etc.:* Identify the small manufacturers (with help from trade associations?) and the challenges they face; Affiliates can help support and provide PCQI training.

Do the small manufacturers have to comply or are they exempt? Help guide them to find best resources to hold discussions (is there a Web site or some kind of template?).

9. *Representatives from Oklahoma, Arkansas, etc.:* Facilitate interaction between “Food Innovation Center/Incubator” (at state level) and small manufacturers by a) encouraging small manufacturers to join Affiliate Annual Meeting/Conference with free registration and exhibition booth to be provided to manufacturers and b) soliciting funds (by Affiliate) from local government to help small manufacturers to build up Web site; involve graduate students in FSMA training by designing “case study” course using selected small manufacturers (including site visits); partner with representatives of small manufacturers to hold FSMA information sessions.
10. *Misc. Representatives (Affiliates unidentified):* Learning from large companies’ experiences; coaching/mentoring – sending this option out to the membership by special invitation; take the foundation pieces and create training/tools to share; connect with universities/extension offices such as sponsoring workshops and/or webinars; make them aware of the resources available, especially from FDA and/or FSPCA by putting links on Affiliate Web sites, pamphlets, etc.

**Election of Affiliate Council Secretary:** Neil Bogart announced that James O’Donnell, Delegate from Missouri, was willing to stand for election, and asked if there were any nominations from the floor. Having no additional nominations, the nomination was moved and seconded to elect James, who was voted by acclamation.

**Presentation of the Affiliate Awards:** Neil highlighted the achievements of the award winners and presented the 2017 Affiliate Awards to the following:

**Affiliate Membership Achievement** – Minnesota Food Protection Association

**Affiliate Communication Materials** – Florida Association for Food Protection

**Affiliate Member Education** – British Columbia Food Protection Association

**Best Affiliate Overall Meeting** – Mexico Association for Food Protection

**Food Safety Consortium (Hong Kong)** received the C.B. Shogren Memorial Award, which will be presented at the Awards Banquet on Wednesday, July 12, 2017.

**Old Business:** Neil Bogart reported that, since no recommendations were made to the Executive Board in 2016, no discussions were necessary.

**New Business:** Neil Bogart and Susan Smith reported on the benefits of possible electronic only submission of Affiliate Annual Reports in 2018 (for the year 2017). After group discussion, all reports, including from those Affiliates applying for awards, can now be submitted electronically to save time and costs due to shipping. Discussion also took place on making all submitted annual reports available on the IAFP Web site, which will be a recommendation to the IAFP Executive Board. Neil also spoke about holding Affiliate training sessions and encouraged involvement, including speaking opportunities, at local universities.

Brian Umberson, Delegate with the Arkansas Association for Food Protection, reported that the Arkansas Affiliate and the Oklahoma Affiliate will hold a joint meeting this fall to combine efforts between the two organizations, saving money and sharing information. The idea was welcomed by the council.

**Affiliate Reports:** Delegates/Representatives gave two-minute oral summaries of their respective Affiliate activities for the 2016 year. Reports included the number of active members, number of general membership meetings hosted in 2016, biggest challenges, biggest successes, and topics of interest to other Affiliates.

**Final Comments:** Neil commented that the IAFP Executive Board encourages all Affiliates to reach out to more students, a good way to increase membership for both IAFP and for respective Affiliates. He thanked all Affiliates and the IAFP Staff throughout his term as Affiliate Council Chair.

#### **Recommendations to the Executive Board:**

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

**Passing of the Gavel:** Chairperson Neil Bogart passed the gavel to Alex Castillo, signifying the beginning of Alex’s term as Affiliate Council Chair.

**Next Meet Date:** July 8, 2018, Salt Lake City, UT.

**Meeting Adjourned:** 10:17 a.m.

**Chairperson:** Neil Bogart.