

Affiliate Council Minutes

IAFP 2018 – Sunday, July 8, 2018

Salt Lake City, Utah

Affiliate Delegates Present

North America

Alabama	Neil Bogart
Alberta	Lynn McMullen
Arkansas	Brian Umberson
Capital Area	Jenny Scott
Carolinas	Linda Leake
Colorado	Mark Caudel
Florida	Peter Hibbard
Georgia	Wendy White
Indiana	Amanda Deering
Missouri	James O'Donnell
New Jersey	David Reyda
New York	Amy Rhodes
Ohio	Christina Wilson
Oklahoma	Maria Ma
Ontario	Ananth Kasic
Pennsylvania	Peggy Good
Quebec	Julie Jean
Texas	Alex Castillo
Upper Midwest	Tom Berry
Washington	Stephanie Olmsted
Wisconsin	Adam Borger

International

Africa	Peter Kennedy
Brazil	Maria Landgraff
Korea	Kun-Ho Seo
Mexico	Norma Heredia
New Zealand	Roger Cook
Southeast Asia	Alvin Lee
Taiwan	Chia-Yang Chen
United Arab Emirates	Bobby Krishna
United Kingdom	David Lloyd

IAFP Board and Staff Present: Mickey Parish, Tim Jackson, Kali Kniel, Roger Cook, Ruth Petran, David Tharp, Lisa Hovey, and Susan Smith.

Visitors/Guests: Hussam Azzam Mohammed (UAE); Karen Beers (AR); Dave Blomquist (MN); Laurel Burke (CO); Marion Castle (New Zealand); Jessica Chen (GA); Duncan Craig (Australia); Carl Custer (Capital Area); Joe Delaney (IL); Leanne Ellis (United Kingdom); Justin Falardeau (British Columbia); Balasubramanian Ganesan (Washington); Santos Garcia (Mexico); Fabiana Guglielmoni (Argentina); Sanjay Gummalla (Capital Area); Nancy Gushing (AR); Erin Headley (WI); Diana Kassari (Lebanon); Ahyoon Kim (Korea); Se-Hyung Kim (Korea); Shigenobu Koseki (Japan); Kunihiro Kubota (Japan); Jeong-Eun Lee (Korea); Zengxin Li (Chinese in NA); Hyun Woo Lim (Korea); Charlie Mack (IL); Deon Mahoney (Australia); Steve Murphy (NY); Charles Muyanja (Africa); Julianny Rivera Calo (CO); Diego Romulo (Argentina); Adam Serfas (IN); Lee-Yan Sheen (Taiwan); David Shelep (Southern CA); Barbara Smith (AR); Dawn Stead (Southern CA); Kelly Stevens (MN); Gloria Swick-Brown (OH); Tomohiko Tsurumaru (Japan); and Wen Zou (Chinese in NA).

Meeting Called to Order: 7:07 a.m., July 8, 2018.

Recording Secretary of Minutes: James O'Donnell.

Agenda: The agenda was reviewed with the following update made:

1. Recommended change to agenda should read **Chilean Corporation for Food Protection** and unanimously approved.

Delegate Roll Call: Conducted at 7:10 a.m. by Susan Smith.

Approval of 2017 Minutes: A motion to amend as follows was approved and seconded:

1. Xiuping Jiang with Chinese NA Affiliate should be listed as Delegate, not guest.
2. Tom Berry with Minnesota Affiliate should be listed as Delegate, not guest.

Report from Affiliate Chairperson: Alex Castillo provided the following updates:

1. Recognition of new Affiliate: Chilean Corporation for Food Protection
2. Affiliates with milestone anniversaries were recognized: (report from the floor)
 - a. New York – 95 years
 - b. Arkansas – 10 years
 - c. Ontario – 60 years
 - d. Illinois – 70 years
3. MMMFEHA/MEHA Merger update by James O'Donnell
 - a. Missouri Milk, Food and Environmental Health Association has merged with the Missouri Environmental Health Association effective July 3, 2018 and will now be known by that name. We will retain our histories in Food Protection since 1932.

Report from IAFP President: President-Elect Tim Jackson updated the Affiliate Council Meeting attendees with the status of IAFP, stressing that IAFP was in a good financial position and we anticipate a record for number of exhibitors and attendees at this year's meeting.

Report from IAFP Executive Director: David Tharp welcomed the Delegates to Salt Lake City and IAFP 2018. His comments included:

1. Thanks to Affiliates for their growth and strong future.
2. Number of staff members remains the same (11) as 25 years ago, and they continue to do a remarkable job, considering how much IAFP has grown.

Report from IAFP Staff Liaison: Susan Smith reported the following: IAFP had 42 out of 50 (84%) file an Annual Report, up 5% from 2017. All Affiliates need to comply with IAFP Bylaws by submitting an Annual Report. As voted on in 2017, all Annual Reports for 2017 were submitted electronically, including those applying for awards. While most were submitted with no problems, Susan cautioned about sending too many emails and attachments for only one Annual Report, which caused confusion with a particular Affiliate. More Affiliates are encouraged to apply for awards. Make sure that Affiliate Presidents and Delegates are current IAFP Members, as required in the Bylaws. Susan asked that Affiliate websites be kept current to allow her to gain information for the *Affiliate View* and calendar promotions. Take advantage of the Executive Board Speaker Program to get a high-quality speaker for your Affiliate meeting at an affordable cost. Article and photo submissions were encouraged to be included in *Affiliate View*, and Susan provided suggestions on taking photos that will reproduce well. Affiliates were reminded to let her know when dues change.

Roundtable Discussion: Fifteen minutes were devoted to the roundtable discussions about the following topics: "How can you recruit Members in your area to become involved in your Affiliate (those who are non-Affiliate Members)?" "How can you encourage your Affiliate Members to become IAFP Members?" "How can you encourage non-active Affiliate Members to become more so within your Affiliate (those who have paid dues but don't come to meetings)?" Affiliate groups and discussions on each question are summarized below:

1. *Representatives from Argentina, Australia, Georgia, Mexico and Ontario:* IAFP can provide a membership list to follow up. Translate key material to encourage membership. Can be a challenge when covering a whole country (getting members to attend meetings in various cities). Encourage IAFP to hold Annual Meetings in other countries (Calgary played host in the past). Use LinkedIn and social media. Encourage corporate memberships (to include all staff members). Provide material in local language. Mexico has developed online materials and other benefits for local members. If you have a fantastic meeting venue, encourage attendance. Hold meetings at major companies and include tours.
2. *Representatives from Capital Area, Korea, Minnesota, Southern California and Washington:* Need a listing of IAFP Members in the respective area (a monthly report is available to some

Affiliates with new IAFP Members in their area). Provide a list of the percentage of IAFP Members in respective areas who are not Affiliate Members to allow for growth. Create a nationwide/worldwide campaign from IAFP to promote Affiliates (provide links to all Affiliate updated websites). Provide a folder/brochure about Affiliates to send to new IAFP Members in the area (the power of snail mail). Create a personal invitation from an Affiliate Board Member. Take advantage of the IAFP Executive Board Speaker Program. Can IAFP provide a list of those in the area who sign up for webinars, classes, etc. so the Affiliate can get them involved? Place an emphasis on Student Affiliate Memberships (that can possibly translate to IAFP Memberships). Invite non-active Affiliate Members to speak at meetings. Provide food and seek donations/sponsorships. Call non-active Members personally to help with the meeting.

- Representatives from British Columbia, Georgia, Minnesota and New Jersey:* Search on the IAFP website for those who are IAFP Members in the Affiliate area. New Jersey private consultants reach out to clients to join Affiliate Corporate Membership. Should Affiliate membership be mandatory/included in IAFP Membership? Talk about benefits of IAFP Membership at Affiliate meetings and remind that *IAFP Report* and *FPT* online are included in membership. New Jersey raffles an IAFP Membership at their meetings. IAFP Members have access to free webinars, reduced meeting rates, etc. People don't see the value in IAFP Membership if they don't attend Affiliate meetings. For non-active Affiliate Members, make meetings more accessible or more convenient (through webinars?) to attend. Students who present posters at IAFP Annual Meetings can present at Affiliate meeting. Raffle the complimentary IAFP Membership Certificate sent for meetings.
- Representatives from Illinois, New York, Pennsylvania and United Kingdom:* Offer training certificates for certain educational topics. Conduct strategic planning as a group discussion to help with future planning. Hold poster sessions at Affiliate meetings to bring in students. Send letter from IAFP Member(s) to join the Affiliate. Use free materials at meetings. Use the complimentary IAFP Membership Certificate as a raffle item. Conduct a raffle to raise money for scholarships at local colleges for students going into the food safety field. Rework respective websites to make more user-friendly and access benefits of joining.
- Representatives from Africa, Alabama, Canada, Ohio and Upper Midwest:* Offer educational credits. Look for IAFP Members in your state/region and send a welcome letter (members can be found on IAFP website). Hold a poster session competition to draw college students and professors. Upper Midwest offers \$500 to go toward attending the IAFP Annual Meeting. Hold your meeting at an interesting/unusual venue (e.g., microbrewery or a company that offers a tour). Offer a free registration to attend an Affiliate Annual Meeting.
- Representatives from Brazil, Carolinas, New Zealand, Quebec and UAE:* Many international IAFP Members are already involved in the Affiliate. Encourage Affiliate members to come to the IAFP Annual Meeting. Go outside the core incentives for non-active Affiliate Members to become more involved, i.e., target service providers, technology companies, chemical companies, and others who need to understand food safety. Offer group memberships or a free membership for the first year. Small advisory committees can provide information and suggestions in their particular areas of expertise and interest
- Representatives from Indiana:* Indiana Environmental Health Association is 63 years old and had eight new members in 2017, for a total of 230 active members and eight sustaining members. IEHA holds eight regional chapter meetings throughout the state. The spring and fall meetings are held in various locations throughout the state. Its biggest challenge is recruiting new members from industry (government and academia are not a problem). Biggest success is our Annual Meeting that includes students and faculty and those from government giving presentations. Provide incentives to increase Affiliate and IAFP Memberships.

Election of Affiliate Council Secretary: Alex Castillo announced that Li "Maria" Ma, Delegate from Oklahoma, was willing to stand for election, and asked if there were any nominations from the floor. Ananth Kasic from Ontario volunteered to stand for election. Maria Ma was elected by hand vote as Secretary (nominees were out of the room at time of vote). Ananth was encouraged to consider running again in the future.

Presentation of the Affiliate Awards: Alex highlighted the achievements of the award winners and presented the 2018 Affiliate Awards to the following:

Affiliate Membership Achievement – Ontario Food Protection Association

Affiliate Communication Materials – Ontario Food Protection Association

Affiliate Member Education – Taiwan Association for Food Protection

Best Affiliate Overall Meeting – Arkansas Association for Food Protection and Oklahoma Association for Food Protection (joint award)

Florida Association for Food Protection received the C.B. Shogren Memorial Award, which will be presented at the Awards Banquet on Wednesday, July 11, 2018.

Old Business: Alex Castillo reported on:

- Recommendations to the IAFP Executive Board
- 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 approved, and they are now posted on the website under the Affiliate tab. Decision was made to continue to have print copies available for viewing during the Annual Meeting due to high interest.

New Business:

- Needs assessment for accessibility to journals
 - Simple query: "Have any of your Affiliate Members had difficulty accessing *JFP* or *FPT* online?"
 - Members to email Susan with comments.
- Read the monthly *IAFP Report* that all Members receive via email. It contains all the updated news you can use in food safety and even some you weren't aware of.
 - This is a value add for your membership.
 - Check your spam or junk folders if you are not receiving it.
- Utilize IAFP staff (Susan Smith) to acquire Executive Board speakers for Affiliate Meetings (vs. going directly to the speaker). Executive Board Speakers are an economical and added benefit of being an Affiliate.
 - IAFP pays transportation to and from location.
 - Affiliate pays local lodging and food.
- How can the Affiliate Council Meeting be improved?
 - Members to email Susan with suggestions.

Affiliate Reports: Delegates/Representatives gave two-minute oral summaries of their respective Affiliate activities for 2017. Reports included the number of active members, number of general membership meetings hosted in 2017, biggest challenges, biggest successes, and topics of interest to other Affiliates.

Final Comments:

- Concern of PDG meetings overlapping with Affiliate Council Meeting as many Delegates are highly involved in PDGs. Is there a way to have PDG meetings that Delegates are involved with scheduled later?
- Suggestion made that Affiliate 2-minute summaries take place at the beginning of the Affiliate Council Meeting to allow those who need to go to PDGs to participate. Affiliate summaries are considered a main reason to attend the meeting to share and learn about each Affiliate's actions. It was proposed that the roundtable discussion be moved to the end of the Affiliate Council Meeting and the meeting structure re-evaluated. A survey of Delegates and Affiliate Officers will be created and distributed by Susan Smith to evaluate the meeting's structure, with results sent to the Affiliate Council Board.

Recommendations to the Executive Board:

- Can Affiliate webinars, non-sponsored by IAFP, be promoted to Members outside of the Affiliate through the IAFP newsletter/promotional venues?
- Can the process be simplified to allow Affiliates to schedule/conduct their webinars?
- Can IAFP send out simplified instructions for webinars regarding scheduling and conducting webinars?
- Can we make IAFP Membership dues automatically include a pop-up for your local Affiliate membership dues?

Passing of the Gavel: Chairperson Alex Castillo passed the gavel to James O'Donnell, signifying the beginning of James' term as Affiliate Council Chair.

Next Meeting Date: July 21, 2019, Louisville, KY.

Meeting Adjourned: 10:19 a.m.

Chairperson: Alex Castillo