Item 3.1.10 (1)

Template approved: 07/13/20/21

Committee Progress Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Publications Committee

DATE OF REPORT: ☒ *Initial fall progress report*   ☐ *Spring progress report*   ☐ *Second fall progress report*
  Date submitted: 10/8/2021   **Date amended (if applicable):** *Click here to enter a date.*   **Date accepted by Executive Board:** *Click here to enter a date.*

COMMITTEE ASSIGNMENT: ☐ *Council I*   ☐ *Council II*   ☐ *Council III*   ☒ *Executive Board*

REPORT SUBMITTED BY: Tim Tewksbary and Gina Nicholson Kramer

COMMITTEE CHARGE(S):

Issue # Constitution and Bylaws (numerals added for clarity)
1. The Publications Committee shall report to the Board.
2. *The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.*
3. *The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.*

Issue # 2020 III -003
1. Make recommendations to the Board to address how Conference for Food Protection publications are disseminated to ensure that all publications are distributed and communicated equally and adequately to reach the applicable constituency groups.
2. Oversee dissemination of approved publications following said recommendations.

COMMITTEE WORK PLAN AND TIMELINE:

Once the committee roster is approved by the Executive Board, committee will begin:

1. Documents making it through the 2020 Biennial Meeting will be shared with the committee to review before posting on the website.
   a. Allergen committee
   b. Direct to Consumer Delivery Committee
   c. Food Protection Manager Certification Committee
   d. Produce Wash Water Committee
   e. Product Assessment Committee
   f. Safe Handling & Cooking of Roaster Pigs committee
2. Committee calls will begin in November 2021 and will continue until charges are completed.

COMMITTEE ACTIVITIES:

1. *Dates of committee meetings or conference calls:*

   TBD after survey of committee members takes place.

2. *Overview of committee activities:*

   TBD after first committee meeting.

3. *Charges COMPLETED and the rationale for each specific recommendation:*
   a.
   b.

4. *Status of charges still PENDING and activities yet to be completed:*
   a.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

☐ *Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.*
☒ *Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.*
1. Approval of Committee Roster

Click here to enter text.   Click here to enter text.

2. Harry "Lester" Schonberger is leaving Virginia Tech as of October 8, 2021. He has taken a position with USDA's National Institute of Food and Agriculture as a Program Specialist, and he will provide updated contact information. The roster will be then updated with said information.

Question to the Executive Board: will Lester be considered a voting member or a Federal consultant?

ATTACHMENTS:

1. *Content Documents:*

   a. *Committee Member Roster:* ☒ *See changes noted above under "requested action"* ☐ *No changes to previously approved roster*
   "Committee Members Template" (Excel) available at: www.foodprotect.org/work/   Committee roster to be submitted as a PDF attachment to this report.

   b. *Committee Generated Content Documents (OPTIONAL):* ☒ *No draft content documents submitted at this time*

2. *Supporting Attachments (OPTIONAL):* ☐ *Not applicable*