Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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MOBILE APP [AD-HOC COMMITTEE]

DATE OF REPORT: ☐ *Initial fall progress report*   ☐ *Spring progress report*   ☒ *Second fall progress report*
   Date submitted: 7/31/2019   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: Chirag Bhatt (Chair) and Vanessa Bussier (Vice Chair)

COMMITTEE CHARGE(S):

1. *Determine the content and features needed in the mobile app in 2020.*

2. *Determine how long the app should be "live" following the biennial meeting.*

3. *Obtain estimates from vendors that can create and support the mobile app for the meeting.*

4. *Establish the process and criteria to be used when selecting Council App Liaisons for the 2020 Biennial Meeting.*

COMMITTEE WORK PLAN AND TIMELINE:

As charged by the Board, this committee will first oversee the development and rollout of the Conference app. This committee will also be an option to address or continue as the social media/digital engagement committee approved for formation at the April 2019 Board meeting.

COMMITTEE ACTIVITIES:

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

    Tuesday, June 25, 2019 (Initial call). During this introductory call, a group task was created to identify whether the mobile app is to be used during a conference only or whether the mobile app will be active during non-conference months. An online survey tool was created to obtain feedback from the group members. A follow up call is scheduled for July 30 and more details will be available after the call.

    Wednesday, July 31, 2019 (second call). After the first meeting, a shared document requested input from members. 9 members participated in providing feedback for charges 1 and 2.

    Everyone agrees that "Event-Only" app will be adequate for 2020 conference. For Organization Mobile Platform to materialize, we may need to discuss different architecture and user needs. CFP EB may need to create a digital engagement ad-hoc group to discuss mobile platform strategies to drive member engagement on a continuous basis. For now, committee feels that we can limit our scope for EVENT-ONLY app that is specific to biennial meeting activity. Most group members also feel that 2018 Attendify app was useful and by adding a few additional features (as available), it can be used again in 2020. Chirag will reach out to Attendify and ask for additional features. Additional features that can be added to the app that was used at 2018 conference include council members' short profile so that the general membership can understand his/her background. The features, Interactive map can be removed. The feature Twitter Feed can be enhanced so that it works and if technology is not capable, this feature can be removed.

    Once additional information is obtained from Attendify, during next committee call (September 4th), a final report can be shared with the executive board.

2. *Overview of committee activities:* Online form/document is created to collaborate discussions.

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

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

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: ☒ *No requested action at this time*

1.

2.

ATTACHMENTS:

1. *Content Documents:* Roster (embedded and sent via PDF)

   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*

ROSTER

Name	Organization	Y/N	Status	Email	Affiliation
Veronica Bryant	NCHD	Y	Member	veronica.bryant@dhhs.nc.gov	Reg ST
Lilly Yang	VATECH	Y	Member	llyang@vt.edu	Academia
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Adam Inman	KN dept of AG	Y	Member	Adam.Inman@ks.gov	Reg ST
Courtney Mickiewicz	VA dept of AG	Y	Member	courtney.mickiewicz@vdacs.virginia.gov	Reg ST
Angela Nardone	Share-ify	Y	Member	Nardone@share-ify.com	Ind - Provider
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Robert Sproule	Food LogiQ	Y	Member	rsproule@foodlogiq.com	Ind - Provider
Eric Moore	Testo	Y	Member	Emoore@testo.com	Ind - Provider
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