

**International HACCP Alliance
Board of Directors Meeting
December 5, 2000
Chicago, IL**

The Board meeting of the International HACCP Alliance was held on Tuesday, December 5, 2000.

The meeting was called to order by Deven Scott, Chairman. After a brief welcome and introductions of the Board members and participants, the agenda was presented for approval, motion made by Rosemary Mucklow, seconded by Leon Russell to approve the agenda, motion carried. Minutes from the board meeting on February 4, 2000 were presented; motion made by James Denton and seconded by Rosemary Mucklow to accept the minutes; motion carried.

The Training Committee report was presented by Rita Fullem. The 2000 Train the Trainer Programs were reviewed:

- January 18-20, 2000 in Washington, DC (Japanese course)
- September 12-14, 2000 in Washington, DC
- November 6-8, 2000, Costa Rica
- November 28-30, 2000, Mexico City
- December 19-21, 2000 in Springdale, AR, (Customized for Tyson Foods)

Per the boards' request, members of the Training Committee developed the objectives for the Advanced HACCP Training program. The Educational Foundation of the National Restaurant Association provided assistance in finalizing the learning objectives. A motion was made by Rita Fullem and seconded by Joe Harris that any objections to the learning objectives presented for the Advanced HACCP course be submitted in writing by January 1, 2001; otherwise the learning objectives are accepted as presented. Motion carried.

The board discussed future course needs and the potential need for standardizing the training requirements for HACCP/food safety auditors. It was noted that many food companies are subjected to multiple audits per year and spend a large amount of time conducting audits. It was noted that the National Food Processors Association is in the processor developing a "Food Safety and Quality Systems Supplier Audit Program" and that ASQ is now offering the audit examination for the food safety Body of Knowledge. The board recognized that it would be difficult to develop a "one-size fits all" program, but that the basic components of an audit could be standardized. Developing standard auditing components will allow for the development of an auditor training program. Rita Fullem made a motion to form an Audit Committee, motion was seconded by Joe Harris; motion passed. Bob Savage, HACCP Consulting Group, was appointed as Chairman of the Audit Committee. Committee was charged with exploring the need and options for standardizing the HACCP/food safety audit and auditor training requirements.

Rosemary Mucklow made a motion to accept the training committee report, James Denton seconded the motion; motion carried.

Don Dalton reviewed the financial statement from September 30, 2000 and presented the proposed budget for FY 2001. A request was made to present future reports that provide a comparison of this year's statement with last year's statement. Rita Fullem made a motion to

move an additional \$100,000 from the checking account into a Certificate of Deposit (CD), motion was seconded with Joe Harris; motion passed. Deven Scott recognized the relationship with Texas A&M University and the benefit of that relationship. Don Dalton moved to accept the financial report and Rosemary Mucklow, seconded the report. Motion passed. Rita Fullem recommended that a line-item of \$2,000 be added for Booth Expenses. The proposed budget was revised to include the booth expenses and to increase the Service fee to \$4,600 to cover the \$1,600 liability insurance. Rosemary Mucklow made a motion to approve the proposed budget of FY 2001, Rita Fullem seconded the motion, and the motion passed.

Dr. Barbara Masters presented the following update on FSIS activities.

- Phase II is now being called FSIS the Next Steps. It is designed to increase the focus of FSIS as a public health agency. A meeting is scheduled for Dec. 13th to discuss the future steps and a release will be issued in the Federal Register in January.
- The Ready-to-Eat directive went into effect on Dec. 1, 2000. It was recommended that establishments should contact the Technical Service Center if they have any questions concerning the classification of products as ready-to-eat.
- On-line reprocessing information should be published in the very near future, and the retained water rule is also expected to be released soon.
- The agency's budget includes mandatory inspection for ratite and squab. These establishments will now need SSOPs and HACCP to meet regulatory requirements.
- HIMP is still tied-up in court.
- Consumer Safety Officer (CSO) positions are still expected for this fiscal year. The budget language requires surveys and steps to better advertise these steps.
- All GS14 and above must attend agency HACCP training and must visit 2 plants per year. This should allow a better understanding of what is actually going on in the industry.
- Cull-Cow Report is finished and copies are available for those interested in the report. Several steps have been initiated based on the report.

Jeff Savell presented a report from the Global HACCP Conference Committee. The committee recommendations included holding the conference in the fall of 2001 in Chicago, IL. The possibility of having a vendor/supplier exhibit was discussed. However, it was recommended that the committee consider using a sponsor program. The committee will proceed with plans to host the conference and report back to the board as more details are available.

Kerri Harris provided the revised Long-Range Plan. Joe Harris made a motion that any comments should be provided by January 1, 2001 otherwise the plan is accepted as presented. Motion was seconded by Leon Russell; motion passed.

Bob Savage presented the Nominating Committee Report. The committee was charged with filling the board seats and developing a slate of nominees for the officers. Rita Fullem made a motion to close the nominations and the motion was seconded by Jim Denton; motion carried. Rita Fullem made a motion to accept the slate of officers as presented. Bob Savage seconded the motion. Motion passed. The officers for 2001 are:

Don Dalton, Chairman

Rosemary Mucklow, Vice Chairman

Kim Rice, Treasurer

Joe Harris, Secretary

Two At-Large positions will be appointed by the Chairman

It was recommended that the next meeting be held in March in Atlanta, GA. No further issues were raised and a motion was made by Jim Denton to adjourn the meeting, seconded by Joe Harris, and the meeting was adjourned.