

**International HACCP Alliance  
Board of Directors Meeting  
December 15, 1998  
Chicago, IL**

The Board meeting of the International HACCP Alliance was held beginning at 10:00 a.m. on Tuesday, December 15, 1998.

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 reviewed and a motion was made by Rosemary Mucklow and seconded by Kim Rice to approve the agenda, motion carried.

Kerri Harris presented the current financial status and year-to-date cash flow report. Income and expenditures were noted as following fairly closely to the proposed budget, and a year-end financial statement will be sent following the closing of the books. The projected budget for 1999 was also presented. Rosemary Mucklow moved that the financial report be noted and filed as presented and that the projected budget for 1999 be accepted; Leon Russell seconded the motion. It was noted that the projected budget should include a line item for non-collectable funds. Motion carried.

An update on the status of the name change and the incorporation was presented by Kerri Harris. Articles of Incorporation for the International HACCP Alliance were filed by Phil Olsson, Olsson, Frank and Weeda in October 1998 in the District of Columbia. The merger between the International Meat and Poultry HACCP Alliance and the International HACCP Alliance was approved by the Board of Directors via written vote, and it was approved by the membership via written vote. The process is currently being completed for 501 (c ) (6) status and to obtain the federal tax identification number.

H. Russell Cross and Phil Ventresca presented an update on the audit/auditor committee activities. The most recent version of the standardized audit procedures and auditor options was presented for discussion purposes. It was noted that the document is biased to meat and poultry processing, and it was recommended that the document be revised to allow various commodities and industry sectors to use the document. Concern was expressed on the potential exclusion of areas that would apply to commodities outside of meat and poultry, and it was recommended that the document be reviewed by individuals involved in conducting audits for other areas. The audit should be science based and allow for checking of regulatory compliance, if applicable. Another area of concern that must be addressed is the issue of liability and the legal issues involved in training and recognizing auditors. Rosemary Mucklow agreed to obtain the advice of Phil Olsson concerning the legal impact, and Rita Fullem will assist with this issue. Steve Krut made a motion to expend funds to address the legal issues for establishing the guidelines for auditing and/or for the actual accreditation/recognition of auditors. Rita Fullem seconded the motion. Motion carried to expend funds to obtain legal advice. While legal input is being obtained, the document will be resent to the Board of Directors, the audit committee, and the recommended subject experts. It was also noted that the committee should consider revising the format to include a series of documents rather than having one document that covers everything. Therefore, the committee will address this issue. Rita Fullem made a motion that the document should focus on meat and poultry for now; Steve Krut seconded the motion, and motion carried. All comments will be requested by February 1, 1999. After February 1, the committee will revise the document and return it to the board for approval. After the revised document is received, Deven Scott, Chairman, will determine the board or directors need to have a conference call to discuss and approve the document.

Jeanne Axtell, FSIS, USDA, presented an update on FSIS activities. The following items were discussed.

1. FSIS' readiness for Phase II of HACCP Implementation. The goal of Field Operations is successful implementation. About 50% of FSIS regulated plants are impacted, and about 95% of the inspectors involved have been trained for the January 25<sup>th</sup> date. These (approx. 1,700) inspectors have received the full 8-day training program.
2. Since most of the inspectors have been trained, this allows more time for the plant awareness process and for a period of "practice HACCP" for both the plant and the inspectors. Hopefully, this will allow time for questions to be raised and resolved before Jan. 25, 1998.
3. The Circuit Supervisors are being prepared to help facilitate the transition. A circuit supervisory training program was delivered in October in College Station and has been rolled-out to the districts since then. It was noted that the agency is on limited hiring and that some of the circuit supervisor positions are still vacant. (It was noted that the industry is very concerned about these vacancies and feels that it is critical that the positions be filled.)
4. The agency is still trying to work through the "Regulatory vs. Scientific" issues of HACCP. There has been concern expressed from the Technical Service Center in Omaha about the number of establishments that have only 1 CCP for the process (often receiving) and nothing else throughout the process. This will be evaluated further.
5. The agency is trying to identify the number of establishments that are not ready. It is trying to communicate with the individuals and give them resources/information to help them prepare.
6. The agency is moving forward with the "Workforce of the Future" and pursuing workforce changes. One change involves qualifications and educational requirements needed for personnel. The newly created Consumer Safety Officer does have an educational background requirement for a science-based education. The agency is still looking at where and how to best use these individuals. The Consumer Safety Inspector series may include individuals currently involved in HACCP related duties (off-line work). This is a new job description and it does not have an advanced educational requirement.
7. Jeanne Axtell will no longer be serving as the liaison for the agency. The new liaison will be Dr. Barbara Masters.

Deven Scott expressed the Alliance's gratitude to Jeanne Axtell for all of her support and assistance during the past few years, and welcomed Barbara Masters.

Training Committee report was presented by Rita Fullem, Committee Chairman. A summary of the train-the-trainer courses was presented. Two train-the-trainer courses are scheduled for the spring (one English, one Japanese.) It was noted that additional requests are coming from other countries for train-the-trainer programs. The question of how to handle the international train-the-trainers was posed to the board. The board agreed that the Alliance and FPI should pursue the need for international training programs as request come in. It was noted that care must be taken in translating the materials, and that the fee for the course should continue to cover the expenses.

Deven Scott led the discussion and review of the draft of the bylaws for the International HACCP Alliance. Several revisions were made in the bylaws. Rosemary Mucklow made a motion to adopt the bylaws as edited at this meeting. Joe Harris seconded the motion; motion carried.

Election of officers for 1999. Russell Cross made a motion that the current slate of elected officers be kept for 1999. Steve Krut seconded the motion; motion carried. The 1999 elected officers are:

Deven Scott, Chairman  
Rosemary Mucklow, Vice Chairman  
Don Dalton, Treasurer  
Kim Rice, Secretary

Additional Business:

Russell Cross initiated a discussion on the accreditation fees. It was noted that the current accreditation application fee is \$150.00 and that the accreditation is good for three years, that individual lead instructors do not have an application fee, and that the fee for seals is \$10/person. Russell Cross made a motion to raise the application fee to \$300.00 and include a \$150 application fee for lead instructor approval. Rita Fullem seconded the motion. Discussion occurred over the reason for increasing the fees, the goal of standardizing training, and the pros and cons of altering the fees. Russell Cross amended the motion to increase the accreditation application fee to \$300, including reapplication fee. The call for votes included three opposed to the motion. Motion carried.

Deven Scott recommended that the Alliance initiates a routine (monthly, quarterly) communication with the members. This will begin immediately.

It was also recommended that the Long-Range Plan be re-evaluated on at least an annual basis to make sure that the goals are being met.

It was noted that many people might perceive the need for the Alliance as declining since HACCP implementation is ongoing. However, the need for training is continuing. It was noted that the industry is very static and that training will be an ongoing need for the industry.

The next meeting will be held in late spring/early summer. It was suggested that the meeting be held in Omaha, NE at the Technical Service Center. Barbara Masters welcomed the board to come and to have the meeting in Omaha. The date will be determined by the Chairman.

Steve Krut thanked Deven Scott and Kerri Harris for their efforts during the past year.

No further issues were raised, and the meeting adjourned.

Attendees:

Deven Scott, Jill Hollingsworth, Russell Cross, Leon Russell, Rosemary Mucklow, Bill Brown, Jorge Hernandez, Kim Rice, Rita Fullem, Margaret Hardin, Melvin Hunt, Billy Lloyd, Joe Harris, Bucky Gwartney, Rena Pierami, Jeanne Axtell, Barbara Masters, Steve Krut, Rosetta Newsome, Phil Ventresca, Don Dalton, Kerri Harris.