

**International HACCP Alliance
Board of Directors Meeting
May 8, 1998
Washington, DC**

The Board meeting of the International Meat and Poultry HACCP Alliance was held beginning at 9:00 a.m. in the Crowne Plaza in Washington, D.C. on Friday, May 8, 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 Rita Fullem and seconded by Leon Russell to approve the agenda, motion carried.

H. Russell Cross and Phil Ventresca presented an update on the audit/auditor committee activities. A draft version of the standardized audit procedures and auditor options were presented for discussion purposes. The following issues were identified as areas of concern that will require further follow-up by the committee:

A process for re-certification needs to be built into the system

The issue of indemnification must be addressed.

The relationship with ASQ needs to be explored in greater detail.

The need for providing a training program for auditors will be explored after the document is finalized.

Rosemary Mucklow made a motion that the draft document be sent to the full board for review/comment, then the committee chairmen will revise the document and submit it to the Executive Committee and that the Executive Committee can move forward with the first step – at least at the lowest level proposed. The motion was seconded by Rita Fullem. This motion was withdrawn.

Rita Fullem made a motion to charge the audit committee to revise the document, return it to the full board for review, and then have the full board take action on the document. Steve Krut seconded the motion; motion carried.

Don Dalton, Treasurer, 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. Rosemary Mucklow moved that the financial report be noted and filed as presented; Rita Fullem seconded the motion; motion carried.

Deven Scott presented H. Russell Cross and Steve Krut with plaques of appreciate for their support as Executive Director and Chairman of the Board, respectively. It was noted that the HACCP Alliance's success was a result of their tremendous dedication and support.

Kerri Harris, presented an update on the activities that had transpired since the November board meeting on the request to co-sponsor a symposium with IFT. Deven Scott and Kerri met with the IFT planning committee in Chicago, and reported that IFT was willing to work with the HACCP Alliance in the manner that the board wanted. A brief discussion occurred on the pros and cons of cosponsoring a symposium and the responsibilities involved. H. Russell Cross moved that the HACCP Alliance should cooperate with IFT on the symposium. Rosemary Mucklow seconded the motion; motion carried. (It was noted that Rita Fullem objected to the motion)

Rita Fullem made a motion that a task force be established to develop guidelines for handling future request for cosponsoring or cooperating with organizations on future activities. Leon Russell seconded the motion. Motion carried. Deven Scott will appoint the committee.

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

1. FSIS published a federal register notice for early implementation. Fifty-five plants have expressed an interest. Thirty-two to thirty-six are requesting this for AMS purchase requirements for ground beef. AMS plants are shooting for early June. All of the inspectors will received the 8 days of training prior to the implementation dates.
2. An evaluation of Phase I implementation is on-going. Approximately 300 plants went under implementation in January 1998. About 30 plants were visited and the evaluation focused mainly on the inspection personnel and their tasks, especially G8's and above who are responsible for HACCP tasks. The interviews were for inspectors only and did not include industry. However, input from the industry during the Friday meetings are going into the equation for overall evaluation. A report will be forthcoming.
3. Concerns over training and training issues have been noted. All of the issues are being looked at and evaluated by the agency. An ongoing evaluation is conducted for every training. The mechanism for re-training the previously trained inspectors has not been determined.
4. Special training for supervisory perennial is being established. This is still in the planning stage.
5. Identification of small and very small plants is underway and should be done by June. All of the plants should self-identify themselves. If they don't respond then FSIS will follow-up with them to determine where they fit.

Rosemary Mucklow noted that Dorothy Stringfellow and her staff deserve extreme praise and recognition for their efforts with the small plant demonstration projects.

Deven Scott led a brief discussion on the role of the International HACCP Alliance in Small Plant Preparation. It was noted that the generic models that were developed for FSIS have still not been finalized, but that the agency is working on this. It was suggested that alternative methods for training are needed, i.e., correspondence courses, etc.

The training committee was charged with developing a follow-up program for people who have completed the introductory course.

Bob Hibbert, McDermott, Will & Emory, presented an overview of the legal enforcement issues and due process. It was noted that the policy requires an enforcement aspect.

Phil Olsson, Olsson, Frank and Weeda, P.C., presented a brief update on changing the Articles of Incorporation and on filing the tax status. Steve Krut made a motion that the Alliance should file as a 501 (c) 6 rather than a 501 (c) 3 tax status. Leon Russell seconded the motion; motion carried.

It was recommended that that HACCP Alliance should begin to explore avenues for involving other commodity groups and gaining input from the states (AFDO, NASDA), etc.

The new logo design was presented. Leon Russell made a motion to accept the green and blue design; Rita Fullem seconded the motion; motion carried.

The next meeting will be held in the Fall (October - November) at an airport hotel. Information will be forthcoming.

No further issues were raised, and the meeting adjourned.