

**International HACCP Alliance  
Board of Directors Meeting  
National Cattlemen's Beef Association  
Denver, CO  
November 19, 2004  
9:00 A.M. – 2:00 P.M.**

The meeting was called to order by Chairman Don Dalton. After a brief welcome and expression of gratitude to the National Cattlemen's Beef Association (NCBA) for allowing the meeting to be held at their headquarters, self introductions were made by each attendee.

Due to current issues, the agenda was modified to allow Michelle Rossman to discuss NCBA's Beef Industry Food Safety Committee's (BIFSCo) activities. BIFSCo started about 7 years ago to bring all sectors of the beef industry together help focus on key areas. BIFSCo hosted the E. coli O157:H7 Summit and is planning a follow-up summit for April 2005. BIFSCo has also helped develop and promote Best Practices for all sectors of the industry. In April 2004, BIFSCo also sponsored a BSE Summit to address key issues to assist the industry. BIFSCo also funds research. One of the areas of ongoing research funding areas is for BSE/TSE research. This is very applied research. They are also looking at interventions throughout the entire processing chain, including hide interventions and producer tools that can reduce risk. Web site is [bifsc.org](http://bifsc.org)

The agenda was presented for approval, noting the modification for the BIFSCo presentation. Nick Nickelson made a motion to accept, seconded by Paul Clayton. Motion to accept agenda passed.

Secretary/Treasurer Rosemary Mucklow presented the financial reports. The year-end report for 2003 was presented and discussed. Rosemary Mucklow made a motion to accept the report, seconded by James Denton. Motion passed.

The financial report for the third quarter (ending September 2004) was presented. Rosemary Mucklow made a motion to accept the report; Rena Pierami seconded the motion. Motion passed to accept the 2004 third quarter report.

Proposed budget for 2005 was presented. Joe Harris made a motion to accept the budget. Nickelson seconded. Rosemary Mucklow recommended a "financial incentive/gift" be given to Misty Skaggs as congratulations on the arrival of Miranda Skaggs. Motion to accept proposed 2005 Budget passed.

Don Dalton, presented a report on the Executive Committee Meeting that was held prior to the board meeting. The following items were discussed:

1. Nominating committee will be chaired by Nick Nickelson. A conference call will be scheduled to nominate directors for 2005. Several potential new members were identified (NTF, NPPC, GMA, NCCR, FMI, IDFA). It was noted that membership recruitment is best done by existing members. Rosemary Mucklow also discussed the past thought process on not having individual food companies as members. Companies have great technical resources and thought should be given on how to

- better involve companies. The use of a sustaining membership or something like that might help. It was noted that the HACCP Alliance is considered a non-biased location for expertise and is used by companies for assistance.
2. Request by Consumer Advocate to become active in the Alliance. He will be invited to the next board meeting to discuss benefit and contribution to Alliance activities.
  3. Alliance should continue to be involved in the Validation/Verification process. By working with membership, industry and Agencies the Alliance can serve as a resource for information.

Nick Nickelson gave a brief update on Microbiological Testing Standards. This is an on-going project and initial drafts have been developed. Additional information will be forthcoming as the standards are finalized.

Lisa Weddig presented an update on training activities. Requests continue for the Train-the-Trainer and for the customized Japanese course. The course will be taught as long as there is a need for it.

Dan Engeljohn (via conference call) presented the FSIS Update. He discussed the following:

- Closing date for comments on the *Listeria* Interim Final Rule.
- Shell Eggs – still anticipated for more information after the first of the year.
- Expect the risk assessment on Salmonella and Lm on RTE products around mid-year.
- The focus and emphasis for the agency continues to be on validation and support of in-plant systems.
- Risk based verification testing programs are to be expected, and they are looking for guidance on validation requirements for these plants, specifically on Lm.
- Seven key focus areas for risk-based verification: (1) Verification testing (design and results); (2) Economic impact; (3) Public Health Relationship to Lm; (4) Retail report; (5) Training report; (6) Labeling and Consumer Education; and (7) Small plant guidance materials.

Kerri Harris provided a staff update on the following items:

- “White Paper” for validation/verification. Waiting for comments from FSIS on how to proceed with this effort. After the first one is finalized we will identify other areas of need and work to develop additional documents.
- FSRE/EIAO training. This is an on-going effort via the grant received from FSIS. There have been eleven courses completed, and three more are currently scheduled.
- Chinese Initiative: As per the agreement, we are working with academia, government and industry parties in China to provide assistance with training activities. Plans are underway for conducting a training program in China for early 2005.

New Business: Concern was expressed on in-plant testing data, and the need for protecting the confidentiality of laboratory results. It was noted that this is a legal issue and there may be a role that the Alliance can serve at some point as this moves forward.

Meeting was adjourned.