



## Executive Committee Minutes

**Date:** March 7, 2016

**Place:** The Carlisle

**435 E. Butterfield Rd., Lombard, IL 60148**

**Time:** 4:00 – 5:00 PM

**Attending Officers:** John Budin, James Colby, Jennifer Farrell, and Glenn Bluemer

**Executive Committee:** Dan Best, Mike Carson, Laura Gray, Jan Miller, Linda Perucca, Keith Schafer, Manoj Shah, and Mike Wanous.

**Committee Chairs:** Katie Potthoff, and Nancy Moriarity.

**Guests:** John Chambers, Ivonne Litwin, David Levaly, Lauro Arias, John Roth

**Staff:** Lynnda Nelson

### Call to Order 4:07 PM

☒ Roll Call and Approval of Previous Minutes (p 3)

Glenn Bluemer

☒ Treasurer's Report (p 6)

Jennifer Farrell

Jamie Colby

Starting budget planning for next year, committee chairs will need to submit by mid-year, for approval by Sept. 1<sup>st</sup>, to start next fiscal year

### Top-of-the-Agenda Business

☒ Budget Report (p 7)

Jamie Colby

☒ CSIFT Business Office (IAMI) Report (p 8)

Lynnda Nelson

May have a volunteer for AV and tech things

☐ Officer Insurance

Glenn Bluemer

A way to protect committee if law suit is filed or damages happen- need cost and coverage info

### Committee Reports

☐ Auditing

Terry Schwartz

☐ Awards/Nominating

John Budin

☐ Finance

Uwe Nienaber

☐ Golf Outing

Mike Hosler / John Fenstermacher

☐ Historian

open

☐ Hospitality/Student Night

Keith Schafer

☒ Host Section Activities (p 11)

John Chambers

Still looking for volunteers

☐ House

Julie Ip

☒ Long-Range Plan (p 14)

Katie Potthoff/ Lauro Arias

Student committee took over internship program

Survey for interest in various company tours

☒ Marketing (CFAR/ Minute person/ Newsletter/ Social

Denise Michalik/Lynnda Nelson



**Chicago Section**  
Institute of Food Technologists

The First Section ★ Since 1941



Media/ Sponsorship/ Website) (P 15)

- ☒ Membership (p 16)
- ☐ New Professionals
- ☐ Professional Development (Career guidance & education  
Education/ Employment/ Technical Programs)
- ☐ Program
- ☐ Scholarship
- ☐ Suppliers' Night
- ☐ Tanner

Deepa Thakar /Christie McElya  
Megan Godin / Bridget McClatchey  
Susan Abraham-Rivera

Joy Dell'Aringa  
Nancy Moriarity  
Jim Anderson  
Zuoxing Zheng

☒ *Committee Report Attached*

Motion to adjourn meeting at **4:47** PM – Motion to adjourn and seconded.

**Submitted by: Jennifer Farrell**  
**CSIFT Secretary**



## Upcoming Deadlines / Calendar

### March

- 16 – Newsletter deadline
- 25 – Nominating Committee: Notify winners of election results and provide list to Business Office and Chair
- 31 – Awards Committee: Choose winners prior to the 31<sup>st</sup>.

### April

- 6 – Committee Reports due
- 6 - Program incoming: Establish draft schedule for 2016-17 dinner meetings
- 11 – Dinner & Executive Committee Meeting
- 13 – Newsletter deadline
- 20 – Scholarship: Identify Strietelmeier Scholarship winners
- 20 – Tanner Committee: Coordinate with Business Office to order plaque, prepare Payment, and create printed brochures / table tents



## Chicago Section IFT Executive Committee Meeting Minutes

Date: February 15, 2016

Place: Carnivale Chicago

702 W. Fulton Market, Chicago, IL 60661

Time: 4:00 – 5:00 PM

**Attending Officers:** John Budin, Joy Dell'Aringa, and Glenn Bluemer

**Executive Committee:** Dan Best, Mike Carson, Laura Colby, Laura Gray, Jan Miller, Manoj Shah.

**Committee Chairs:** Denise Michalek

**Guests:** Steve Hill, Ivonne Litwin, John Chambers, Krista Ruhnke, Tim Stubbs, Adam Moody, John Ruff, Katie Schmidt, Laura Saran, Thomas Gush

**Staff:** Lynnda Nelson

### Call to Order 4:05 PM

☒ Roll Call and Approval of Previous Minutes (p 4)

Joy made the motion to approve the minutes. Seconded by Jan and approved.

☒ Treasurer's Report (p 7)

Glenn Bluemer

Glenn Bluemer

Glenn Bluemer

### Top-of-the-Agenda Business

☒ Budget Report (p 8)

We are spending as much as we are bringing in.

John Budin

☒ CSIFT Business Office (IAMI) Report (p 9)

Lynnda Nelson

Lynnda shared information about the 2015 SN and the 2016 SN plans. The plan is to continue with the morning seminars and a keynote speaker to speak on Future 2050. Manoj mentioned Knechtel is interested in doing a live virtual tour the AM of SN. Asked him to connect them with Lynnda, John C. and Jim A. Also idea on having a party the night before. Shared idea to again create job interview space. Sponsors for free other companies charged \$250-\$350.00 per space to cover the expense.

☐ Update on Bylaws and Affiliation Agreement

John Budin

John shared the CSIFT letter to IFT. CSIFT has submitted our draft bylaws to IFT. Plan is to vote on the final draft at the May meeting. If any of the Sections do not sign the affiliation agreement they could be kicked out of IFT. Questions on whether or not CSIFT should sign it – board asked to review it in detail and ask questions.

☐ Leadership Training Update

Joy Dell'Aringa

Task force created for all events/initiatives related to students and new professionals. A webpage is going to be built where the student resumes can be posted and we are encouraging companies to post internships. Right now it is a members-only section and students do not have access – need to review this as part of the student task force initiative.



June 17 Leadership Training at the Arlington Race Course. Pre-work required. More details coming soon.

☒ **Scholarship Program Update** (p 15)

Steve Hill

Steve provided an update on the new scholarship program. The name of the new scholarship program is the Chicagoland Food Industry Scholarships. For 2016 the scholarship program will remain the same with the transition ready in 2017. Adopting the IFT Feeding Tomorrow guidelines on how to manage the award of the scholarships with some adjustments. A scholarship application process is being created on the CSIFT site with the intention of moving it to the CFSF website in the future. Consider if you'd like to be a juror or if you know of someone who might be of interest.

☒ **Chicago FOOD Initiative** (page 21 and separate document)

Dan Best & Steve Hill

Food Cluster Project – meeting attended by Dan, John C. and Denise last year as they launched. Encouraging “food” companies to move to the Chicago area to make Chicago THE place for food companies. Idea is economic growth and jobs. Quaker, Kraft, Ingredion are all involved as well as banks. They would be a conduit for communicating education opportunities and other services. A network of connections to help their business perform.

BMO and JP Morgan Chase banks are also involved. Suggestion is for CSIFT to play a larger role in this initiative to reach audiences. Looking for access to database of chief executives in the area.

☒ **Marketing Update** (p 12)

Denise Michalek

Encouraging all committee chairs and members to post on social media to spread the CSIFT message on your events and posts to leverage the contacts of each person – social. Need to do a better job of defining the role of the marketing committee. Looking to create an annual marketing plan with the intention to increase CSIFT recognition with outside / related disciplines.

**Committee Reports**

☐ Auditing

Terry Schwartz

☒ Awards/Nominating (p 10)

John Budin

Nominations due March 31.

☐ Finance

Uwe Nienaber

☐ Golf Outing

Mike Hosler / John Fenstermacher

☐ Historian

open

☒ Hospitality/Student Night

Keith Schafer

Laura Saran shared the student day schedule with the tour, panel discussion. Survey sent out to students ahead of time for panel questions. Looking for donations for student bags.

☐ Host Section Activities

Pat Sullivan

John C. asked if there is an interest in volunteering at IFT in July. Please contact John C. To get a free admission you need to volunteer 6 hours but anyone can assist.

☒ House (p 11)

Julie Ip

☐ Long-Range Plan

Katie Potthoff



☒ Marketing (CFAR/ Minuteperson/ Newsletter/ Social Media/ Sponsorship/ Website) (p 12)

Denise Michalik/Lynnda Nelson

☒ Membership (p 13)

Deepa Thakar /Christie McElya

☐ New Professionals

Megan Godin / Bridget McClatchey

☐ Professional Development (Career guidance & education Education/ Employment/ Technical Programs)

Susan Abraham-Rivera

☒ Program (p 14)

Joy Dell'Aringa

☒ Scholarship (p 15)

Nancy Moriarity

☒ Suppliers' Night (p 19)

Jim Anderson

☐ Tanner

Zuoxing Zheng

Motion to adjourn meeting at **5:05** PM – Motion to adjourn Jamie, was seconded a by John.

**Submitted by: Lynnda Nelson / Katie Schmidt**  
**CSIFT Acting Secretaries**



## Treasurer's Report

### Investment Balance Sheet

February 29, 2016

| Bank, Account Type, Acct #   | Asset Designation       | Balance       | Yield, Term, Maturity                 | Information  |
|--|-------------------------|---------------|---------------------------------------|--|
| Wells Fargo Advisors<br>1760-5779  | Scholarship Investments | \$ 305,719.15 | 0%                                    | Wells Fargo Advisors account opened and funded with \$309,582 on March 20, 2015. Balance decrease due to <b>unrealized</b> market value decline. |
| Glenview State Bank<br>Business Life Money<br>Market Checking<br>106112574 | Scholarship Investments | \$71,552.01   | 0.10%                                 | GSB accounts: \$175k check cut for Uofl Foundation. Balance of Savings transferred to checking   |
| Glenview State Bank<br>Life Savings Account<br>1537224                     |                         |               |                                       | Closed   |
| Glenview State Bank<br>Life Savings Account<br>1141399                     |                         |               |                                       | Closed   |
| Chase Bank Checking<br>828696807   | Section Emergency Funds | \$461.74      | 0%                                    | Account associated with Chase Bank CD. "Emergency Fund" assets tied to Chase CD.   |
| Chase Bank CD<br>010-007-2987970   | Section Emergency Fund  | \$100,000.00  | 0.50%<br>48mo term<br>5/7/18 maturity | Renewed: 48 month CD at 0.50%; maturity 5/7/18   |

**\$ 477,732.90**

| Wells Fargo Advisors - Det This Period |               | This Year     | Comments |
|--|---------------|---------------|----------|
| Opening value                          | \$ 306,871.73 | \$ 306,401.63 |          |
| Cash Deposited                         | \$ -          | \$ -          |          |
| Securities Deposited                   | \$ -          | \$ -          |          |
| Cash Withdrawn                         | \$ -          | \$ -          |          |
| Securities Withdrawn                   | \$ -          | \$ -          |          |
| Income Earned                          | \$ 0.08       | \$ 658.91     |          |
| Change in Value                        | \$ (1,152.66) | \$ (1,341.39) |          |
| Closing Value                          | \$ 305,719.15 | \$ 305,719.15 |          |

**Estimated Annual Income \$10,070.00**  
**Current Yield 1.00%**



Protected by password: CSIFT

September 1, 2015 - February 29, 2016

## CSIFT ANNUAL BUDGET

FY 2015/2016

### SUMMARY

|                               | ACTUAL             | BUDGETED         | OVER BUDGET | UNDER BUDGET       | NOTES                                   |
|-------------------------------|--------------------|------------------|-------------|--------------------|---|
| Total revenue                 | 365,168.40         | 639,350.00       |             | -274,181.60        |   |
| Total expenses                | 598,112.28         | 593,210.00       | 4,902.28    |                    |   |
| <b>Revenue less expenses:</b> | <b>-232,943.88</b> | <b>46,140.00</b> |             | <b>-279,083.88</b> | 50,000 allocated to scholarship funding |

### REVENUE DETAILS

|                              | ACTUAL            | BUDGETED          | OVER BUDGET | UNDER BUDGET       | NOTES                         |
|------------------------------|-------------------|-------------------|-------------|--------------------|-------------------------------|
| Golf Outing 2016             | 160.00            | 92,000.00         |             | -91,840.00         | 160.00 2015                   |
| Hospitality                  |                   | 0.00              |             |                    | Includes Student Night        |
| House/Tanner Dinner Meetings | 31,878.50         | 53,000.00         |             | -21,121.50         |                               |
| Investment Earnings          | 8,607.90          | 3,000.00          | 5,607.90    |                    |                               |
| Membership                   | 22,805.00         | 34,500.00         |             | -11,695.00         | Dues                          |
| New Professionals            | 575.00            | 1,000.00          |             | -425.00            |                               |
| Program Sponsorships         | 5,500.00          |                   |             |                    |                               |
| Professional Development     | 1,345.00          | 4,150.00          |             | -2,805.00          |                               |
| Scholarship Donations        | 1,932.00          |                   |             |                    |                               |
| Sponsorships                 | 13,400.00         | 26,700.00         |             | -13,300.00         |                               |
| Suppliers Night 2015         | 70,665.00         | 75,000.00         |             | -4,335.00          | Received after 31 August 2015 |
| Suppliers Night 2016         | 208,300.00        | 350,000.00        |             | -141,700.00        |                               |
| <b>Total revenue</b>         | <b>365,168.40</b> | <b>639,350.00</b> |             | <b>-274,181.60</b> |                               |

### EXPENSE DETAILS

#### COMMITTEES

|                                  | ACTUAL            | BUDGETED          | OVER BUDGET      | UNDER BUDGET | NOTES   |
|----------------------------------|-------------------|-------------------|------------------|--------------|---|
| Auditing and Tax Prep            | 4,100.00          | 4,200.00          |                  | -100.00      | Includes audit and tax return                       |
| Awards/Nominating                | 289.68            | 500.00            |                  | -210.32      |   |
| Employment                       |                   | 3,000.00          |                  | -3,000.00    |   |
| Executive                        |                   | 3,000.00          |                  | -3,000.00    |   |
| Finance                          |                   | 200.00            |                  | -200.00      |   |
| Golf Outing 2015                 | 65,608.13         |                   |                  |              |   |
| Golf Outing 2016                 | 0.00              | 70,000.00         |                  | -70,000.00   |   |
| Historian                        | 514.00            | 1,500.00          |                  | -986.00      | Includes rental storage                             |
| Hospitality                      | 644.47            | 3,000.00          |                  | -2,355.53    | Includes Student Night                              |
| Host Section Activities          |                   | 0.00              |                  |              | Expenses are covered by IFT                         |
| House/Tanner Dinner Meetings     | 31,828.01         | 59,000.00         |                  | -27,171.99   |   |
| Legal Fees 501c3 CFS Foundation  | 17,960.20         |                   |                  |              |   |
| Long-Range Planning              | 467.01            | 1,000.00          |                  | -532.99      |   |
| Marketing                        | 799.24            | 4,000.00          |                  | -3,200.76    |   |
| Membership - Ambassadors/VIP     |                   | 1,850.00          |                  | -1,850.00    |   |
| Membership - Membership Events   | 846.54            | 5,700.00          |                  | -4,853.46    |   |
| Membership - Student Events      |                   | 1,500.00          |                  | -1,500.00    |   |
| New Professionals                | 1,620.84          | 3,600.00          |                  | -1,979.16    |   |
| Prof Dev - Continuing Education  | 1,264.04          | 6,000.00          |                  | -4,735.96    |   |
| Prof Dev - Technical Sessions    | 134.94            | 4,000.00          |                  | -3,865.06    |   |
| Program                          | 9,061.40          | 10,300.00         |                  | -1,238.60    | Honoraria, travel, leadership training              |
| 75th Task Force                  | 9,398.07          | 15,000.00         |                  | -5,601.93    |   |
| Scholarship                      | 647.51            | 33,000.00         |                  | -32,352.49   | U of I, IFT Fun Run, Strietelmeier, (\$1000 travel) |
| U of I Endowment                 | 175,000.00        |                   |                  |              |   |
| Suppliers Night 2015 and 2016    | 211,551.27        | 225,000.00        |                  | -13,448.73   |   |
| Tanner                           |                   | 5,000.00          |                  | -5,000.00    | Honorarium, Travel                                  |
| <b>Total Committee expenses:</b> | <b>531,735.35</b> | <b>460,350.00</b> | <b>71,385.35</b> |              |   |

#### ADMINISTRATIVE

|                                       |                  |                   |        |                   |                                       |
|---------------------------------------|------------------|-------------------|--------|-------------------|---------------------------------------|
| Fixed Fee                             | 53,790.00        | 108,660.00        |        | -54,870.00        |                                       |
| Merchant Services Fees                | 7,216.21         | 13,000.00         |        | -5,783.79         |                                       |
| Printing, Supplies, Postage, Travel   | 2,564.68         | 4,800.00          |        | -2,235.32         |                                       |
| Subscriptions                         | 414.70           | 3,500.00          |        | -3,085.30         | Avecra, Const Cont, Survey Monkey, QB |
| Telephone                             | 712.39           | 1,100.00          |        | -387.61           |                                       |
| Website                               | 1,618.95         | 1,500.00          | 118.95 |                   |                                       |
| Other                                 | 60.00            | 300.00            |        | -240.00           | Annual fee & Caldwell gift            |
| <b>Total Administrative expenses:</b> | <b>66,376.93</b> | <b>132,860.00</b> |        | <b>-66,483.07</b> |                                       |





March 3, 2016

## **IAMI Report: September 1 – February 29, 2016**

### **Audit / Finance**

See finance report. Taxes were filed. Reports are available to review.

**Recommendation 1:** With the online QuickBooks and online banking it would be more efficient if committee members/leadership reimbursements and other payments were able to be made using checks issued from the bank. This is a recommendation for the Finance Committee to consider as part of updating financial policy due to changes in bylaws as well as part of the transition of funds to the Foundation.

**Current Policy:** 3) Checks are to have two signatures, however, in an emergency, checks under \$1,000 may be signed by only one person, as outlined in Article IV Section 4 of the CSIFT by-laws.

**Current Bylaws:** Section 4. Disbursement - Any disbursement in excess of the sum of one thousand dollars (\$1,000) must have two authorized signatures, with such signature authority to be determined by the Executive Committee.

**Recommended Process:** Reimbursement requests are made as usual by sending in the receipts and reimbursement forms to the Business Office via email. We will upload the documentation to the FTP site for approval by the Treasurer. By using the FTP site the documents are also available for review as needed instead of just during an executive board meeting. Once approved the electronic check will be issued via the bank. There is no cost to this recommended change.

**Recommendation 2:** All of IAMI's customers (except CSIFT!) pay us via electronic check monthly versus a check that is signed on the date of an executive committee meeting or by mailing the check to the treasurer in the summer months. As the payment amount per month does not change and the amount is determined by our contract, we recommend moving to an automated echeck payment that would transfer on the first day of each month. This allows payment to be made automatically, on a specific date, and is not tied to the availability of a treasurer to sign it either weeks early or late. There is no cost to this recommended change.

### **AV/Historian**

Storage locker cleaned out and account closed as of Feb. 29, 2016. New account opened at new facility using a climate controlled venue at Public Storage for about the same amount per month. Moved on March 4 with the assistance of several on the leadership team – thanks! Have 4 boxes of newsletters and other items to be digitized in the future. We also have a volunteer to set up the sound system and take pictures beginning in September!

### **Awards and Nominations**

We have supported the Awards and Nominations Committee by marketing the awards and CSIFT ballot to membership and updating the website.

### **Golf Outing**

Registration should open in the next week or so. We are looking for more members – especially to support the solicitation of raffle prize donations. It would be great to have one or more EXCOM members join. Our first planning meeting is March 7 over lunch.



### Hospitality/Student Night

Focus was on Student Night. Managed all of the goodie bag items and had volunteers come to the office to fill the bags instead of doing it the day of the event at the venue – items were mailed to the Business Office.. We hope this will save a lot of time the day of Student Night. Created the program, student table tents, panelist plaques and gifts, worked with the venue to ensure set up is what we wanted, and printed student badges early to be handed out at the beginning of their day hoping to simplify the arrival just prior to 3 PM.

Lots of website updates with putting the student resumes on the website for download and creating the panel information.

### House

Numbers for the January and February meetings below. Only some of the 75<sup>th</sup> Anniversary funds were used.

| CSIFT Dinner Attendee and Revenue Data |                     |                   |                          |                              |                |
|--|---------------------|-------------------|--------------------------|------------------------------|----------------|
|  | 2015                | 2015              | 2015                     | 2016                         | 2016           |
|  | September           | October           | December                 | January                      | February       |
|  | 9/21/2015           | 10/19/2015        | 12/14/2015               | 1/25/2016                    | 2/15/2016      |
| Income                                 | \$6,245.00          | \$5,185.00        | \$6,835.00               | \$9,562.50                   | \$3,925.00     |
| Tax/Gratuity                           | \$1,461.10          | \$1,147.93        | \$1,228.73               | \$2,746.18                   | \$1,574.97     |
| Dinner Cost                            | \$4,695.04          | \$3,327.10        | \$4,250.00               | \$6,427.50                   | \$4,000.00     |
| AV                                     | \$401.98            | \$300.00          | \$25.00                  | \$2,838.80                   | \$375.00       |
| Room Rental / Fees                     | \$700.00            | \$0.00            | \$2,350.00               | \$350.00                     | \$624.00       |
| Total Fees                             | \$6,558.12          | \$4,775.03        | \$7,853.73               | \$9,523.68                   | \$6,573.97     |
| Net                                    | -\$313.12           | \$409.97          | -\$1,018.73              | \$38.82                      | -\$2,648.97    |
| # Meals Charged                        | 112                 | 98                | 111                      | 124                          | 75             |
| # Attendees Paid                       | 119                 | 97                | 122                      | 130                          | 75             |
| # Meals Subsidized                     | 7                   | 3                 | 6                        | 5                            | 5              |
| # Meals Free                           | 3                   | 8                 | 15 (beer companies free) | 5                            | 8              |
| # Registrations                        | 123                 | 108               | 137                      | 135                          | 83             |
| Speaker                                | John Coupland, IFT  | Second City       | Celebrate Chicago Beer   | 75th Anniversary Celebration | Sustainability |
| Location                               | DoubleTree Oakbrook | Maggiano's Skokie | Brookfield Zoo           | The Union League             | Carnivale      |

### Long Range Planning

Participated in the February planning meeting.

### Marketing / Communications / Sponsorship / Website

With the transition the last week of February and full implementation March 1, there were many changes made and many more to be implemented in March. We had to create two registration systems for the March meeting.

An email was sent out describing how to reset passwords and we have assisted many people in this process. We expect this to continue for the next month or more. The website needs to undergo many changes in the next month or two in order to fully utilize the capabilities of the new data management system. Stay tuned!

### Membership

Membership numbers will be updated next week as we needed to focus on the transition to the new system.

### New Professionals



**Chicago Section**  
Institute of Food Technologists

The First Section ★ Since 1941



We provided website and registration support for the February and March events.

### **Program**

Met with Joy and Ivonne at the office to assist with planning for the Leadership Training in June and next year's programs.

### **Scholarship**

We continue to support the scholarship meetings and the planning for the Foundation. Met in February at PepsiCo.

### **Suppliers' Night**

As of March 3 we have sold 411 booths. We are about 15 booths behind last year at this time. We met over lunch in February and are planning to expand the job interview space at a cost for companies not exhibiting, a smaller cost for exhibiting companies and for free as part of sponsorship packages. We also plan on continuing with the employment workshop, the professional development panel discussion, and are considering how to take advantage of Knechtel's offer of a live interactive virtual tour.

Respectfully submitted,

Lynnda Nelson  
Executive Director, CSIFT Business Office  
President, IAMI



## Host Section Committee Report

We recently met as a committee on 2/10/16 to start finalizing the events for the Annual Meeting 2016.

All the technical field trips are set up. The locations include Knechtel Labs and Imbibe on Monday July 18<sup>th</sup>. IIT/IFSH and Savor Rooftop Garden at McCormick place on Tuesday July 19<sup>th</sup>.

Our biggest challenge right now is the need for volunteers. Below are the subcommittees that need volunteers. Listed are the responsibilities and the contact person for each subcommittee that needs help. Please reach out the appropriate contact if you can volunteer. I put this same info in the CSIFT February Newsletter and we have not had much interest from our members yet. Note - to receive a complimentary pass to the expo a volunteer must do a minimum of 6 hours.

### TECHNICAL FIELD TRIPS

#### RESPONSIBILITIES

The Technical Field Trip Co-Chairs plan, visit, and select Technical Field Trips which are unique to the area, as well as “technical” in scope. No trips should be planned that are readily available to the general public. Supplier companies that are not exhibiting may not host Technical Field Trips. The maximum number of participants per Field Trip should be limited to 45 (1 bus).

The Technical Field Trip Co-Chairs provide copy for the event website and Advance Program which consists of the field trip name, description, times, fees, restrictions, and special requirements. Two Hosts per field trip should be assigned to act as liaison for the facility and bus driver. Hosts are responsible for obtaining registration roster from IFT, collecting tickets at the bus and ensuring all participants return.

#### IFT RESPONSIBILITIES

The IFT Staff Coordinator will determine the pricing of the Technical Field Trips based on any fees charged by the facilities, meal cost (if applicable), busing costs and insurance costs (if applicable). The IFT Staff Coordinator will also contract for the necessary busses and monitor ticket sales for the Technical Field Trips.

#### STAFFING

Generally consists of (2) Co-Chairs and (2) Hosts per Technical Field Trip.

#### HOURS OF OPERATION

Technical Field Trips may be scheduled on Sunday from 1:00 p.m. – 5:00 p.m. or on Monday or Tuesday between the hours of 8:00 a.m. – 5:00 p.m. including travel time. Sunday dates are generally hard to secure as most facilities are not open or fully staffed on weekends.

Contact for this is Manoj Shah – [ms0680@gmail.com](mailto:ms0680@gmail.com) 847-553-7638

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## **FAMILY ACTIVITIES**

### **RESPONSIBILITIES**

The primary responsibility of the Family Activities volunteers is to staff the Family Lounge and to secure family videos, games, magazines, newspapers, information on local family entertainment and other items for use in the lounge. The Co-Chairs may also provide feedback to the IFT Staff Coordinator on Family Tour options (if applicable) which may be provided by a local destination management company.

### **IFT RESPONSIBILITIES**

The IFT Staff Coordinator will make arrangements for the following:

- Contract with a local destination management company to run a Family Tour Program (if applicable) • Order furniture and equipment for the Family Lounge • Order beverages for the Family Lounge

### **STAFFING**

Generally consists of (2) Co-Chairs and (10) - (12) volunteers. It is recommended that there be (2) volunteers staffing the Family Lounge at all times.

### **HOURS OF OPERATION**

Sunday 8:30 a.m. – 5:30 p.m.

Monday 8:30 a.m. - 5:30 p.m.

Tuesday 8:30 a.m. - 5:00 p.m.

Contact for this is Mike Carson – [Michael.Carson@bunge.com](mailto:Michael.Carson@bunge.com) 847-909-8100

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## **WELCOME**

### **RESPONSIBILITIES**

The primary responsibility of the Welcome volunteers is to greet meeting attendees as they enter the Convention Center and provide assistance with directions and questions. Volunteers should be prepared to answer questions relating to the location of registration, expo hall, meeting rooms, restrooms, restaurants/concessions, etc. Volunteers will be required to attend the Host Section tour of the Convention Center which will be scheduled prior to the meeting.

### **IFT RESPONSIBILITIES**

IFT will order all supplies/equipment needed for the Welcome areas as required. The IFT Staff Coordinator will provide information on the location and number of entrances that will need to be covered.

### **STAFFING**

Generally consists of (2) Co-Chairs and volunteers. The number of volunteers required will depend upon the Convention Center facility being used and the number of entrances.



#### HOURS OF OPERATION

Saturday 4:00 p.m. - 7:30 p.m.

Sunday 8:00 a.m. - 1:00 p.m. (Expo opens at 12noon) Monday 8:00 a.m. - 11:00 a.m. (Expo opens at 10am) Tuesday 8:00 a.m. - 11:00 a.m. (Expo opens at 10am)

Contact for this is Mike O'Hare [mikeohare@dawsonsales.com](mailto:mikeohare@dawsonsales.com) (312) 952-1540

#### HOSPITALITY

##### RESPONSIBILITIES

The primary responsibility of the Hospitality volunteers is to provide information and assistance to meeting attendees. Volunteers should be prepared to answer questions relating to area attractions, restaurants, cab fares, shuttle bus routes, directions to city activities, maps, sights, costs, certified and state approved baby sitters service, location of meeting rooms, etc. It is suggested the volunteers know the location of all functions and attend the Host Section tour of the Convention Center which will be scheduled prior to the meeting.

At some facilities, wheelchairs for attendee use at the convention Center will be available at the Hospitality Desk. The hospitality volunteers will need to maintain a sign in log and obtain ID's or credit cards from those requesting wheelchairs to secure them.

##### IFT RESPONSIBILITIES

IFT will order all equipment needed for the Hospitality Desk set up (counters, chairs, phones, etc.). The IFT Staff Coordinator will make arrangements for wheelchairs, Visitor Guides/Maps from the local Convention and Visitors Bureau and will contract with a local service to provide Restaurant Reservation Services (when applicable).

##### STAFFING

Generally consists of (2) Co-Chairs and (20) - (25) volunteers. Sunday and Monday are usually the busiest days and a full staff of (4) volunteers is recommended during these times.

##### HOURS OF OPERATION

Saturday 8:00 a.m. - 7:00 p.m.

Sunday 8:00 a.m. - 6:00 p.m.

Monday 8:00 a.m. - 6:00 p.m.

Tuesday 8:00 a.m. - 5:00 p.m.

Contact for this is Wend Mosier - [wsmosier@comcast.net](mailto:wsmosier@comcast.net) (630) 464-5578

Report Submitted by Host Section Committee Co-Chair  
John Chambers

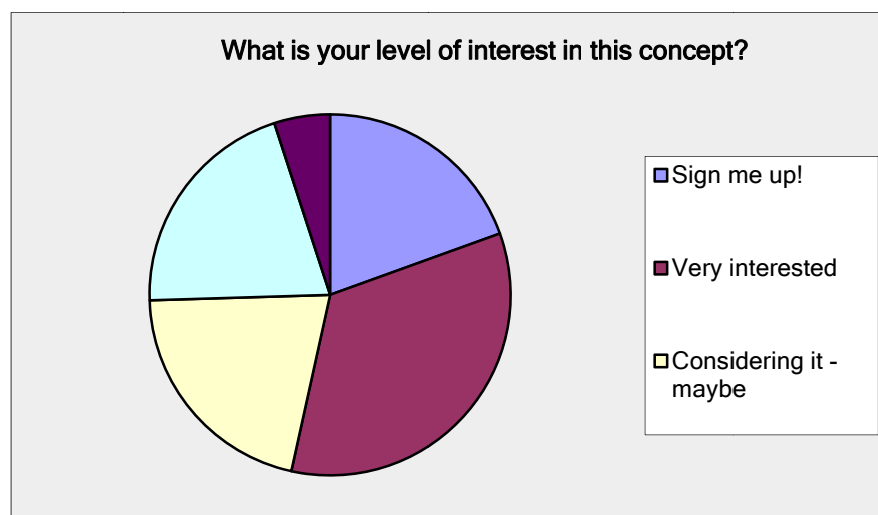


## Long Range Planning Committee Report

Based on the results of the activities survey sent earlier this year, many respondents suggested additional ideas centered on food and culinary activities. The Long Range Planning Committee decided to survey the CSIFT, testing the concept of a Chicago-Area Training Tour.

The survey had a total of 303 respondents. Over half of those who responded (162) stated a high level of interest with an additional 64 people who would consider the tour. Only 15 of those who responded stated a level of zero interest. Long Range Planning is working on developing a proposal to implement a culinary tour. A culinary tour provided by the CSIFT would provide professional development to those who attended by fostering creative thinking regarding new product development, evaluating Chicago-area culinary resources available to food product developers and link culinary trends to the latest consumer food and beverage trends research. Below are the results from the survey.

| What is your level of interest in this concept? |                  |                |
|---|------------------|----------------|
| Answer Options                                  | Response Percent | Response Count |
| Sign me up!                                     | 19.5%            | 59             |
| Very interested                                 | 34.0%            | 103            |
| Considering it - maybe                          | 21.1%            | 64             |
| Not sure - depends on schedule and cost         | 20.5%            | 62             |
| Not interested                                  | 5.0%             | 15             |
| <i>answered question</i>                        |                  | 303            |
| <i>skipped question</i>                         |                  | 0              |





## **March 2016 Marketing Committee Report**

Chair: Denise Michalik

Committee Members: Laura Colby, Anisa Bassi, Dave LeVally, Olivia Fisher

Sponsorship: David Corcoran, Mike Gough

### **Goals and Actions Steps**

#### **Timing April 2016**

1. Outline plan to empower committees to post on the CSIFT Social Media platform (idea is to be more efficient and streamline the work load).
2. Develop a survey for each CSIFT committee to get input on how marketing is to the CSIFT and what are their most important needs.

#### **Timing May 2016**

1. 12 month calendar creation to parallel with IAMI's marketing initiatives (Calendars created for Scholarship, Membership, New Professionals, and Professional Development currently on the CSIFT FTP site)

This Scholarship calendar is a good example of how a committee can engage with marketing. We could expand and improve on this document and/or develop a new calendar/approach.

### **Sponsorship Committee:**

#### **Goals and Action Steps**

#### **Timing May 2016**

1. Overall approach to the Sponsorship Committee and coordination with CSIFT events and needs.
2. Planning for Suppliers' Night sponsorship approach to be revisited with Chair Jim Anderson.





## **Membership Committee Report**

- We have a new Member Nicole, she would like to help with social events and Neha she would like to help with student outreach
- We have lost a few members ( Leann, Luke, Lori)
- Joy discussed the task force and the focus on bringing all the committees together to serve one purpose. John and Neha will be representing the membership committee

### **Membership Outreach & Events:**

Courtney, Deepa and Christie had a quick call to discuss an event in late April. Some ideas are:

- City Winery- The cost was almost 4,000 or 30 people
- Latinicity- over 3,000 for 50 people
- Some of the other ideas were to have Griffith host at their test kitchen, since they have been instrumental as ambassador this would be a nice way to give back to them. We also thought about Charlie Baggs, they are interested in hosting as well. AA: Deepa will; talk to them at Monday's dinner event.

### **Ambassador Program:**

We will be sending another email to all out members to recruit more ambassadors. One thought was to try and get more college professors as ambassadors, this way they can encourage students to attend events.

AA: ask Glenn to discuss with the EXCOM members if they know any professors that would be willing to be ambassadors.

John is going to see if Kraft would consider being an Ambassador.

Christie mentioned asking all the companies that sponsor events if they would consider being ambassadors. Lynnda will get a list of companies and contacts.

### **Student Outreach & Events:**

John mentioned want to try and get more involvement with the CHEM/Bio/Nutrition departments at colleges and Universities. We want to attend more events they hold and try to get a list of attendees so we can send them info on CSIFT.

Neha mentioned that a Food science club is being formed at IIT and she is an active member so she will work with John to get more involvement with members

John to work with National IFT to see if they can help with student involvement.