

The Dairy Practices Council
Business Meeting Minutes, 11/6/13 and 11/7/13

11/6/13: New Member Orientation and Task Force Directors Reports:

President Rebecca Piston opened the session at 1 PM followed by a welcome to Pennsylvania by guest speaker John Frey, Center for Dairy Excellence.

President Piston then presented the orientation slide show and introduced the Board and Task Force Directors. Each Task Force Director took the podium and presented a quick recap of their upcoming Task Force meetings.

TF I, John Tyson, Director:

Wednesday Nov 6th, 2:00 PM to 5:00PM EST

The main goal for this session will be to review guidelines #15 "Milking Center Wastewater" and #27 "Dairy Manure Management from Barn to Storage".

Stan Weeks will be leading this discussion.

We asked that you review both of these guidelines and come prepared to give some input. Or you can forward your comments to Stan (SWeeks1997@aol.com) or myself.

If you need a copy of the guideline let me know.

Thursday Nov 7th, 2:00 PM to 5:00 PM EST

The main goal for this session is "Odor Management"

Karl Dymond from PDA will be joining us to talk about the On Farm Odor Management rules here in PA

Bob Mikesell from Penn State will also be joining us to give his insight on how these rules are working in PA

DPC Guideline # 46 "Dairy Odor Management" is in need of a major update and I would like to discuss how we move forward, so please review #46 and come with comments.

Once again if you need a copy of #46 let me know.

Task Force II, Allen Sayler, Director:

No report submitted

Task Force III, Pat Healy, Director:

The tentative agenda for Task Force III will be to continue to work on and find lead authors for the Task Force III Guidelines. I have attached a copy of the status of Guideline Status which could be posted for the Wednesday and Thursday agendas. For Thursday from 2:00 to 2:45 pm Task Force III will have a presentation from Deborah W Cohen, N. American Marketing Manager **InstantLabs**, about PCR based detection system for detecting pathogens in various foods, including milk. They are able to detect Salmonella, Listeria, and E. Coli.

Task Force III Laboratory & Quality Control Procedures

Guideline	Description	Status	Lead Author
DPC #07	Sampling Fluid Milk	In Review	Nancy Carey
DPC # 10	Maintaining & Testing Fluid Milk Shelf Life	In Review	Steve Murphy
DPC #11	Sediment Testing and Producing Clean Milk	Review in 2015	Nancy Carey
DPC # 16	Handling Dairy Products from Processing to Consumption	In Review	Nancy Carey

DPC #17	Prevention of and Testing for Added Water in Milk	In Review	John Rhoads
DPC #21	Raw Milk Quality Tests	In Review	Ruth Riner
DPC #22	Control of Antibacterial Drugs & Growth Inhibitors in Milk and Milk Products	In Review	Bill Northeimer
DPC #24	Troubleshooting High Bacteria Counts of Raw Milk	In Review	Ruth Riner
DPC #25	Cleaning & Sanitation Responsibilities for Bulk Pickup & Transport Tankers	In Review	Need Lead Author
DPC #31	Composition & Nutritive Value of Dairy Products	On-Hold Websites	Rebecca Piston
DPC #32	Component Tests Variations in Raw Milk	Review in 2017	Scott Franklin
DPC #33	Brucellosis & Some Other Milkbourne Diseases	In Review	Lynn Hinckley
DPC #34	Butterfat Determination of Various Products	Review in 2014	Kelly Wedding
DPC #38	Preventing Off-Flavors in Milk	Review in 2013	Dan Scruton
DPC #40	Controlling Fluid Milk Volume and Fat Losses	In Review	Pat Healy
DPC #50	Farm Bulk Tank Collection Procedures	In Review	Bob Hickerson
DPC #51	Controlling the Accuracy of Electronic Testing Instruments for Milk Components	Review in 2013	Pat Healy
	<i>title change to</i> Microbial Assessment of Processing and		
DPC #60	Packaging Situations to Optimize Shelf Life	In Review	Steve Murphy
DPC #80	Food Allergen Awareness in Dairy Plant Operations	In Review	Steve Murphy
DPC #99	Quality Assurance in Butter Manufacturing	In Review	Scott Lough
DPC #			Barney
105	Sealing Bulk Milk Tank Trucks	In Review	McConnell
DPC #53	Vitamin A & D Fortification of Fluid Milk	In Review	combined TF 2&3
New	Greening of the Laboratory	In Draft	Sharon Wilson
New	Biofilms and Their Control	In Draft	Scott MacKenzie
New	Basic Dairy Terms Dictionary	In Draft	Chris Hyklema
New	Small Dairy Processor Quality Testing Lab Setup	In Draft	Chris Hyklema

Task Force IV, Philip Wolff, Director

The mission of Task Force IV concerns both regulatory communication and uniformity between states and the use of HACCP. DPC guidelines from Task Force IV assist in this mission.

Guideline #36, Dairy Farm Inspection guideline has been on hold because some of the Q & A's were outdated. I talked to Dennis Gaalswyk at the FDA, they intended to update the Q & A's but have not completed the task yet. This guideline is still on hold.

Guideline #39, Grade A Fluid Milk Plant Inspection guideline was made into two guidelines to make it easier to use. Part II became Guideline # 107. Guideline #39 was sent out for yellow copy review in March 2007 but has been on hold because some of the Q & A's were outdated. I talked to Dennis Gaalswyk at the FDA, they intended to update the Q & A's but have not completed the task yet. This guideline is still on hold.

Guideline # 107, Pasteurization Equipment, Procedures and Testing guideline was sent out for yellow copy review in March 2007 but has been on hold because some of the Q & A's were outdated. I talked to Dennis Gaalswyk at the FDA, they intended to update the Q & A's but have not completed the task yet. This guideline is still on hold.

Guideline # 108 is a proposed guideline on reducing coliform counts in cultured products. This guideline is intended to assist manufactures in dealing with common problems and procedures to reduce coliform

contamination in product processes and finished products to increase consumer confidence as a safe product, maintain favor integrity and improve shelf life. GL #108 may start with a few common cultured products in its development and expand as needed. An author is needed to formulate a draft and collect input from members.

Since the most important guidelines are still on hold, Task Force IV will meet jointly with Task Force II during the work sessions.

Task Force V, Steve Lehman, Director:

Task Force V will be reviewing Guideline 28, Troubleshooting Residual Films on Dairy Farm Milk Handling Equipment

Guideline 9, *Fundamentals of Cleaning and Sanitizing Farm Milk Handling Equipment*

Guideline 102, *Installation, Cleaning, and Sanitizing of Tie Barn Milking Systems*

Guideline 2, *Effective Installation, Cleaning, and Sanitizing of Milking Systems*

Depending on the status of Guideline 41, *Milkrooms and Bulk Tank Installations*, we may be working jointly with Task Force I on that guideline.

Task Force VI, Chris Hylkema, Director

Tentative Agenda for Task Force Session

Wed 2:00-5:00pm

NCIMS Other Species Committee Meeting – regarding 2011 NCIMS Proposal #120

Discussion on Camel Milk Updates

Guideline review, time permitting

Thurs 2:00-5:00pm

Discuss revision of Guideline 33 – Guidelines on Brucellosis & Other Milk Borne Diseases.

Continue guideline review and discuss need for revisions.

The New Member Orientation session was adjourned at 2 PM. President Piston urged everyone to attend Task Force Sessions.

11/7/13: Business Meeting Minutes (continued):

Pres. Rebecca Piston: Acknowledge Honorary Life Members in Attendance:

Stan Weeks (HLM 2005)

George Wilcox (HLM 2009)

Don Breiner (HLM in 2011)

Tom Angstadt (HLM 2011)

Lynn Hinckley (HLM 2012)

Pres. Piston: Acknowledge Sponsors and Donors:

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Pres. Piston: Acknowledged New Sustaining Members:

Platinum:

Dairymaster USA, Cincinnati, OH (upgraded from Bronze to Platinum in 2013), Joseph Strand

Gold:

AFCO, Chambersburg, PA, Mike Hinkle

Silver:

Sunrise Family Farms, Inc., Norwich, NY, Sanders Grant

Bronze:

Bob-White Systems, Inc., South Royalton, VT, Steve Judge

Titusville Dairy, Titusville, PA, Ralph Kerr

New Individual Members:

Mary Fendrick, Germantown, MD
Kathy Steinbrey, Guggisberg Cheese, Fresno, OH
Alyce Birchenough, Sweet Home Farm, Elberta, AL
Kristen Wolcott, Sinclairville, NY
Brittini Treichler, Land O'Lakes, Lancaster, PA
Scott Staub, DMS, York, PA
Doug Kennedy, DMS, Syracuse, NY
Tom Herremans, IBA, Ravenna, MI

New Educational Members:

Delaware Valley College, Doylestown, PA, Dr. Bruce Richards

Pres. Piston then presented her Presidential Address:

I would like to take this opportunity to once again welcome all of you to the 44th Annual Conference of the Dairy Practices Council here in Harrisburg, Pennsylvania. I went back through my personal archive of DPC programs and this is the fifth time we have met here in Harrisburg in the 24 years I have been involved with the group. While we continue to move the locations for our meetings (2014 will be in Kansas City, Missouri and 2015 in Burlington, Vermont) the Northeast and especially New York and Pennsylvania will always hold a special place in our history.

First, please join me in thanking our Executive Vice President – Jeff Bloom – for his dedicated service to our group. Jeff is the center of our organization, keeping me and the other Board members on task and always watching out for the good of our group. Jeff maintains a VERY organized office space in his home (I've been there a few times!) and really does a great job guiding us toward the future.

Let's also give Nancy Bloom a round of applause. Nancy, known to many of you as Miss CowGeniality, works behind the scenes to keep this organization on track and we appreciate her efforts!

I would also like to thank the Board of Directors who has served you well. They have come through in spite of the snowstorm that delayed or canceled travel to Burlington for our spring meeting and made some good decisions to move our group forward. They also are responsible for the fine educational program that you are enjoying at this meeting!

For me, the main purpose of the Dairy Practices Council is Outreach to our Industry all year long through our guidelines and annually through the educational presentations we offer at this meeting. We cover a wide range of subjects ranging from the Dairy Farm through Dairy Product Manufacture, incorporating Industry Best Practices and Regulatory Requirements. With that in mind the following comments exemplify our commitment to the dairy industry.

Jeff will cover many of our activities for the year in his Business Report but I would like to just touch on the list....

Professional / Continuing Education Workshops held prior to the last two annual meetings. Presenting timely topics with great attendance.

Tours associated with this, and the last two meetings – providing early arrivals the chance to see interesting facets of our industry.

Improving our electronic presence – web site, social media, custom cd's.

Partnerships with other organizations (American Cheese Society, American Dairy Goat Association)

I believe these activities exemplify our commitment to Industry Outreach.

Later during the business meeting you will be voting on some important changes to our Constitution and By Laws. The 2020 Vision Committee – chaired by Joe Zulovich, worked hard to craft some changes that we feel will benefit Dairy Practices Council by ensuring we have active, participating Board members who represent our industry. I urge you to vote in support of the changes.

Your Board of Directors recognizes the need to keep the information published in our guidelines topical and current. To that end, we are aggressively pursuing guideline revision and new guideline development. The task force directors have prioritized guidelines for review and I hope that every person in this room is actively involved in reviewing or writing one or more guidelines. If not, it is not too late! Please attend a task force session this afternoon and get involved.

We face an uncertain future - The dairy industry is closely monitoring progress on two important pieces of legislation – the Farm Bill and the Food Safety Modernization Act. Both of these could have significant impact on our industry – potentially affecting milk supply and pricing and changing the regulatory structure that has helped to keep our products safe for many years. We will monitor these

developments and ensure our educational programs and our guidelines include these topics as applicable moving forward.

After this meeting you will be receiving a request to complete an electronic survey about Dairy Practices Council and this meeting. Rather than distributing paper evaluation forms we felt electronic was the way to go. I would strongly encourage you to answer the survey and provide any additional feedback you feel is pertinent. Only by working together, as a group, with common goals in mind, can we continue to prosper into the future.

In closing, I would like to once again encourage all of you to actively work on revising or writing guidelines. Guidelines are the life blood of our organization and we need your help!

Thank you all for the opportunity to serve as your President.

I look forward to seeing you in Kansas City, Missouri in November 2014!

EVP Bloom & Pres. Piston presented the GL Lead Author Certificates:

Guideline # 18, Fieldperson's Guide to High Somatic Cell Counts

Co-Authors: Frank Fillman, Lynn Hinckley, Chris Hylkema, Dan Scruton

Guideline # 59, Guidelines for the production and Regulation of Quality Dairy Goat Milk

Co-Authors: Frank Fillman, Lynn Hinckley, Chris Hylkema, Dan Scruton, John Porter

Guideline # 72, Farmers Guide to Somatic Cell Counts in Goats

Co-Authors: Frank Fillman, Lynn Hinckley, Chris Hylkema, Dan Scruton, John Porter

Guideline # 35, An Outline For Dairy Plant Waste Management

Bebe Zabilansky

Guideline # 110, Guidelines for Managing Compost Bedded-Pack Barns

Co-Authors: Jeffrey Bewley, Joseph Taraba

Pres. Piston then presented awards to Retiring Board Members:

Joe Zulovich, Univ of Missouri, served from 2007 through 2013, Education/Engineering

Meikel Brewster, Charm Sciences, served from 2007 through 2013, Industry/Supplier

Glenn Goldschmidt, WI Dept of Ag, Trade, & Consumer Protection, served from 2011 to 2013, State Regulatory/Agriculture.

Pres. Piston then made a presentation to Retiring TF Director Phil Wolff, USDA AMS, Task Force IV, served from 2009 through 2013, previously served from 2001 to 2007.

EVP Bloom then presented an Honorary Life Award to **Armand Dragon**

TF I Director John Tyson then presented an Honorary Life Award to **Robert (Bob) Graves**

President Piston then presented Silver Eagle Awards to the following people:

Pat Healy, for InstantLabs joining as a Bronze Sustaining Member

Bebe Zabilansky, for Bob-White Systems, joining as a Bronze Sustaining Member

Greg Leach, for Losurdo Inc., joining as a Bronze Sustaining Member

EVP Jeff Bloom asked the membership for their approval of the Business Meeting Minutes from last year's Annual Conference, 11/3/12. The membership voted by a voice vote to accept the minutes.

EVP Bloom then introduced Joe Zulovich to give a report about the changes that were proposed to the DPC Constitution and ByLaws. The following changes are proposed (shown in blue and red):

THE DAIRY PRACTICES COUNCIL
CONSTITUTION AND BYLAWS CONSTITUTION

ARTICLE I

NAME

Section 1. The name of the organization shall be "The Dairy Practices Council".

ARTICLE II

OBJECTIVE

Section 1. This organization is formed exclusively for educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954.

Section 2. The objectives of the Council are to:

- A. Develop and disseminate educational guidelines for the dairy industry, especially as related to proper and improved sanitation and production of high quality dairy products, and to:
- B. Provide mutual assistance internationally among states, provinces, countries and territories in adopting sound, uniform, and improved procedures concerning the production, processing, and distribution of milk and dairy products, especially as related to sanitation and high quality products.

Section 3. The intent of these objectives is a cooperative effort of Industry, Education, and Regulatory. The further interest is not to duplicate but to cooperate with any other organization, ~~which~~ that has similar goals.

ARTICLE III

MEMBERSHIP

Section 1. ~~Government~~Regulatory Membership in the Council is open internationally to any state, province, country, territory or region.

Section 2. ~~Educational Institution/Cooperative-Extension-Service~~ Membership in the Council is open internationally to any educational institution in any state, province, country, territory or region.

Section 3. **Individual Membership** in The Dairy Practices Council shall be open to, but not limited to persons in the following named groups:

- A. ~~Official-regulatory-Government~~ personnel concerned with milk production, and the processing and distribution of milk and dairy products.
- B. Milk producers, individually or through their associations.
- C. Processors of milk and dairy products, individually or through their associations.
- D. Manufacturers of dairy equipment, supply or service personnel to the dairy industry, individually or through their associations.
- E. Personnel from educational institutions.

Section 4. **Honorary Life Membership** shall be granted to a present or past member of The Dairy Practices Council who has performed outstanding and extraordinary service to the Council.

Section 5. **Sustaining Membership.** Organizations whose objectives are in agreement with those of this Council shall be eligible for sustaining membership. The specific details concerning eligibility and dues are to be determined by the Executive Board.

ARTICLE IV

EXECUTIVE BOARD

- Section 1. The Dairy Practices Council shall exist through the medium of an organizational conference which shall elect an Executive Board to conduct the business of The Dairy Practices Council.
- Section 2. The Executive Board shall consist of The Dairy Practices Council officers, directors of the Council permanent Task Forces, and ten other persons, one actively representing each of the following groups:
- (1) State ~~Health~~Government
 - (2) State ~~Agriculture~~Government
 - (3) Federal ~~Health~~Government FDA
 - (4) Federal ~~Agriculture~~Government USDA
 - (5) Dairy Industry Production
 - (6) Dairy Industry Processing
 - (7) Dairy Industry Suppliers/Services
 - (8) Educational Production
 - (9) Educational Processing
 - (10) ~~Educational Engineering~~At Large Member with activities/expertise in support of the dairy industry
- Section 3. Vacancies may be temporarily filled, until the next Annual Meeting, by a majority vote of the Executive Board.
- Section 4. A quorum shall be a majority of the Executive Board Members.

ARTICLE V

ANNUAL MEETING

- Section 1. The Dairy Practices Council shall meet at least once a year in a session designated "Annual Meeting". At this meeting the date and location for the next Annual Meeting shall be announced. The time and place of the meeting shall be set by the Executive Board.
- Section 2. At the Annual Meeting, the membership shall fill all vacancies on the Executive Board and may amend the Constitution and/or Bylaws in accordance with Article VII and make recommendations to the Executive Board concerning the objectives of The Dairy Practices Council.

ARTICLE VI

PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised shall constitute the ruling authority in all cases not covered by the Bylaws.

ARTICLE VII

AMENDMENTS

- Section 1. Proposed amendments to the Constitution and Bylaws must be submitted in writing to the Executive Board at least ninety (90) days prior to the Annual Meeting of The Dairy Practices Council.
- Section 2. The Executive Board shall consider all proposed amendments to the Constitution and Bylaws and present a report and recommendations to the membership.
- Section 3. The Executive Board shall instruct the Executive Vice President to prepare copies of such proposed amendments, and provide email them at least thirty (30) days prior to the Annual Meeting to all members.
- Section 4. A two-thirds vote of the members present at the Annual Meeting shall be required to adopt amendments to the Constitution.
- Section 5. A simple majority vote of the members present at the Annual Meeting shall be required to adopt amendments to the Bylaws.

ARTICLE VIII

DISSOLUTION

Section 1. In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the state in which the Council office is then located will best accomplish the general purposes for which this organization was formed.

ARTICLE IX

EARNINGS AND POLITICS

Section 1. No part of the net earnings of the Council shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives in this Constitution and Bylaws. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Council shall not carry on any other activities not permitted to be carried on by any organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

* * * * *

BYLAWS - ARTICLE I

MEMBERSHIP OF THE EXECUTIVE BOARD

Section 1. All terms of elected Board members will be for three years, one-third being elected each year. No member shall serve more than two consecutive full terms. Task Force Directors shall serve on the Executive Board for terms that coincide with their appointments as Directors. Elections shall be conducted at the Annual Meeting and a majority vote of those present shall constitute an election.

Section 2. Ex officio members may be appointed by the Executive Board to serve as consultants to the Executive Board.

Section 3. All terms start at the conclusion of the annual conference.

BYLAWS - ARTICLE II

OFFICERS OF THE DAIRY PRACTICES COUNCIL

The Dairy Practices Council membership shall elect a President and Vice President, to serve for a three-year term. No elected officer shall serve ~~more than one consecutive~~ three-year terms as President or Vice President. The ex-Presidents are invited to meet with the Executive Board without voting powers.

BYLAWS - ARTICLE III

POSITION ON THE BOARD

Members of the Executive Board shall ~~not~~ be eligible to concurrently serve in more than one position.

BYLAWS - ARTICLE IV

DUTIES OF THE EXECUTIVE BOARD

- Section 1. The Executive Board shall meet as is deemed necessary by the President except that a special meeting shall be called only upon approval by two-thirds of the members of the Executive Board. In addition, if two-thirds of the members of the Executive Board request a special meeting, the President shall call such a meeting.
- Section 2. The Executive Board shall arrange for the time and place of Council meetings, arrange the program, and take all necessary steps for the proper functioning of the meetings.
- Section 3. Each Executive Board Member is expected to attend meetings of the Executive Board consistently.
- Section 4. Each member of the Executive Board shall make every effort to represent all of the interests of the members ~~states~~ in the field which he or she represents.
- Section 5. The Executive Board shall appoint a Nominating Committee at least one hundred-twenty (120) days prior to the Annual Meeting. The Nominating Committee shall consist of a representative from Regulatory, Industry, and Education. At least one candidate shall be nominated for each vacancy and their names submitted to the Executive Vice President ~~at least sixty (60) days prior to the Annual Meeting.~~
- Section 6. The Executive Board shall employ an Executive Vice President who shall serve at the will of the Board.

BYLAWS - ARTICLE V

DUTIES OF THE PRESIDENT

- Section 1. The President, or if absent the Vice President, shall preside at all meetings.
- Section 2. ~~The President He or she~~ shall appoint a Director with the approval of the Executive Board for each Task Force.
- Section 3. ~~The President He or she~~ shall diligently promote action by the Executive Board and Task Forces to accomplish the objectives of The Dairy Practices Council.
- Section 4. ~~The President He or she~~ shall conduct all other business as directed by The Dairy Practices Council and the Executive Board.
- Section 5. ~~The President He or she~~ shall appoint annually an auditing committee to audit the books of the Council and ~~the President he or she will~~ to present a report of this audit at the annual meeting of the Council.

BYLAWS - ARTICLE VI

DUTIES OF THE EXECUTIVE VICE PRESIDENT

- Section 1. ~~The Executive Vice President He or she~~ shall record the minutes of all meetings of the Executive Board and of the Council.
- Section 2. ~~The Executive Vice President He or she~~ shall maintain all of the necessary records and files and shall act as custodian of any funds.
- Section 3. ~~The Executive Vice President He or she~~ shall send out notice of the Annual Meeting including ~~the names of the candidates for the Executive Board and/or~~ proposed amendments at least thirty (30) days prior to the Annual Meeting.
- Section 4. ~~The Executive Vice President He or she~~ shall conduct all other business as directed by the Executive Board, including the making of arrangements for the printing and dissemination of official publications, and shall lend assistance to the various Task Forces in their activities.
- Section 5. ~~The Executive Vice President He or she~~ shall maintain all of the necessary records and files; shall collect membership dues and registration fees; shall collect all accounts receivable and pay all bills for Council expenses.

- Section 6. The Executive Vice President ~~He or she~~ shall submit all approved new or revised Guidelines to the concerned Official Regulatory Agencies for approval and comment. Such approval or disapproval or comment shall be noted on the printed documents.

BYLAWS - ARTICLE VII

TASK FORCES

- Section 1. The work in specific subject matter areas will be conducted by a specific Task Force designated by the President with the approval of the Executive Board. Each Task Force shall remain in effect as long as there is a specific need for this group.
- Section 2. Each task Force shall have a Director. The Director shall be appointed by the President of The Dairy Practices Council with the approval of the Executive Board with a recommended term of three years. No Director shall serve more than two consecutive full terms. All Task Force Directors shall serve on the Executive Board. The Task Force Director may select a Deputy Director may appoint a Secretary to serve in support of the Director's activities and responsibilities for an indefinite period. The Task Force membership ~~shall~~ may recommend persons prior to the Annual Meeting for new appointments or reappointment as Director. To assure meeting the objectives of the Council the Executive Board will retain the right to replace a Task Force Director at any time.
- Section 3. The objectives and operating procedures for each Task Force shall be defined by the Executive Board in a manner to support overall objectives of the Council.
- A. The general objective of each Task Force will be to prepare written information acceptable to all member states on subjects of specific and widespread interest to be known as "Guidelines".
 - B. Upon completion of a guideline document by a Task Force, the Task Force Director requests the Executive Vice President to forward the document as a "Preliminary Guideline" to the member states, Executive Board, and guideline committee for their approval, comments and/or exceptions.
 - C. Member states, Executive Board, and guideline committee shall forward their approval, comments and/or exceptions in writing to the Executive Vice President within thirty (30) days.
 - D. The Executive Vice President working with the Lead Author and Task Force Director and participating state representatives will resolve the exceptions and/or footnote the exceptions in the approved guideline.
 - E. The Executive Vice President shall authorize final publication and public release of "Recommended Guidelines".
 - F. No information in the form of Guidelines will be sent to the states for comment by the Task Forces without vote of approval by the membership or authorization by the Executive Board or Executive Vice President.
- Section 4. Each Task Force shall determine the projects to be worked on and in which order they should be undertaken within its interest area. Each Task Force Director shall report new projects to the Council President.
- Section 5. Functioning of the Task Force can be expedited by dividing into subcommittees charged with a specific task by members of the Task Force.

BYLAWS - ARTICLE VIII

HONORARY LIFE MEMBERSHIP

- Section 1. A candidate may be recommended to the Honorary Life Membership Nominating Committee by any member of the Council. Background and justification shall be prepared on the standard form

available from the Executive Vice President, and presented to the Executive Vice President not later than March 31, the Spring Board Meeting of any year.

Section 2. ~~The nominating committee shall consist of 3 members, 1 active and 2 preferably honorary life members, appointed by the Council President.~~

Section 23. The Executive Boardnominating committee shall review all recommendations and select not more than 2 candidates in any one year for presentation to and approval by the Executive Board at the spring meeting of the Board.

Section 34. Approved candidates will receive their award at the next Annual Meeting.

Section 45. Honorary Life Members shall be exempt from dues and registration fees and shall enjoy all the rights and privileges accorded to regular members.

Dr. Zulovich opened the discussion up to the general membership. A motion by Armand Dragon to change the word Government to Regulatory in Articles III & IV was made.

A vote to accept the amended changes to the Constitution and ByLaws was called and it passed by a majority voice vote.

EVP Bloom then presented the DPC Business report:

Before I begin, I'd like to take a **Moment of Silence** for DPC Members that passed away in 2013:

Sid Barnard, Dennis Kwider, Jim Reeder, Henry Randolph, and John Forsee's wife Kathy Forsee.

EVP Bloom then called for a vote to approve the **Business Meeting Minutes** from last year's Conference (Nov 7 & 8, 2012). A voice vote approved the minutes.

Welcome to the Conference. Once again we have a great group of attendees!

First I'd like to thank our sponsors and donors, who make a great deal of this conference possible and help keep down the registration fees: Capitol Plastic Products, represented by Sheila Cranker, IBA, represented by Armand Dragon & Miles Beard, Idexx Laboratories, represented by John Forsee, Kentuckiana Tank Wash, represented by Bill Becker & Ed Barnette, Nelson-Jameson, represented by Fritz and Barb Buss, QMI, represented by Tom Angstadt, Thermo Fisher Scientific, represented by Ian Johnson & JoAnne Watson, and finally Weber Scientific, represented by Sharon Wilson.

Visit their displays and thank them for their support!

Also, I'd like to mention the list of donors, who provided extra monetary support to the Conference: Afco, Inc, Agri-Mark, Charm Sciences, Dairy Farmers of America, both the Mideast Area & Northeast Area, Eastern Crown, L.A. Glines Farm Service, Metz Sales, North Country Dairy Supply, Page & Pedersen International, Photo Offset Printing, Randolph Associates, and finally St. Albans Cooperative Creamery. How about a round of applause for our sponsors & donors.

We have several new individual members and new sustaining members here:

New Individual Members that are here are Kristen Wolcott, Brittini Treichler, Scott Staub, Doug Kennedy, Tom Herremans, and Bob Wills.

New Sustaining Members this year are Bob-White Systems, represented by Steve Judge, Titusville Dairy, represented by Ralph Kerr, Losurdo Foods, represented by Greg Leach, and finally InstantLabs, represented by Deborah Cohen.

And we have some members from Canada here today: Scott MacKenzie from Nova Scotia Department of Ag, Brenda Norris, Ontario Ministry of Agriculture, and John Johnston from the Ontario Milk Transport Association.

From the Pennsylvania Department of Agriculture: Steve Kurtz, and Karl Dymond,

From the PA Milk Marketing Board: Keith Hay and Larry Butler.

Several past Eugene Wolff Service Award recipients are here: Lynn Hinckley, Bob Graves, and George Wilcox. And a special guest, Mrs. Jean Wolff, widow of Eugene Wolff, the namesake of the Eugene Wolff Service Award. Also here are Phil and Lillian Wolff, son and daughter in-law.

And several Honorary Life Member award recipients are also here: Don Breiner, George Wilcox, Lynn Hinckley, Stan Weeks, and Tom Angstadt.

From Progressive Dairyman we have Emily Caldwell.

Several State Departments of Health or Agriculture from around the USA are represented here:

Laurie Bucher, from the Maryland Dept of Health, who brought along several of her co-workers, Connie Caffes, Kirk Engle, Julie Rhodes, and Susan Saunders.

From the Virginia Dept of Agriculture we have Carolyn Peterson, who brought several of her co-workers David Dansey, Michael Hodges, Carroll Jones, Randy Osborne, Taylor Scott, and Bob Trimmer.

From the Wisconsin Dept of Agriculture, Robert Carrier.

From the Indiana Board of Health, Nathan Campbell.

From the NY State Dept of Ag & Mkts, Chris Hylkema.

From the Michigan Dept of Agriculture, Joe MacPhee.

From the Ohio Dept of Agriculture, Dave Mengel.

And from the FDA, freshly back from the government shutdown, Dennis Gaalswyk.

Also here are four folks from the American Cheese Society, Nora Weiser, Kate Arding, and Bob Wills, and Dennis D'Amico. They've been working with the DPC Task Forces on revising our guidelines so they can incorporate them in an American Cheese Society's best practices manual that will be distributed to their members. We welcome this interaction, and look forward to a long relationship on not only this project, but future endeavors.

And I'd like to recognize another special guest: Lauren Wasser, a student at Delaware Valley College.

Lauren is here today to see what the DPC is all about, and she's also scouting out job prospects. So if you are hiring or know someone who is, see Lauren.

Also, Delaware Valley College joined this year as an Educational Member, in a year where we've seen several Educational Members drop from the membership roles.

And finally I'd like to mention a few companies who recognize the value they get from sending several employees to the DPC Conferences:

Land O'Lakes: represented by Amanda Rife and 10 of her co-workers: James Hassinger, Douglas Braham, Frank Hartley, Dean Horst, Justin Potts, Brian Riley, Jacob Thompson, Brittini Treichler, Jane Upperman, and Amanda Wolfe,

Michigan Milk Producers, represented by Steve Lehman and five of his co-workers: Emily Bucher, Christy Dinsmoore, Lyndsay Earl, Kendra Kissane, and Lindsay Santure,

DMS, and Dairylea, represented by Doug Kennedy, Gary Ober, and Scott Staub,

Agri-Mark, represented by George Wilcox and Bob Gilchrist,

DFA, represented by Eric Broyles and Ron Geiser,

Dairymaster USA, represented by Joe Strand and Nigel Campbell,

Bruns Bros Process Equipment, represented by Bebe Zabilansky and Ron Long,

Quality Milk Production Services, represented by Kerry Case and Maria Lant-Amey,

And finally HP Hood LLC represented by our current President Rebecca Piston and two of her co-workers: Amy Rhodes, and Wendy Landry.

If I missed any companies with multiple employees, I apologize, and I thank all of you for your commitment & support!

And last but not least, our Dairy Bar Donors: Harrisburg Dairies, for the milk, juices, and drinks, Seven Stars Farm, for organic yogurt, Titusville Dairy, for cottage cheese and yogurt, Turkey Hill, for the ice cream, Cabot Cheese, for the great cheeses, and the Dairy Farmers of America plant, which we toured yesterday, for the Starbucks drink products.

Annual Conference Attendance: In 2012 we had 95 people in attendance in Madison, WI. This year's attendance is approximately 112. We would have had a few more, but several of our regular FDA, USDA, and Educational members could not attend this year because of the government shutdown and various travel restrictions.

On Tuesday, we partnered with the Innovation Center for US Dairy and the Mid-Atlantic Dairy Association to offer a Food Safety Workshop for Artisan Cheesemakers and small-scale and on-farm dairy processors. The Workshop was a big success and was attended by 43 people. I've been in discussions with the Innovation Center to host other workshops through 2014.

I think workshops should become a regular part of the DPC Conference. Do you agree?

Yesterday's tour of the DFA milk plant in Mechanicsburg, PA was attended by 42 people and it appeared to be a big success. Not only did the DFA plant allow us to tour their facility, but they donated Starbucks products to enjoy in our Dairy Bar.

Guideline Sales: This year we had total sales of individual Guidelines, Guideline sets, Guideline sets on CDs, and PDF downloads for a total of \$7,664 vs. \$10,677 in 2012, a decrease of \$3,018 from 2012. Most of this difference was due to no large custom CD orders this year, where last year we had a \$3,000 order.

Guideline Distribution: We had a suggestion from one of our Board members to distribute DPC guidelines as an email attachment, as an alternative to receiving them in printed form or on a CD. This would save the DPC a tremendous amount of money in distribution mailing fees, printing fees, etc. This idea is still in the discussion stage, and we would continue to offer printed guidelines and guidelines on CD to those that prefer to receive them this way, even if we started distributing by email.

What do you folks think of this idea? Can I get a show of hands of the people that would be interested in receiving guidelines as an email attachment?

Website: The Annual Conference registration on the web went very well again this year. As a DPC member, you should be very proud of the DPC website which provides DPC information, and makes available all of our Guidelines for purchase and download.

The Board has been discussing offering display advertising on our website pages. We are considering offering our Sustaining members the option of displaying an ad on the DPC website. Again, this idea is still in the discussion phase, but if we were able to offer a tasteful way for our sustaining members to place an ad on the website, it could be a win/win for both the DPC and our members.

Marketing: This past year, several DPC Board Members, helped with our visibility at meetings. We covered the following meetings & conferences:

May: I set up the DPC display at the PA Assoc of Milk Food & Environmental Sanitarians (PAMFES)

July: I attended the American Cheese Society's annual meeting, this year held in Madison, WI.

September: Rebecca Piston & Bebe Zabilansky manned a table with DPC literature at the New York State Assoc. for Food Protection (NYSAFP)

Social Networking: DPC continues to have a presence on both Twitter and LinkedIn. Both sites have increased DPCs recognition and continue to bring in guideline inquiries and new member prospects. We now have 1,646 followers on Twitter, and you can follow us at @dairypc.

Custom CDs: This year we created 40 custom CDs for the Indiana Dairy Producers Association, using Guideline #38, Preventing Off Flavors in Milk, for a workshop for VoAg instructors to help prepare students for Dairy Foods contests.

Upcoming Conferences: 2014- Kansas City, MO, Nov 5 - 7, 2015- Burlington, VT, Nov 4 - 6, 2015

VP Bebe Zabilansky presented the Nominating Committee Report:

The following names were offered for election:

Joe MacPhee, Michigan Department of Agriculture

Julie Smith, University of Vermont Dairy Extension Specialist

Keith Hay, Pennsylvania Milk Marketing Board

John Forsee, Idexx Corporation

VP Zabilansky asked for nominations from the members present in the audience and none were offered.

A voice vote took place to accept all the nominees presented, and the membership elected all the names presented.

VP Zabilansky then **asked for Honorary Life Membership nominations** from the floor for presentation at the 2014 Conference. No nominees were presented.

Pres. Piston adjourned the Business Meeting at 2 PM and urged the attendees to attend the Task Force Sessions which begin shortly.