

# Minnesota Section IFT



## Section Policies and Procedures Handbook

Board of Directors and Committee Descriptions



May 2025

Version 5

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## Introduction

The Minnesota Section of the Institute of Food Technologists (MNIFT) was established over 65 years ago. The organizational meeting of the Minnesota Section of IFT was held on October 15, 1956, at the Hotel Normandy in Minneapolis, Minnesota. In March of 1957 the Constitution and Bylaws were adopted. The Membership has since grown from the original 18 in 1956 to over 500 members, making it one of the largest Sections of the IFT Organization, whose headquarters are in Chicago, Illinois. The Section boundaries encompass the territory of the states of Minnesota, North Dakota, South Dakota, the area of Wisconsin with postal zip codes 540, 547, and 548, and the area of Iowa with the postal zip codes 510, 511, 512, 513. However, the Minnesota Section IFT accepts local Membership from any interested person from any other location who pays a full Member's annual dues.

The Section is widely known for its active and dedicated leadership. The Minnesota Section hosted the IFT Annual Meeting and Food Expo when it was in Minneapolis, Minnesota in 1972. The Section founded the annual Macy Award and initiated its own Suppliers' Day Expo. The Section awards several scholarships annually. We are proud of our accomplishments and are eagerly looking forward to the future of our Section. To record and document the activities of the Section, this handbook has been prepared to outline the Section leader's responsibilities and Section activities. This document will be updated from time to time. It will be produced and published on the Section website and be maintained in digital format by the Bylaws Committee of the Section.

## Section Purpose and Objective

Per the Section Bylaws, the following are defined:

"The purpose and objectives of this SECTION as a non-profit scientific and educational organization, consistent with those of the IFT, shall be:

- a. To promote interest in the field of food science and technology.
- b. To encourage and provide the means for discussing and disseminating technical and other information relating to the production, processing, packaging, distribution, preparation, evaluation, and utilization of food.
- c. To advance the profession of food science and technology by promoting the maintenance of high professional standards among its members.
- d. To provide cooperative relations with the faculties and students of educational institutions in the SECTION'S territory that offer food science and technology and related courses."

## Section Board of Directors

The Minnesota Section of IFT has a leadership team that consists of the Board of Directors and Committees. No individual may hold more than one elected position at a time and all leaders e.g., Board of Directors members must be current IFT members in good standing during their entire term of office.

Each member of the Board of Directors serves a one-year or **two-year** term except for the Treasurer and Assistant Treasurer who may serve up to a total of three years in that office. The office of Treasurer and Assistant Treasurer positions may be annually renewed but must be approved by the Board of Directors. The Section Board of Directors is elected by the Membership in February-March and serves from July 1 of the current year through June 30 of

the following year. Members of the Board of Directors may be removed for cause, or they can resign. The Section Bylaws provide more information concerning this process.

The current Board of Directors and Committee Chairs for the Minnesota Section are listed on the Section website. The duties of each member of the Board of Directors are identified in the Bylaws of the Section and are summarized with additional detail on the following pages of this document. The Board of Directors shall have the responsibility for establishing the policies and developing the activities necessary to meet the objectives of the SECTION. In addition, it shall oversee the operations of the Great Plains Subsection (GPSS), including (but not be limited to) review and approval of the Bylaws of the GPSS and any amendments thereto, receipt of election results and annual reports and any other oversight appropriate in the judgment of the Board of Directors.

At its first meeting each fiscal year or earlier, the Board of Directors shall adopt an annual budget based on its planned program of activities for the year. Any change to the budget needs to be approved by the Board of Directors. The Board may schedule meetings before each SECTION meeting but must schedule a minimum of three (3) meetings annually.

### President of the Section

**Term of Office:** One year commencing on July 1 (second year of a three-year commitment).

**Duties:**

- ✿ Manage the affairs of the Section.
- ✿ Act as President and a voting member of the Board of Directors.
- ✿ Preside at all meetings and ceremonies of the members.
- ✿ Review & approve meeting minutes and forward them to the Executive Director for inclusion in that month's Newsletter and archives.
- ✿ Appoint Committees, including Committee Chairs (as President-Elect).
- ✿ Interface with IFT headquarters staff in Chicago, Illinois.
- ✿ Invite national and international dignitaries to the SECTION with the program committee.
- ✿ Draft and send letters of response from the Section on various issues, including the invitation of all 50-year Section members to the September Meeting.
- ✿ Communicate with all Committee Chairs to ensure completion of events.
- ✿ Set the budget in conjunction with the Board of Directors.
- ✿ Set up regularly scheduled meetings with the Executive Director
- ✿ Contact Committee Chairs, as needed, to ensure accomplishments.
- ✿ Ensure compliance with all MN laws, bylaws, agreements, etc.

### President-Elect of the Section

**Term of Office:** One year commencing on July 1 (first year of a three-year commitment).

**Duties:**

- ✿ Serve as a voting member of the Board of Directors.
- ✿ Serve as appointed Chair of the Program Committee to plan and execute the Section Monthly Meeting speaker programs, including the gathering of speaker bio and topic information and its submission to the Section Website and Newsletter Chair for publication.

- ⊕ Preside at Section meetings in the absence of the President.
- ⊕ Assist the President as required on special projects.
- ⊕ Work with the Program Committee to select monthly meeting locations.
- ⊕ Select meeting dates (if possible) for the upcoming year and submit them to the SECTION Website and Newsletter Chair for publication in the Section Newsletter.
- ⊕ As needed, help with arranging hotels, flights, transportation, and reimbursement expenses for event speakers or delegates as the Chair of the Program Committee.
- ⊕ Serve on the Scholarship Committee as a member.
- ⊕ Serve on the Macy Award Committee as a member.
- ⊕ Appoint Committees, including Committee Chairs just prior to becoming President. Therefore your “appointees” serve during your term as President.
- ⊕ Work with the President to ensure the following recognitions:
  - 1. Thank you plaque for the outgoing Section President (Given in June or September).
  - 2. Outstanding Volunteer of the Year Award (Given in June or September) or other recognitions via National IFT e.g. Volunteer Service Award, 50 year pins
  - 3. Locate the Section Gavel and Section Roberts’ Rules of Order (sign inside cover) and presentation made by the President to the incoming President.
  - Ordering the plaque: Contact information for the plaque: Awards By Hammond, 1081 Hwy 36 E, Maplewood, MN 55109 Phone: 651-642-9273 email: lisa@awardsgalore.com

## Past President of the Section

**Term of Office:** One year commencing July 1 (third year of a three-year commitment).

**Duties:**

- ⊕ Serve as a voting member of the Board of Directors.
- ⊕ Serve as appointed Chair of the Nominations and Elections Committee.
- ⊕ Preside at Section meetings in the absence of the President and President-Elect.
- ⊕ Submit ballot for annual elections by January to the Membership.
- ⊕ Serve as Chair of the President’s Award Committee.

## Secretary of the Section

**Term of Office:** One year commencing on July 1.

**Duties:**

- ⊕ Serve as a voting member of the Board of Directors.
- ⊕ Record and issue minutes of all meetings. Send to President for approval within one day of meeting or that which is reasonable.
- ⊕ Preside at SECTION meetings in the absence of the President, President-Elect, and Immediate Past President.

## Treasurer of the Section

**Term of Office:** One year commencing on July 1 (appointed position by the Board of Directors). May be reappointed annually for up to 3 years.

**Duties:**

- ⊕ Serve on the Board of Directors. May only vote on non-financial matters.
- ⊕ Prepare / Work with the Finance Chair to prepare the annual budget for approval by the Board of Directors.
- ⊕ Supervise Section funds and deposit them in the name of the Section.
- ⊕ Supervise and make an account of all disbursements of the Section.
- ⊕ Coordinate the transfer of signature cards annually.
- ⊕ Supervise and issue all checks, signed, and countersigned by two authorized officers or members.
- ⊕ Submit a copy of the annual Section budget to IFT Headquarters in Chicago by the required dates.
- ⊕ Submit monthly and audited final financial reports to the Board of Directors and IFT Headquarters by the required dates.
- ⊕ Supervise the Tax & Accounting Company that prepares the Section Income Tax Returns and Investment Firm covering the Section Investments.
- ⊕ Submit any requested and all financial documents to the Financial Accountability Committee on an annual basis.

### Assistant Treasurer of the Section

**Term of Office:** One year commencing on July 1 (appointed position by the Board of Directors). May be reappointed annually for up to 3 years.

**Duties:**

- ⊕ Serve on the Board of Directors as a non-voting member.
- ⊕ Assists in preparation / Works with the Finance Chair to prepare the annual budget for approval by the Board of Directors.
- ⊕ Assists in supervising Section funds and depositing them in the name of the Section.
- ⊕ Assists in preparation and make an account of all disbursements of the Section.
- ⊕ Assists in the coordination and the transfer of signature cards annually.
- ⊕ Assists in supervising and issuing all checks, signed, and countersigned by two authorized officers or members.
- ⊕ Assists in submitting a copy of the annual Section budget to IFT Headquarters in Chicago by the required dates.
- ⊕ Assists submit monthly and audited final financial reports to the Board of Directors and IFT Headquarters by the required dates.
- ⊕ Assists supervise the Tax & Accounting Company the prepares the Section Income Tax Returns and Investment Firm covering the Section Investments.
- ⊕ Submit any requested and all financial documents to the Financial Accountability Committee on an annual basis.

### Section Executive Director aka Contracted Staff

The Section Board of Directors may contract staff on an annual basis. See the annual contract for additional details. The duties of the staff (e.g., Executive Director) will vary depending on contractual or volunteer agreements, but shall, in general, be as follows:

- ⊕ Assist the Suppliers' Day Committee with activities as necessary to execute this event.
- ⊕ Prepare and execute mailings and communications as requested by members of the Section Board of Directors or their designated committees.
- ⊕ Work to update and maintain the Section Website.
- ⊕ Handle all telephone, and Internet inquiries and section archives.
- ⊕ Work with the Program Committee to handle monthly meeting reservations, and prepare attendee name badges and other needs.
- ⊕ Work with committees on Silent Auction, Golf, and Sponsorships.

### Directors At Large (Six Voting Directors on the Board of Directors)

These are dedicated volunteers who are elected to a two-year term as voting Board members by the Membership. They are strongly encouraged to work/chair critical committees (Program, Membership, Harold Macy, Scholarship, Education, Dairy, Supplier's Day, Silent Auction, Golf, Bylaws). They have the following responsibilities:

- Attend Monthly Section meetings.
- Attend Minnesota Section Board of Directors meetings - *Voting members/needed for quorum.*
- Mandatory participation (prefer Chair) on at least one Committee (as suggested above) – representative can select their Committee.
- Encouraged to Attend the IFT Annual Meeting & Food Expo and participate in the Section-relevant activities.
- Report back to the Board of Directors on participation in IFT meetings.

#### History:

The Section Representative is an evolution of the previous Councilor, Alternate Councilors, and Member-At-Large positions. The roles comprised 14 positions within the Minnesota Section IFT: 2 Members at Large, 6 Councilors, & 6 Alternate Councilors.

The Councilor and Alternate-Councilor positions were elected positions, with the requirement that these individuals would represent the Minnesota Section at the Annual IFT Meeting and Expo **Councilors Meeting**. These Councilors were the governing body for the National IFT, and as a result of the governance reorganization of the National IFT to a Board of Directors model, Section. Councilors were no longer necessary. In 2007, the Minnesota Section IFT with IFT headquarters re-defined the councilor role and proposed the structure that is described above e.g., Six Directors At Large.

### Meetings of the Board of Directors

Generally, the Board of Directors meets from August through June of each year in a business meeting held prior to the monthly dinner meeting. Additional meetings may be scheduled with at least ten (10) days' notice before the meeting and may be in person or electronic meetings via conference telephone or other communications equipment.

### Membership Responsibilities

The Section has a Membership Committee to conduct ongoing activities to retain current members and to recruit new members. However, the responsibility for attracting new

members and retaining current members is a responsibility for all Section Members, the Board of Directors and Committee Chairs, and its members. We all should be actively involved with representing the positive features of being a member of the Minnesota Section IFT promoting the benefits of Membership to this organization to others and encouraging participation in the Minnesota Section IFT.

Membership in MNIFT is limited to individuals in good standing of the IFT who are in compliance with the IFT's rules and regulations and who have paid Membership dues to the MNIFT. Revocation or suspension of membership by the IFT shall automatically constitute revocation or suspension of Membership in the SECTION. Membership categories in MNIFT are in the MN Bylaws.

## Committees

A Committee can be one of the most productive tools with which the Section has to accomplish specific tasks. Committee members are faced with the challenge of getting involved in the work the Committee was formed to accomplish. Each member's contribution and participation on the Committee will determine the success or failure of the Committee.

## Functions of a Committee

The primary function of a Committee is to contribute to the efficient operation of the Section. In most cases, Committees are concerned with communicating information and assisting Section leaders in the decision-making process. The findings of the Committee have a direct impact on the decisions made by the Board of Directors of the Section. Committee work can directly influence the direction of the Section.

## Committee Chairs

Even with capable members, a committee without strong leadership is at a disadvantage. The responsibilities of Committee Chairs are defined in relation to each specific Committee. The Chair's role will normally change as the work of the Committee changes.

However, there are general responsibilities that are common for all Committee Chairs, which include:

- ⊕ Developing the Committee organization and structure.
- ⊕ Scheduling meetings.
- ⊕ Preparing and/or approving agendas.
- ⊕ Presiding at meetings.
- ⊕ Making Committee and individual assignments.
- ⊕ Reviewing and approving meeting minutes for distribution with the Committee.
- ⊕ Overseeing the activities of the Committee.
- ⊕ Preparing the Committee's budget.
- ⊕ Preparing financial reports after each event.
- ⊕ Identifying insurance needs for each event.
- ⊕ Providing information for use on the Section website before and after an event.
- ⊕ Providing information for use in the Section Newsletter or Website before and after an event.
- ⊕ Bring in new members to the Committee to get more individuals involved.
- ⊕ Coordinate with the Board of Directors to support the needs of the Committee.

The success achieved as a Committee Chair will depend largely upon that person's ability to preside over meetings and guide the Committee toward its defined goal. When the Section's President-Elect is selecting Committee Chairs, he/she should clearly discuss expectations for the Committee (share Bylaws and Section's Policies and Procedures Handbook), and the time commitment necessary to achieve success and execute the specific duties required during the year.

To assist with achieving success the Committee Chair should:

- ⊕ Establish goals and schedules and monitor these throughout the year.
- ⊕ Always begin meetings on time.
- ⊕ Conduct meetings from an agenda.
- ⊕ Briefly and clearly state the reason for the meeting at the beginning.
- ⊕ Review the Committee's objectives relative to the Section's objectives.
- ⊕ Assure that adequate minutes are maintained and distributed.
- ⊕ Report the activities of the Committee to the Board of Directors.
- ⊕ Attend Board of Directors meetings.
- ⊕ Invite the Executive Director to attend meetings as needed and as the budget permits.

The composition of each Committee is specific to the needs of the Committee. The incoming Section President will work with the selected Committee Chair to appoint Section Committees. When selecting members, it is important to find individuals who are willing to serve and clearly understand what is expected of them. Filling Committees with individuals who do not clearly understand their role or the expectations of their role and the commitment they are making will only result in a lack of success for the Committee.

To provide for continuity and the development of future leaders, it is important that Committees are made up of a balance of successful, experienced members with members that are new to the Section. New members provide a fresh outside perspective, while experienced members provide guidance and history.

It is always to the Committee's benefit to appoint members who are knowledgeable and interested in the Committee's area of activity. The President-Elect/President should provide the Committee with background and leadership to help the Committee function successfully.

## Section Committees and Other Appointments

These Committees of the Minnesota Section shall be appointed as needed:

- ⊕ Bylaws Committee
- ⊕ Committee for Administration
- ⊕ Dairy Technology Committee
- ⊕ Education Committee
- ⊕ Finance Committee
- ⊕ Financial Accountability Committee
- ⊕ Golf Outing Committee
- ⊕ Macy Award Committee
- ⊕ Membership Committee

- ⊕ New Professionals Committee
- ⊕ Newsletter and social media (Communications) Committee
- ⊕ Nominations and Elections Committee
- ⊕ President's Award Committee
- ⊕ Program Committee
- ⊕ Scholarship Committee
- ⊕ Section Photographer
- ⊕ Silent Auction Committee
- ⊕ Strategic Leadership Planning Committee
- ⊕ Student Engagement Committee
- ⊕ Supplier's Expo Committee

Unless otherwise noted in the Section Bylaws or Committee organization, Committee Chairs and members are appointed for a term of one year. Committee Chair appointments are made by the incoming President generally in March to June for the following fiscal year beginning July 1. While it is not necessary to have all member appointments made at this time, it is desirable to have Committee Chairs appointed to start functioning on July 1.

The incoming Committee Chairs should develop a Work Plan for the activities of their Committee. Work Plans should be based on achieving the goals of the Section. The final duty of each Committee Chair is to submit a written report summarizing the activities of the Committee for the year. A suggested form for each of these duties can be located in this document as a guideline (See Appendix).

## Bylaws Committee

The purpose of the Bylaws Committee is to determine annually, or as needed, that the Section Bylaws and GPSS Bylaws are current and as necessary, develop modifications to the Bylaws for approval by the Section Board of Directors and IFT headquarters located in Chicago. Under Unified Membership the additional purpose is to manage the IFT Affiliation Agreement and monitor changes. The third responsibility of the Bylaws Committee is to ensure that all Board of Directors meetings are run according to Roberts Rules of Order and the MNIFT Bylaws. The final responsibility is to update the Section's Policies and Procedures Handbook. The Committee Chair is appointed by the Section President/President-Elect and the Committee Chair shall appoint/recruit additional members as needed from the Section's general membership. Meetings are held as needed and may be conducted by electronic means or in person.

## Committee for Administration

The purpose of the Committee for Administration is to determine annually, or as needed, the updating or revision of all contracts related to "staff" (e.g., Executive Director, website, assistant in Supplier's Day, Golf, Silent Auction, Sponsorships, etc.) for MNIFT. At least 2 to 3 months before contracts come up for renewal a meeting preferably is held to review contract(s) and to make recommendations to the Board of Directors related to future contracts and agreements. An additional responsibility of the Committee for Administration is to ensure that "Performance Reviews" are conducted as needed. The Committee Chair is appointed by the Section President/President-Elect and the Committee Chair shall appoint/recruit additional members as needed from the Section general membership. The Chair of the Committee acts as a point/contact person for IAMI. Meetings are held as needed

and may be conducted electronically or in person.

## Dairy Technology Committee

Historically, the Dairy Technology Committee began in ~1990 when MN IFT was approached by the Minnesota Dairy Technology Association. The Dairy Technology Association decided to “sunset” its existence and merge and distribute its remaining funds into MN IFT. Part of the agreement between the two organizations was to guarantee in the annual program a meeting solely dedicated to “Dairy”, now held each January. Therefore, within the MN IFT Bylaws, there is a Dairy Committee to fulfill this purpose. Per the MN Bylaws:

“There shall be a Dairy Technology Committee, which shall promote a closer relationship among members of the Section to improve and benefit the dairy foods segment of the food industry and help to broaden the scientific and practical knowledge base of its members. It is recommended that the Dairy Technology Committee be composed of three (3) members. It may interact with the Program Committee to develop the Section meeting programs or call upon other Committees for assistance, as needed”.

## Education Committee

The Education Committee is to promote food science as a career opportunity for students in K-12. The education committee will partner with the local universities and community colleges in expanding and explaining the multiple career opportunities available in the food science sector. The Committee shall have a chair and at least 2 additional members. Appointments are made annually. The focus is the Minnesota State Science Fair where there is a need for up to six volunteer judges. The event takes place in late March or in April. As time permits the Committee is encouraged to visit local elementary, middle, and high schools with suitable food science experiments with presentations aka “A Traveling Science Show”.

## Finance Committee

### The FINANCE Committee Purpose:

To advise MNIFT Section on all financial matters, as well as:

- Manage investment and general operating fund (GOF) accounts
- Coordinate tax return filing and financial review
- Complete annual nonprofit registration with the Minnesota Attorney General
- Complete annual financial report to IFT Headquarters in Chicago.
- Prepare annual budget
- Monitor Section finances and provide recommendations to the Board of Directors
- Ensure the financial performance supports the purpose and objectives of the Section in partnership with the Board of Directors

### Membership & Term:

- Finance Chair (2-year term)
- Treasurer (Board of Directors, voting member on non-financial matters) (2-year term)
- Assistant Treasurer (Board of Directors, non-voting member) (Appointed by the Board of Directors after recommendation by Finance Committee, 2-year term)
- Additional committee members (no term limit)

**The Bylaws define the Finance Committee as follows:**

“The Finance Committee shall consist of a chair and at least four (4) members, one of whom shall be the Treasurer and one of whom shall be the Assistant Treasurer. The duties of the Finance Committee shall be to advise the SECTION as to all financial matters, including the management of investments, preparation of the annual budget, in-year financial tracking, and all tax-related issues. The Committee shall prepare and submit to the Board of Directors its proposed budget for the coming year during the fourth quarter of each fiscal year and shall ensure that sufficient funds are carried forward. The Committee shall ensure that all relevant documents are submitted to an independent outside accounting firm such that said firm can submit timely state and federal tax returns on behalf of the SECTION.”

Additionally, matters related to terms of office, responsibilities, and voting rights are outlined in the Minnesota Section Bylaws related to the positions of Treasurer and Assistant Treasurer. Also in the Minnesota Section are policy matters related to management of investments for scholarships and Macy Award.

**Annual Activities by Month:**

<b>Monthly</b>	<ul style="list-style-type: none"> <li>- Support expense and deposit needs for GOF (Assistant Treasurer)</li> <li>- Track budget and reconcile finances (Assistant Treasurer)</li> <li>- Track investment portfolio and work w/ investments advisor to maintain appropriate investment mix (laddered strategy) as CDs/Bonds reach maturity (Treasurer)</li> <li>- Consult with Board and Committee Chairs on financial topics.</li> </ul>
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	<b>Finance Team Key Activities</b>	<b>Finance + Financial Accountability Partnership Activities</b>
June	<ul style="list-style-type: none"> <li>- Coordinate Board approval of coming FY budget (All, Treasurer/ Assistant Treasurer Lead)</li> <li>- Transfer funds from GOF to Investments/Endowments/Capital Fund/Reserve Funds as appropriate (Assistant Treasurer)</li> </ul>	
July	<ul style="list-style-type: none"> <li>- Complete reconciliation of past FY finances and close books on GOF (Assistant Treasurer, Treasurer)</li> <li>- Close books on Investment Account (Treasurer)</li> <li>- Review financial account access, signing privileges, contact information, and security (All)</li> </ul>	
August	<ul style="list-style-type: none"> <li>- Submit past FY financial records to accountants for IRS filing prep, share documents with Financial Accountability Committee (FAC) (Treasurer)</li> </ul>	
September	<ul style="list-style-type: none"> <li>- Coordinate on topics for financial review with accountants and FAC</li> <li>- Ensure Section Financial Report submitted to IFT Headquarters by October 31 (Treasurer)</li> <li>- Write check for President's Award</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate on topics for financial review with accountants</li> <li>- Certify the correctness of the Section Financial Report (per Bylaws)</li> </ul>
October	<ul style="list-style-type: none"> <li>- Hold tax return and financial review meeting with accountants and FAC (timing tbc when taxes completed, but before Nov 15) (Treasurer to schedule)</li> </ul>	<ul style="list-style-type: none"> <li>- Hold tax return and financial review meeting with accountants and FAC (timing tbc when taxes completed, but before Nov 15)</li> </ul>

November	<ul style="list-style-type: none"> <li>- Ensure taxes filed on time by November 15</li> <li>- Submit 990 to IFT Headquarters (within 1 month of tax filing deadline Nov 15) (Treasurer)</li> <li>- Renew registration with MN Attorney General and send registration check (before Dec 31) (Treasurer)</li> <li>- Meet with FAC</li> </ul>	- Ensure taxes filed on time by November 15
December	<ul style="list-style-type: none"> <li>- Finalize Supplier Expo financial report with Expo Committee (Assistant Treasurer)</li> <li>- Initiate transfer of 20% Suppliers Expo profits to Investments for scholarships per Bylaws (Assistant Treasurer, Treasurer)</li> </ul>	
January	<ul style="list-style-type: none"> <li>- Advise Board on scholarship funds available (Treasurer)</li> <li>- Mail 1099-Misc from last FY Macy Award winner (Treasurer)</li> </ul>	
February	-Annual meeting with Morgan Stanley with FAC or when aligned to next bond purchase	
March	<ul style="list-style-type: none"> <li>- Finalize Silent Auction financial report with Auction Committee (Assistant Treasurer)</li> <li>- Coordinate with Macy Committee for expenses from Investment Accounts (Treasurer)</li> <li>- Collect Macy award winner information for 1099-Misc to be filled Jan next FY.</li> <li>- Pay Bond Insurance (due by May 12) (Assistant Treasurer)</li> </ul>	
April	<ul style="list-style-type: none"> <li>- Coordinate with Scholarship Committee for expenses from Investment accounts (Treasurer, Assistant Treasurer)</li> <li>- Coordinate with Education Committee to write checks to Science Fair winners (Assistant Treasurer)</li> </ul>	

	- Coordinate with Macy Award Committee to write check to winner	
May	- Begin next year's budget setting process - Solicit new Letter of Engagement from accountant (Treasurer) - Finalize Golf Event financial report with Golf Committee (Assistant Treasurer)	- Review Letter of Engagement Confirmation from accountant.

Record	Distribution	Frequency
Monthly GOF Reports – QuickBooks Reports and GOF Spreadsheet	Finance Committee	Monthly
GOF Spreadsheet	Full Board	At each Board Meeting and upon Request
Investments Reports from Morgan Stanley and Investment Tracker Spreadsheet	Finance Committee	Monthly
Event Financial Summary Spreadsheet (Expo, Silent Auction, Golf, Scholarships/Macy & Reserve Fund)	Full Board	At each appropriate Board Meeting and upon Request
Tax Returns, Annual Non-profit registration forms, Annual IFT Financial Report	Finance Committee, Financial Accountability Committee, Section Presidents	Annually at time of submission

## Finance Chair

**Term of Office:** Two years commencing on July 1. May be reappointed annually for up to 3 years.

### Duties:

- Liaise with the Financial Accountability Committee in order to advance shared committee ambitions of secure and accurate Section finances.
- Coordinate work on special initiatives and Finance Committee priorities.
- Coordinate Finance Committee meetings and collaboration.
- Ensure Section meets all financial duties and expectations as laid out by law, IFT Headquarters, and Section bylaws.

## Treasurer of the Section

**Term of Office:** Two years commencing on July 1 (appointed position by the Board of Directors). May be reappointed annually for up to 3 years.

**Duties:**

- ⊕ Serve on the Board of Directors. May only vote on non-financial matters.
- ⊕ Work with the Finance Committee to prepare the annual budget for approval by the Board of Directors.
- ⊕ Supervise Section funds and deposit them in the name of the Section.
- ⊕ Supervise and make an account of all disbursements of the Section.
- ⊕ Supervise and issue all payments in coordination with authorized officers
- ⊕ Complete the annual Section Financial report and submit to IFT Headquarters by the required dates
- ⊕ Supervise the Accounting Firm that prepares the Section Income Tax Returns and Investment Firm covering the Section Investments.
- ⊕ Collaborate with Financial Accountability Committee on the review of the IFT Financial Report and review of annual tax preparation with accountant firm the

### Assistant Treasurer of the Section

**Term of Office:** Two years commencing on July 1 (appointed position by the Board of Directors). May be reappointed annually for up to 3 years.

**Duties:**

- ⊕ Serve on the Board of Directors as a non-voting member.
- ⊕ Assist in preparation of the annual budget for approval by the Board of Directors.
- ⊕ Assist in managing Section funds and depositing them in the name of the Section.
- ⊕ Prepare accounts and report of all disbursements of the Section.
- ⊕ Issue all payments in coordination with authorized officers

### Financial Accountability Committee

The purpose of the Financial Accountability Committee is to review the financial records of the Section at least annually. The Financial Accountability Committee ensures that the financial records are up to date, the investment income is recorded, and deferred revenue is marked as deferred. The review is following the annual filing with the IRS, before or on November 15. All documents (bank statements, credit reports, investment statements, or any other financial records, etc.,) should be received from the Finance Committee by December 15 of each year. Preferably Finance Accountability Committee reviews all documents submitted for the review and reads all reports issued by the Finance Committee to confirm the accuracy of all statements. A report from the Financial Accountability Committee should be submitted in early January/February. If the Financial Accountability Committee identifies any concerns, they should be addressed as quickly as possible. The Financial Accountability Committee is included in all emails between the Treasurer and the Finance Committee for reporting of the monthly financial statements and budget reports. If the Financial Accountability Committee identifies any concerns, they should be addressed as quickly as possible. The Financial Accountability Committee should also review the financial records during August of each year as part of closing the books for taxes and when there is a transfer of the Section books to a new Treasurer. In addition, the Financial Accountability Committee should review and certify the annual Section Financial Report as prepared by the Section Treasurer and make a verbal report to the Board of Directors at the September monthly meeting. The Section Treasurer and any other Officer or Members having check signing authority should not serve on this Committee. The Committee shall meet, at a minimum,

during August to review the end-of-fiscal year financial records and in December to conduct the annual review.

## **Golf Outing Committee**

The purpose of the Golf Outing Committee is to plan and execute the annual golf outing. The golf outing proceeds are used to partially fund Student Scholarships. Traditionally the golf outing is held in May of each year. The Golf Outing Committee chooses the date of the outing the year before the event. The Committee works with the venue to sign the contract and pay all deposits. In November the marketing for the outing begins and registration opens (or 6 months prior to the outing). The Committee assists in the development of all marketing materials, setting of fees, and sponsorship opportunities. In addition, a budget should be set for expenses, and prizes, as well as a goal for donations. Since the funds from the outing are used for partial scholarships, it is important to both run a great outing and to ensure that funds are raised. The committee will manage the website and all marketing from January until the day of the outing. They will also keep track of registrations and foursome information keeping the Committee informed. Solicitation of sponsors should begin in earnest in January with the Committee seeking support from companies in the area. All sponsors should be in place no later than 30 days prior to the outing, but exceptions can be made. The Committee will manage the logos for the sponsors to ensure they are available for the signs and banners. The signs and banners must be ordered 2 weeks prior to the outing or ensure delivery no later than 2 business days prior to the golf event. The Committee can do the ordering. All donations need to be secured and confirmed one week before the outing and mailed to the Treasurer, if necessary. If they can be brought to the outing by the donors, there will be a reception table available on the day of the event.

Volunteers are essential to the management of the day of the outing. The Committee share the responsibility for securing volunteers. A final listing of the volunteers must be provided one week before the event. The “contracted staff” will ensure that the day of outing registration materials and programs are created and registration personnel available. To be ready for the outing the final foursomes created by the Committee need to be completed a minimum of 2 days before the outing. The Committee will provide an updated listing of all registrants to the Committee.

There will be cash needed to run and manage the raffle prizes and the different golf contests. The Treasurer/Assistant Treasurer will secure the cash and manage all cash collected during the outing and provide this information to the Committee. In addition, the day of the event, the Committee will transfer the raffle prize donations from the registration site to the ballroom/tent, install the sponsorship banners and signs, and install and set up the name badge table.

After the outing, the Treasurer will provide financials to the Committee so that a report can be generated for the June Board of Directors meeting. Once the final financials are processed, the net income will be given to the transfer to the Scholarship Funds and Operational Funds (50/50). The Scholarship Committee will determine how their share of funds are used.

## **Harold Macy Food Science and Technology Award Committee**

**Committee Purpose:** Participate in the review and selection process of awardees from a pool of nominations.

**Membership & Term:** Chair who shall be appointed for a one-year term, and who shall usually and wherever practicable be appointed from among those persons who have previously served a regular two-year term as a committee member. The Chair of the Macy Award Committee shall ***not serve more than three consecutive one-year terms in this capacity.***

- Two members of which shall be appointed each year for a ***two-year term.***
- The Section's President-Elect shall serve as a member for a ***one-year term.***

#### **Annual Activities:**

1. Call for nomination in the IFT "Food Technology" or equivalent: July 1 to Dec 31 (Chair sends call for nominations by August 15)
2. Posting a call for nominations on the MN-IFT website: July 1 (Chair sends call for nomination to the web manager by July 1)
3. Review of the section tools: November/December (Chair sends a draft to committee members for review)
4. Review of nomination: January 1 to 15 (Chair compiles the nomination document and sends it out to the committee members)
5. Award decision by the Committee: January 15 (Meeting or teleconferencing to discuss the award winner)
6. Notifying the award winner: January 15 to 20
7. Planning and correspondence with the award winner: January 15 to March (The Chair to correspond with the award winner before the meeting.)
8. Ordering the plaque and check (obtained from Treasurer): January 15 to March. Contact information for the plaque: Awards By Hammond, 1081 Hwy 36 E, Maplewood, MN 55109 Phone: 651-642-9273 email: lisa@awardsgalore.com
9. Create dinner meeting brochure: February to April
10. Award Dinner and Presentation of the plaque/honorarium: May.
11. Arrange for the Section Photographer to be present.
12. Advertise results on the MN IFT website, newsletter, and in "Food Technology" or equivalent.
13. Post-award Activity: Travel reimbursement for the winner.

### **Membership Committee**

The purpose of the Membership Committee is to assist the Minnesota Section by demonstrating membership value to constituents and serve as the liaison to the membership body by retaining and engaging current members. The responsibility for attracting new members and member retention is the responsibility of the Board of Directors, Section Members, and Committees. We all shall actively be involved with representing the positive features of being a member of the Minnesota Section IFT promoting the benefits of membership and encouraging participation in the Minnesota Section IFT. Additionally, under Unified Membership with IFT Headquarters, the Membership Committee will encourage and facilitate efforts in conjunction with IFT Headquarters for member recruitment.

#### **Duties:**

- Provide information for publication on the Section website and in the Section Newsletter.
- Coordinate and organize the Section Membership booth at the annual Suppliers Expo, Silent Auction and Golf Event.

- ⊕ Contact new members and welcome them to the organization. The IFT headquarters can provide this information monthly. Please contact them.
- ⊕ Contact expired and dropped members to determine if they are willing to remain with the organization. The IFT headquarters provides this information monthly. Please contact them.
- ⊕ Contact first-time attendees to MNIFT events to welcome them to the Section. We can ask this during registration or announce new attendees to stand at the meeting.
- ⊕ Distribute new member interests to the appropriate Section Leader or Committee Chairs.

**Structure:** The Committee Chair (or Co-Chairs) is appointed by the Section President/President-Elect. The Committee Chair appoints/recruits additional members as needed from the Section general membership. Meetings are held as needed.

**Annual Goals:**

1. Retain current members.
2. Engage current members.
3. Recruit new members under Unified Membership
4. Recruit Student Members
5. Hold membership outreach events.

## New Professionals Committee

The New Professionals Committee exists to promote learning, networking, and engagement in the Minnesota Section for new professionals by planning activities to this end. New professionals are defined as anyone who has recently graduated, graduate students, or anyone who has been in the food profession for less than 10 years. The Committee is generally composed of a Chair and 4 or more members. Goals include: Achieve high attendance (25+ per event), provide community service opportunities to members, and foster engagement in new professionals as well as other section activities and events. Consider being cost-neutral on events and activities. Ensure the three main pillars of new professionals are being followed. 1. Social/Networking, 2. Community Service 3. Professional Development (includes employment activities).

Past annual events include:

- ⊕ Service/Volunteer:
  - Food Shelf Volunteer at Second Harvest Heartland
  - Volunteer Event at YWCA Midtown
  - Gingerbread House Decorating at Perspectives
  - Happy Hour with a non-perishable food drive
  
- ⊕ Social/Fun:
  - Networking at North Loop Galley
  - Happy Hour at Psycho Suzi's
  - Saints Game
  - Social Science at Science Museum
  
- ⊕ Professional Development:
  - Kick-Off Learning Event: Cheese/Dairy 101
  - Panel with University of Minnesota Food Science Club/Phi Tau Sigma

- Panel on New Professional Hop Topics
- Interview Workshop
- SPARK Career Services Session

The Board of Directors suggests the Committee assist the Minnesota Section IFT members with job placement, displaced workers, professional skills development, and mentoring opportunities. The proposed activity might include identifying professional skills development workshops and seminars.

## **Newsletter and Social Media (Communications) Committee**

The Newsletter shall serve as the marketing of the time, place, and program of each meeting and may contain other marketing information such as University news, Chair's message, membership profiles, announcements, technical advancements, and other relevant information.

### **Membership & Term:**

- A Chair or Co-Chairs  
The Chair or Co-Chairs will serve as Editors of the Minnesota Section Newsletter.
- A least one student from the Student Engagement Committee Chairs (UMN) or Phi Tau Sigma President or other officers or Food Science Club Presidents or other students.
- Additional support from members/academia as deemed appropriate.

Tenure – no minimum or maximum tenure guidelines

### **Annual Activities:**

- The Committee maintains an accurate up-to-date membership database on Mailchimp.
- Access to 1) Mailchimp and 2) Canva
- Accrue dates of all meetings from the Program Committee/New Professionals regarding setting up a timeline for the Newsletter. Then produce a shared file (SharePoint Online, Google doc, etc.) that designates which individual will contribute to each Newsletter.
- Use as a guideline format of past newsletters.
- Work closely with the Webmaster.
- Archive of the Newsletter online.
- Open communication with all Committee Members leads to accurate up-to-date information for the newsletter, preferably a few weeks before the next newsletter is to be sent out.
- Innovation Corner is encouraged.
- Ensure the Newsletter contains information for MNIFT sponsorship opportunities.
- Maintain the MNIFT LinkedIn, Instagram, and Facebook with upcoming events, membership spotlights and other industry news.
- Develop marketing strategies and a calendar for social media posts.

## Nominations and Elections Committee

The Nomination Committee shall develop and present the slate of candidates for elected positions in accordance with the regulations in the MN Section Bylaws. See Bylaws which are extensive in this area.

### **Annual Activities:**

- October 1 – Established Nominations and Elections Committee to identify elected positions to be filled.
- By November 15
  - Committee review to determine open offices for election.
  - Communication of open positions to the Membership (Newsletter, email push, website, meeting announcement, etc.)
  - Review the Membership roster to identify potential candidates.
  - The Committee divides the list and contacts potential candidates.
  - Compile a list of all volunteer candidates and their office of interest.
  - The list will be reviewed by the Membership Chair or IFT headquarters for eligibility.
  - Pictures and biographies will be requested from candidates.
- By February 15
  - The ballot will be created with the Candidate's picture and biography under the office running for
  - The ballot will be submitted to IFT headquarters for review.
  - Announcement to Membership; to allow petition process.
  - Hold elections via a secure system in February (identify the system in November in consultation with IAMI).
  - Notify winners and losers through a professional letter.
  - Notify MN IFT Board of Directors and IFT headquarters

## President's Award

### **Purpose:**

To recognize a member of the SECTION who has served the SECTION and the profession in an outstanding manner.

### **Award:**

The award will consist of a suitably engraved plaque, citation for service, and expenses for the award meeting along with \$250 award (Board of Directors may decide to increase this amount) annually. The award will preferably be presented at the first meeting of the SECTION program year.

### **Eligibility:**

Current and past members of the Minnesota Section are eligible for this award.

### **Selection Committee:**

The selection of the awardee shall be made by a committee composed of the current SECTION Chair and three (3), preferably past Chairs of the SECTION. The Committee will be chaired by the earliest elected member of the group, who will also be responsible for the award presentation.

### **Nominations:**

Nominations for the award may be made by any member of the SECTION and shall consist of no more than a two-page description of the reasons for the nomination. Nominations for the award may be received by the Committee Chair at any time during the program year but must be received no later than sixty (60) days prior to the award presentation whenever possible. Announcements of the award, the deadline for nominations, and the procedure for nomination will be published at the appropriate times during the program year in the SECTION Newsletter. The Committee chair will establish deadlines for the nominations and call Committee meetings as needed. Nominations may be carried over from one year to the next.

### **Selection:**

- a. Selection of the awardee will be made by the Committee prior to the first meeting of the governance year (preferably), with sufficient lead time so that the announcement of the award will be made in the first SECTION Newsletter for that year.
- b. If no suitable recipient is nominated, the Committee may elect either to not give the award for the year or to select an awardee based on its own observations.
- c. The manner in which the awardee is selected by the Committee will be at the discretion of the Committee Chair for the year.

### **Expenses and Other Information:**

Any appropriate expenses incurred for this award, such as the plaque and citation, honorarium, and award dinner expense, shall come from the Chair's Award Committee's budget for the program year involved. Order the plaque, prepare an announcement for the newsletter/website, and the check (\$250) (obtained from the Treasurer): August. Contact information for the plaque: Awards By Hammond, 1081 Hwy 36 E, Maplewood, MN 55109 Phone: 651-642-9273 email: lisa@awardsgalore.com

### **Program Committee**

Create a slate of dinner/events meeting speakers that are relevant and compelling for Minnesota Section Membership.

**Membership & Term:** The President-Elect is the Chair of the committee. At least four Section Members; one to be Chair of the Dairy Committee and include a representative from Golf, Phi Tau Sigma, Macy, Silent Auction, New Professionals, Supplier's Day

### **Annual Planning Logistics:**

Goal: The program committee is responsible for planning the program for the CALENDAR YEAR following the election of the President-Elect. This would come into effect July 1.

Activities:

- By August - Determine section meeting dates for the year (September – June)
- By August – Secure Monthly Section Meeting Program

- Plan for June Meeting which includes: Orientation for new incoming leadership, Budgetary wrap-up for the year and planning for the upcoming year, and brief strategic planning measures (breakout sessions).

### **General Activities:**

- Workshops, expert panels, speakers from academia, industry and government
- Sponsor Monthly Section Meeting Raffle
  - Solicit raffle donations from section membership and regional companies.
  - Conduct raffle at meetings.

**Comments on arrangements for programs:** The program committee determines the locations where the monthly MN section IFT meetings will be held and the scheduling of those locations. The committee is also in charge of reservations for meal choices to ensuring the location and meal choices are in the monthly Newsletter to taking reservations and checking people in. In addition, the Committee will also coordinate other events as deemed necessary. The Executive Director assists as requested by the Chair e.g. Prints name tags and hosts at the registration table.

### **Annual Planning Logistics:**

- Location/Venue
- Directions/Parking (address for imap, etc.)
- Presentation and AV equipment set-up
- Speaker Contracts
- Networking Event
- Registration (online & on-site)
- Name Tags
- Food Menu
- Budget
- Newsletter Meeting Announcement
- Survey Feedback Card
- Attendance Tracking
- Documentation Record of Past Events
- Raffles

### **Guideline Responsibilities:**

1. Schedule meeting locations (general outline, but other options may be considered e.g. heavy appetizers)
  - 4-5 PM** – Board of Directors Meetings (If possible, check if the venue has a separate room with water provided for 10-20 people) Check with the President or President-Elect if there will be a meeting that night.
  - 5-6 PM** - Social/Hour Check-In - Cash Bar, if possible, table for check-in with a couple of chairs, a coat rack
  - 6-7 PM** - Dinner
  - 7-8 to 8:30 PM** – Speaker
 Request a table for check-in and for AV equipment.

Consider simpler options, such as, “Heavy Appetizers” and beverages followed by a speaker. This option saves money and people get home sooner.

2. Cost considerations

Arrangements Budget for expenses: \$25,000-30,000

Regular Meeting Member/Guest/Student contribution per meeting

Members’ \$30-40

Retired/displaced \$5 -10

Students’ \$5-10; FREE at Student Recognition Event in May

Non-Members paid more

Early Bird Special

Student Night

Sponsors \$45

Non-Sponsor and Retired/Dislocated \$5-10

Students are free.

Verify with venue when final meal count numbers are due.

Check if venue will require a deposit, if full or partial payment is needed in advance and by what date, and if they accept payment in the form of a check. Many will ask for a credit card/check card to hold the date. MN IFT does not have a credit card/check card currently. They will accept a deposit or prepayment in place of a credit card. Work with the Assistant Treasurer/Treasurer to make sure the venue receives payment by the due date. Note: Based on the survey and Board of Directors discussion would like more diverse/fun venues. This can be met by opening up the “New Professionals Events”.

Other costs –room rental- negotiate, cash bar, service/gratuity (usually around 18-20 %) Ask about parking options at the venue.

3. Selection of entrees: recommend two meat choices and one vegetarian, salad, and dessert.
4. Give meeting information to the Newsletter committee and webmasters by the monthly deadlines.
5. Record the reservations from the website/webmaster- IAMI sends the final registration list after registration closes. Reservations can be automatically emailed to the program chair for the check-in list. Chair emailed list to committee members doing check-in. IAMI is sending an Excel spreadsheet periodically during the registration and a final registration list. Verify with the venue when final counts and payment are needed. The Executive Director can help as needed.

## Example of Planning Document



### Minnesota Regional Section of the Institute of Food Technologists Calendar of Events 2024 – 2025 General Monthly Programming

Date	Event	Budget (\$)	Details/Time
<b>June 6 (Tuesday)</b>	Orientation & Strategic Planning Meeting Exchange of Gavel Announcement of Outstanding Volunteers Or Awards could take place In September	<b>\$1000</b>	<b>Location:</b> PURIS <b>Time:</b> 12:00 – 5:00 PM with Social Hour to follow. <b>Key Contacts:</b> Patel, Kowalczyk, Budin
<b>September (Thursday)</b>	MNIFT Kick Off Meeting with Phi Tau Sigma and Presentation of President’s Award	<b>\$1000</b>	<b>Location: University of Minnesota</b> <b>Time:</b> 4:00 – 8:00 pm <b>Key Contacts:</b> Priyanshi Expected: 40  <i>4:00 - 5:00 PM Board of Directors Meeting 5:00 – 6:00 PM Check-in/ Social Time 6:00-6:20 PM Recognition for the President’s Award 6:20- 7:00 PM Appetizers and Beverages 7:00 PM Speaker 8:00 PM Questions/Closing Remarks</i>
<b>October 10/11 (Wednesday)</b>	Minnesota Section IFT Annual Supplier Day Expo (October 11) and All-Day Symposium (October 10)	NA	<b>Location:</b> Minneapolis Convention Center, Downtown Minneapolis <b>Time:</b> 1:00 – 5:00 PM <b>Key Contacts:</b> Mike Getter 10:30 – 12:30 PM Exhibitor Set Up 1:00 – 5:00 PM Exhibit Hall Open Ideas: Symposium Organized with U of M 5:00 pm Research Chefs Association Joint Social Hour (October 10) Expected: 50

<b>December (Early)/November Holiday Event</b>	Dinner Meeting	<b>\$2500</b>	<p><b>Location:</b> TBD  <b>Time:</b> 4:00 – 8: 00 PM  <b>Key Contacts:</b> Lindsey (Lead), Hasmukh, Sonali.  Ideas: GMI expert  Topic: Sustainability  Interest Topic  Expected: 100</p> <p><i>4:00 - 5:00 PM Board of Directors  5:00 – 6:00 PM Check In &amp; Socials  6:00 – 7:00 PM Dinner  7:00 – 8:00 PM Speaker</i></p>
<b>January</b>	Dairy Night	<b>\$6000</b>	<p><b>Location:</b> Land o' Lakes  <b>Time:</b> 4:00 – 8: 00 PM  <b>Key Contacts:</b> Chair of Dairy Committee here, Gerry Buescher, Hasmukh Patel  Expected: 100  Speaker: Dan O'Sullivan  <i>4:00 - 5:00 PM Board of Directors  5:00 – 6:00 PM Check In &amp; Socials  6:00 – 7:00 PM Dinner  7:00 – 8:00 PM Speaker</i></p>
<b>February</b>	Silent Auction Event	<b>\$3000</b>	<p><b>Location:</b> Surly Brewing Co  Minneapolis, MN  <b>Time:</b> 4:00 – 8:00 PM  <b>Key Contacts:</b> Ariana Frangos  Expected: 40  Ideas for speaker/panel: TBD  <i>4:00 - 5:00 PM Board of Directors  5:00 – 6:00 PM Check In &amp; Socials  6:00 – 7:00 PM Dinner  7:00 – 8:00 PM Speaker</i></p>
<b>March</b>	General Meeting	<b>\$2500</b>	<p><b>Location:</b> PURIS  <b>Key Contacts:</b> Hasmukh  Expected: 40</p> <p><i>4:00 - 5:00 PM Board of Directors Meeting</i></p>

5:00 – 6:00 PM Check In & Social/Wine tasting  
 6:00 PM Silent Auction Starts  
 6:00 – 7:00 PM Dinner  
 7:00 – 8:00 PM Speaker (Panel)  
 Recruitment/ Career workshop/ Product Development/ Topic of General interest/ Other ideas?

<b>April</b>	MNIFT Student Scholarship and Recognition night combined with Phi Tau Sigma Induction ceremony and Macy Award Night and Dinner	<b>\$6000</b>	<b>Location:</b> Bell Museum, St. Paul Campus, U of M <b>Time:</b> 4:00 to 8:00 PM <b>Key Contacts:</b> Anuradha Vegi, Priyanshi, Sonia, Hasumukh Expected: 50-70 4:00 – 5:00 pm Board of Directors Meeting 5:00 - 5:45 pm Check In & Social Time 5:45 pm Buffet Opens 6:30 pm Awards Presentation 7:00 pm Macy Award Presentation Invite: Minnesota State Science Fair Winners for display
<b>May</b>	Golf Event	<b>NA</b>	<b>Location:</b> Rush Creek Golf Club, Maple Grove, MN <b>Time:</b> 11 am to 7 pm <b>Key Contacts:</b> Ariana Frangos
<b>May (Mid to Late)</b>	Three Section President’s Meeting with Executive Director (Incoming/Current/Immediate)	<b>NA</b>	<b>Location:</b> Zoom Call <b>Time:</b> 3:00 pm <b>Key Contacts:</b> Patel, Muthu, Budin
<b>July 16 (Sunday)</b>	IFT Annual Meeting and Expo	<b>NA</b>	<b>Location:</b> Chicago McCormick Place South <b>Time:</b> July 14 -17, 2024

## Scholarship Committee

The scholarship committee oversees the annual review and selection process for the award of annual Minnesota Section Scholarships and Grants to award eligible applicants from a pool of Minnesota Section regional student nominations. The purpose of these awards is to support the development of the next generation of Food Scientists as well as reward the students for their academic achievements, research scholarship, IFT involvement, and volunteerism.

**Membership & Term:** Committee Chair – no more than 3 consecutive year terms. **Four** section members – a 2-year term with rotation e.g. two coming off each year and two coming on. In addition, the Section President-Elect will serve the committee for one year. Optional Advisors can serve one or two-year terms as needed.

The Chair shall be appointed for a one-year term and shall normally and wherever practicable be appointed from among those persons who have previously served a regular two-year term as a committee member.

### Annual Activities:

- Place advertisements in November through January newsletters.
- Get scholarship applications on the website no later than December 1
- Appoint “committee members” at each university to facilitate scholarship distribution and promotion (U of M, UWRF, UW-Stout, Minnesota State – Mankato, SDSU, NDSU, and Food Science Club and Phi Tau Sigma Club Presidents – first week of December).

### Caldwell, Scholarship, Travel and Dash\* Scholarships

1. Applications and supporting letters are due to the committee chair by February 28 - send all materials to the Committee by February 28
2. The Committee Chair will send the application and supporting letter information to the rest of the committee members between March 1 - 5
3. The Committee scores applicants according to the score sheet (provided to committee members) - scores returned to the Committee Chair between March 10-15
4. Decisions as to awards made prior to the first week of April – date and time to be determined (Chair will send tabulated data to the committee and arrange a conference call to discuss selection)
5. Notify recipients of awards by April 1 (by email)
6. Ordering the plaques/awards (Caldwell and Dash) and checks (obtained from Treasurer), make and print certificates: April 1. Contact information for the plaque/awards: Awards By Hammond, 1081 Hwy 36 E, Maplewood, MN 55109 Phone: 651-642-9273 email: [lisa@awardsgalore.com](mailto:lisa@awardsgalore.com)
7. Scholarships are given at the Student Recognition Night Meeting – late April.

\*The Minnesota IFT provides a venue and service for the presentations of the “Dash Scholarships”. Financial support for these scholarships is given by the generous donation of Dr. S. K. Dash Foundation

## Section Photographer

A designated individual who will attend all MN IFT events. The individual works with the Chair of the Program Committee to ensure excellent photos are placed on the website and in the Newsletter. Individual attends all events at no charge.

## Silent Auction Committee

The Silent Auction Committee is responsible for planning and executing the annual MN

Section Silent Auction (normally in February) to raise money for MN IFT Scholarships. The Silent Auction committee should have a Chair and at least two (plus IAMI, this event isn't difficult as long as IAMI is uploading all items to Silent Auction website) members. The Silent Auction committee can recruit additional members, as needed, to carry out the necessary actions to execute the Silent Auction. Committee activities should kick off in September with a possible selection of a Silent Auction Theme and begin ideating on donation sources and assign solicitation of donations to committee members. The Committee should follow up with monthly meetings, check status, highlight concerns/ideas, assign roles to committee members, and determine other key factors of the Silent Auction Event.

Timeline for Silent Auction planning and execution:

August/September: team kickoff, prepare announcement for October/November newsletter.

- October/November: solicit donations, work with the Program Committee on logistics, develop the website, and prepare announcements for January/February newsletters.
- December/January: collect donations, prepare an online auction site, and hold an online auction.
- February: finish the online auction, hold the live auction, and prepare an article for March or April Newsletter.
- March/April: present check to recipient(s) at the dinner meeting

Notes:

- Past key donators: General Mills, Cargill, LOL
- Solicit Re-occurring "Experiences."
- Determine if new "Experiences" are available.

## Strategic Planning Committee (SPC)

The SPC evaluates and recommends future SECTION strategies, directions, and leadership development to the Board of Directors. Responsible for long-term (2-5+ years) SECTION strategy, talent, and initiative development.

**Membership & Term:** Five Members (preferably) or more:

- Committee Chair
- 2 Past Section Chairs
- 1 Student Member or New Professional Member or Both
- 1 General Member

The President and President-Elect should be invited to attend. No term limit for committee members.

**Annual Activities: There are two major tasks of this committee:**

### 1. Perform an annual SWOT analysis (or as needed).

SWOT analysis is a strategic planning technique that provides assessment tools. Identifying core strengths (S), weaknesses(W), opportunities(O), and threats(T) that lead to fact-based analysis, fresh perspectives, and new ideas.

a. This process would consider the following:

1. Environmental factors (trends in the food sector within the US and abroad)
2. Assessments of other similar organizations e.g., the American Chemical Society, Food Engineering Societies, International Association for Food Protection, and other sections of IFT and allied organizations.
3. Results of the previous MN IFT June Orientation and Strategic Planning Session. These can be obtained from the MN IFT Executive Director.
4. A survey of the membership including interviewing committee members (past and present). The survey will be conducted in Spring e.g. March/April/May or another

option is during the Fall Supplier's Day Event. The use of SurveyMonkey or a similar technique is recommended.

b. Once "a" is completed, there should be a general review of each SECTION committee activity. This process should allow the committee to determine the areas within the section needing reconsideration.

c. A final annual report is written and submitted annually or every two to three years to the Board of Directors (BOD) in January of the current administrative year. A January presentation allows for committees to review the report and consider incorporating changes and budgetary needs for the next administrative year. The report will include a listing of the Sections:

- (1) Strengths
- (2) Weaknesses
- (3) Opportunities
- (4) Threats

Along with general assessment or suggestions for committees to consider for improvement.

## **2. Planning and Execution of Section Leadership Development Meeting**

In early August of each year, a meeting will be held with the purpose of (a) Preparing Section committees and volunteers for the upcoming year and (b) Creating networking opportunities and connections with section volunteers to build a pipeline for leadership roles.

### **The meeting:**

a. The agenda and goals for the meeting are to bring together the committees of the section. The final agenda is developed in conjunction with the President/President-Elect of the Section.

b. Annually identify the location and budgetary (lunch and/or social hour) needs and submit in May to the Finance Committee for approval by the Board of Directors.

c. The Section President will present the results of the June Orientation and Strategic Planning Session.

d. Committee training activities can also be added to the agenda e.g., guest speaker or trainers, etc. This would include a Staff Liaison, in person or by Zoom from IFT Headquarters presenting all resources available to section members.

e. Following this presentation (b and c), there should be a 30-to-45-minute breakout session of the committees (past and new members).

f. Upon completing of d, each committee will report on its discussion and goals for the upcoming year(s).

## **Student Engagement Committee**

The Student Engagement Committee provides student perspectives and needs to the Minnesota Section IFT work. The Committee also ensures that UMN Food Science student membership in the Section and Phi Tau Sigma membership are meaningful and relevant. Other Student members (e.g., NDSU, SDSU, University of Wisconsin- Stout, and River Falls are also encouraged to serve and participate). A student shall be the chair or co-chair.

### **Membership & Term:**

Chair or Cochairs – President of the University of Minnesota Chapter and President of Phi Tau Sigma Chapter. The term is one year.

### **Activities:**

- Organize volunteers to assist in the Annual Minnesota Section IFT Suppliers Expo, Silent Auction, and Golf

- Inform section members of relevant student activities and events for support and participation by Section professional and regional members.
- Facilitate mentoring and networking activities within the section professional and regional Membership.
- Support the Annual Student Recognition Night and “Industry vs. Student Mock College Bowl” if desired.
- Communicate IFT Scholarship opportunities to Section Student Membership.
- Co-Chairs of the Student Engagement Committee are non-voting members of the MN Section IFT Board of Directors and are required to attend the Board of Directors Committee meetings to provide representation for student issues.
- One co-chair is a member of the Newsletter Committee.

### Supplier’s Expo Committee

The purpose of the Supplier’s Expo is three-fold:

1. Organize an event that offers meaningful interaction between suppliers and customers.
2. Provide revenue for the Minnesota Section IFT Programs.
3. Continue to increase supplier participation through the increase in booth registrations.

**Membership & Term:** There will be a chair or co-chairs. **The** term is a minimum one year, with no maximum duration in position. Committee Members can be 3 to 8 Members **with** a term of one year, no maximum tenure. Staff/Executive Director/IAMI may assist as needed and as budget permits.

Volunteer Time Commitment -

- Jan- March 1-2 hours
- April- May 2-3 hours
- June- 2-3 hours
- July 2-3 hours
- August 2-4 hours
- Sept- 3-10 hours
- Oct 3-10 hours
- Nov- 1-2 hours (Chair only)

### Annual Expo Key Activities & Responsibilities:

Chair (Solely or with Co-Chair):

- Schedule meetings (Monthly from February – June, Then bi-monthly on average August – October)
- Delegation of workload between committee members

- Primary Contact for IAMI
- Primary Contact for Vendors (Catering, Decorator, MCC)
- Provide Financial tracking, updates, and progress to MNIFT Board of Directors

Committee Members (1-3, workload disbursed evenly):

Communications:

- Communicate Expo dates to local industries and school programs
- Support Advertising and outreach to schools and industry to drive attendees, sponsorship, and exhibitor commitments.

Exhibitor Logistics:

- Assist in assigning booths.
- Work with brokers to estimate needs.
- Discuss layout changes, pricing, and booth changes to plan events each year.
- Support customer service-related inquiries for vendors, exhibitors, volunteers, and attendees.

Day of Content/Volunteers:

- Day of planning (Badge/bag stuffing, getting water/supplies).
- Day of registration desk support.
- Coordinate transportation.
- Coordinate space, speakers, and set up for symposium content.
- Leverage LinkedIn and social networks to drive advertising.
- Coordinate volunteers (industry and U of M students) for Expo.

## Other Section Information

**Archives** [https://theicor-my.sharepoint.com/:f/g/personal/lynnda\\_theicor\\_onmicrosoft\\_com/Et-q\\_oDQ1wVJsAivQ8J55pEBAEDPdBs7s-vhs6rfu0UpNw?e=rNEMaT](https://theicor-my.sharepoint.com/:f/g/personal/lynnda_theicor_onmicrosoft_com/Et-q_oDQ1wVJsAivQ8J55pEBAEDPdBs7s-vhs6rfu0UpNw?e=rNEMaT) Section Executive Director to add agenda and meeting recap notes, and committee information to archives.

**Executive Director:** Leslie Kowalczyk [ExecutiveDirector@MNIFT.org](mailto:ExecutiveDirector@MNIFT.org) with IAMI and Lynnda Nelson [lynndanelson@iami411.org](mailto:lynndanelson@iami411.org)

**General Counsel:** Tom Judd, JD Attorney-At-Law, Morrison Sund PLLC, [tjudd@morrisonkund.com](mailto:tjudd@morrisonkund.com) **Financial:** Jerry Reutzel, CPA, IRS taxes, Boeckerman, Grafstrom & Mayer, LLC, [JReutzel@bgm-cpa.com](mailto:JReutzel@bgm-cpa.com); Marc Verga, Financial Advisor, Morgan Stanley Wealth Management, [Marc.A.Verga@morganstanley.com](mailto:Marc.A.Verga@morganstanley.com)

**Social Media Links: Facebook:** <https://www.facebook.com/groups/50918726371/>

**LinkedIn:** [https://www.linkedin.com/company/minnesota-section-ift?trk=public\\_post\\_feed-actor-name](https://www.linkedin.com/company/minnesota-section-ift?trk=public_post_feed-actor-name) [https://www.instagram.com/mn\\_ift/?hl=en](https://www.instagram.com/mn_ift/?hl=en)

## Appendix

### A. Past Minnesota Section Presidents

<b>YEAR</b>	<b>PRESIDENT</b>	<b>AFFILIATION</b>
1957	George Youland	International Multifoods, Inc.
1958	Jolyon Stein	The Pillsbury Company
1959	Geral Vacha	Minnesota Dept. of Agriculture
1960	Howard Bauman	The Pillsbury Company
1961	Paul Ramstad	General Mills, Inc.
1962	Herbert Barnes	General Mills, Inc.
1963	Stanley Chong	Marvel Foods
1964	Ray Mykleby	Land O'Lakes, Inc.
1965	Ray Anderson	General Mills, Inc.
1966	John Jackson	Green Giant Company
1967	Morton Cole	Archer Daniels Midland
1968	Frances Cheng	Norvatis Nutrition (Nestle)
1969	Don Emery	General Mills, Inc.
1970	Morris Katz	The Pillsbury Company
1971	Frank Busta	University of Minnesota
1972	Walter Carlson	General Mills, Inc.
1973	Herbert Barnes	General Mills, Inc.
1974	Paul Addis	University of Minnesota
1975	George Decelles	International Multifoods, Inc.
1976	William Hobbs	General Mills, Inc.
1977	Eugene Sander	University of Minnesota
1978	John Hall	General Mills, Inc.
1979	Rusty Nelson	International Multifoods, Inc.
1980	Theodore Labuza	University of Minnesota
1981	Elwood Caldwell	University of Minnesota
1982	William Davidson	General Mills, Inc.
1983	Dale Anderson	General Mills, Inc.
1984	Barbara Dros	General Mills, Inc.
1985	Edmund Zottola	University of Minnesota
1986	Gint Behrens	University of Minnesota
1987	Mary K. Schmidl	Novartis Nutrition (Nestle)
1988	Lorraine Smith	University of Minnesota
1989	Kay Franzen	General Mills, Inc.
1990	Mary Wagner	General Mills, Inc.
1991	Glenn Corliss	General Mills, Inc.
1992	Gary Richter	Norvatis Nutrition (Nestle)
1993	Julie Jones	St. Catherine University
1994	Gary Geist	Land O'Lakes, Inc.
1995	John Ringstrom	Ibberson Engineering
1996	Polly Olson	Davisco Foods International
1997	Marcia Richter	The Pillsbury Company
1998	Amy Nelson	Davisco Foods
1999	Kris Nelson	Grain Millers, Inc
2000	Steve Ridley	University of Wisconsin-River Falls
2001	Jim Langler	Land O'Lakes, Inc.

<b>2002</b>	Shirley Gengler	General Mills, Inc.
<b>2003</b>	Carolyn Thomas	University of Minnesota
<b>2004</b>	Brenda Knapp-Polzin	General Mills, Inc.
<b>2005</b>	Lisa Pannell	General Mills, Inc.
<b>2006</b>	Lisa Povolny	General Mills, Inc.
<b>2007</b>	Steve Kaufman	G.C. Hahn USA
<b>2008</b>	Pamela Lawson	General Mills, Inc.
<b>2009</b>	Dan Kennedy	Solae, Inc.
<b>2010</b>	Tonya Shoenfuss	University of Minnesota
<b>2011</b>	Kimberly Mikalunas	Target, Inc.
<b>2012</b>	Naomi Sundalius	Bellisio Foods
<b>2013</b>	Cheri Jones	Kraft Foods
<b>2014</b>	Gary Reineccius	University of Minnesota
<b>2015</b>	Sharon Herzog	Grain Millers Inc.
<b>2016</b>	Mary K. Schmidl	University of Minnesota
<b>2017</b>	Beth Ann Nylander	Bellisio Foods, Inc.
<b>2018</b>	Rachel Prosocki	Qualitech
<b>2019</b>	Kumar Mallikarjunan	University of Minnesota
<b>2020</b>	George Annor	University of Minnesota
<b>2021</b>	Emily Grisbeck	General Mills, Inc.
<b>2022</b>	Kas Muthukumarappan	South Dakota State University
<b>2023</b>	Hasmukh Patel	US Dairy and Foods Consulting LLC
<b>2024</b>	Lindsay Budin	Agropur Inc.
<b>2025</b>	Misen Lu	Puris, Inc.

## **B. Past President's Award Winners**

1987 - Emily Anderson  
 1988 - Elwood Caldwell  
 1989 - John Ringstrom  
 1990 - Karen Dragon  
 1991 - Rusty Nelson  
 1992 - William Davidson  
 1993 - Lorraine Smith  
 1994 - Edmund Zottola  
 1995 - Gary Richter, John Hall, Alden Drew  
 1996 - Elizabeth Knight  
 1997 - Katherine Swanson  
 1998 - Larry Pearson  
 1999 - Purnendu Vasavada  
 2000 - Gary Geist  
 2001 - Anand Rao  
 2002 - Frank Busta  
 2003 - Joseph Warthesen  
 2004 - Robert Freemore  
 2005 - Michael Mensing  
 2006 - Daniel Kennedy  
 2007 - Cheryl Dienken  
 2008 - Award Not Given  
 2009 - Award Not Given  
 2010 - Award Not Given

2011 - Award Not Given  
2012 - Award Not Given  
2013 - Award Not Given  
2014 - Cheryl Dienken  
2015 - Tina Hacker  
2016 - Brenda Knapp-Polzin  
2017 - Lisa Pannell  
2018 – Sharon Herzog  
2019 – Dana Dronen  
2020 – Mary K. Schmidl  
2021 - Award Not Given  
2022 – Michael Getter  
2023 – Kirsten Rudd

### **C. Past Macy Award Winners**

1981 - Harold Macy  
1982 - E.M. "Mike" Foster  
1983 - Gary H. Richardson  
1984 - Robert Pearl  
1985 - Joseph C. Olson, Jr.  
1986 - Norman F. Olson  
1987 - Howard E. Bauman  
1988 - Philip E. Nelson  
1989 - Rose Marie Pangborn  
1990 - Arnold E. Denton  
1991 - John J. Powers  
1992 - Peter Barton Hutt  
1993 - George E. Inglett  
1994 - Kenneth R. Swartzel  
1995 - James N. BeMiller  
1996 - Elaine R. Wedral  
1997 - Daniel Y.C. Fung  
1998 - Richard Lechowich  
1999 - W. James Harper  
2000 - Keith Ito  
2001 - Jozef Kokini  
2002 - Stephen L. Taylor  
2003 - Robert J. Price  
2004 - Richard Linton  
2005 - David B. Min  
2006 - Gary List  
2007 - John Surak  
2008 - Donald Kramer  
2009 - Richard W. Hartel  
2010 - Kevin M. Keener  
2011 - Jae W. Park  
2012 - *Award Not Given*  
2013 – Theodore P. Labuza  
2014 - Ken Lee  
2015 - Martin Wiedmann  
2016 - Tara McHugh  
2017 - Dennis Heldman  
2018 – Kathryn J. Boor  
2019 – Gary Reineccius

2020 – Award Not Given  
2021 - Donald Schaffner  
2022 – Purnendu C. Vasavada.  
2023 – Stephen K. Synder  
2024 – Kas Muthukumarappan

## **D. Section Outstanding Volunteer of the Year Winners**

2006 – Glenn Corliss  
2007 – Laura Burant  
2008 – Dana Dronen  
    Larry Pearson  
    Anand Rao  
    Dan Steenson  
2009 – Cherie Jones  
    Lisa Pannell  
2010 – Naomi Sundalius  
2011 – Award Not Given  
2012 – Anand Rao  
2013 – Tina Hacker  
    Joel Reiman  
2014 – Cheryl Deinken  
    Fern Panda  
    Rachel Prosocki  
2015 – Aimee Mortenson  
    Lauren Gillman  
    Corinne Eagan  
2016 – Elwood Caldwell  
    Beth Ann Nylander  
    Gary Reineccius  
2017– Cheryl Bell  
    Sarah Fahey  
    Lori Lehner  
    Padmanaban Kishnan (Padu)  
    Wayne Scheck  
    Emily Wise  
2018 – John W. Larkin  
    Rachel Ann Prosocki  
    Kirsten Ruud  
    Teresa (Tess) Tierney  
2019 – George Annor  
    Cheryl Bell  
    Tina Hacker  
    Tess Tierney  
2020 – Lindsay Budin  
2021 – Award Not Given  
2022 – Michael Getter  
2023 – Ariana Frangos  
2024 – Award Not Given

## **E. Section Outstanding Service Award**

2022 – Dana Dronen  
2023 – Tess Tierney  
2024 – Award Not Given

## F. Suggested Form for Annual Committee Reports (as needed)

Report from xxxxx Committee to the  
Board of Directors of Minnesota Section  
of the Institute of Food Technologists

Date: day, month, year

### Committee Members 20xx-20xx:

Name and email

### Means and Frequency of Communication:

- Example: Most or all communication was conducted by email with phone calls and conference calls conducted only as necessary.

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### Major Actions/Activities/Accomplishments:

- Example: Recommended to Board of Directors that ....

### Publications, Reports Prepared, Other Documents:

- Example: A presentation and report was....

### Recommendation for the Future:

- Example: Consider similar timing next year.

### Recommendation for Composition of Committee Members for 20xx-20xx:

Respectfully submitted,

xxxxxxx

Chair, 20xx-20xx

# G. Annual Schedule by Task (copy available upon request)

Date Due or Task Begins	Short Description of Task	Who Will Execute the Task	Accountability (Lead)	Completion	Other Comments
<b>April and May Section Leadership Directory</b>	President-Elect (President starting July 1st) develops Leadership Directory, which includes BoFo, Committees with Chairs, Ad hoc committees, etc. Call for Volunteers in newsletter/website/social media	President-Elect with advice from other officers	President-Elect	June	Should be completed by June Annual Planning/Strategic Planning Meeting for Board approval. Section Leadership Directory due August 15th to National IFT.
<b>April Meeting Student Recognition Night with Macy Award</b>	Presentation of Student Scholarship, Macy Presentation, Phi Tau Sigma Induction Ceremony and MN Academy of Science Winners. Brochure Developed by Scholarship Committee	Scholarship Committee, Macy Committee, Phi Tau Sigma, Education Committee	Chairs of Committees and Phi Tau Sigma	April	Chair of Scholarship coordinates brochure. Program Committee oversees arrangements
<b>March thru May Begin plans for May or early June Board of Directors Strategic Planning Meeting</b>	President to send out agenda for Board meeting with preliminary financials for completion of annual budget and development of future budget	President, Officers, Finance Committee, Committee Chairs	President	May	Budgetary needs are due for the upcoming administrative year. Submit to the Section Treasurer by the end of April. Call for volunteers in the newsletter.
<b>May Submit names to IFT Headquarters for Outstanding Volunteers of the Year Award</b>	Every year IFT requests MNIFT to submit names of outstanding volunteers. Up to six names can be submitted	3 Presidents	President	1st of May	Certificates should be made and presented at the September meeting.
<b>May Golf Event/Meeting</b>	Detailed information sent to membership in newsletter/website/social media starting in March. Golf Event should be scheduled 9 months to 1 year in advance with the golf course.	Golf Event Committee	Golf Committee Chair	May	Preved a summary report at June Board meeting with recommendations for next year.
<b>Early June Annual Planning/Strategic Planning Meeting</b>	Final and Projected Budget presented to Board for review. Draft program presentation for the year. Arrangements & strategies that need to be discussed. Transition meeting for upcoming Committee Chairs. Determine if annual membership dues will increase (the deadline to National IFT is August 31st)	*3 Presidents* with current President leading	President	June	Note: Monthly meeting are normally scheduled 3rd week of the month on Tues/Wed (but NOT always)
<b>July Annual IFT Meeting and Food Expo</b>	Encourage members to attend. Officers should attend leadership workshops. Inform National IFT who represents MNIFT.	All	President	July	Location is Chicago for next 10 years
<b>June 1st</b>	Select site for Annual Golf Event	Golf Committee	Chair of Golf Committee	June	
<b>June/July/August Call for President's Award</b>	President's award is given annually at the September meeting. Per bylaws call for nominations should be mailed for in June/July/August via the newsletter or email marketing.	3 Presidents	President	September	Check also written for President's Award and given at September meeting. Also in August or September Gavel presented to new President and Thank you plaque given to outgoing President.
<b>September Monthly Meeting*</b>	Speaker and location should be confirmed and an announcement written for advertising (via newsletter/website/marketing, etc) by July/August. \$250 check obtained for President's Award  The "Kick-Off meeting" is with Phi Tau Sigma. President's Award is also presented at the meeting. Plaque must be ordered and brochure developed at least 2 weeks before meeting. Thank you plaques given to outgoing President and certificates or plaques given to outstanding volunteers	Phi Tau Sigma and Program Committee	President - Elect	July/August	Thank you plaque traditionally given to new the immediate pst President for all their work. Current President order from Hammond Awards.
<b>September 1st Macy Award</b>	Call for Macy Award nominees. Update website	Macy Chair and Macy Committee	Macy Chair	September 1st	Due date for nominations: December 15. Notify winner January 5. Agreed upon speaking date in late April by January 15. Coordinate speaking date with Program Committee to identify location (usually near St. Paul U of M campus).
<b>September 30</b>	Submit report to IFT Headquarters: Due September 30th.	Immediate Past President and Finance Committee	Immediate Past President	September 30th	
<b>October 1st Nominations and Elections</b>	Work should begin in October. Call for nominations and volunteers to run for office in newsletter/website/marketing. Collect names, photos and bios and send them to National IFT by the deadline of February 1st.	Nominations and Elections Committee	Nominations and Elections Chair (Immediate Past President)		Ten days prior to sending out ballots to membership, announce proposed ballot to members to allow for the petition process. February 1 Send out ballots with bios and photos.
<b>October Supplier's Expo, Luncheon with AACCC or other similar organizations, E.g Research Chiefs Association, Tours, Workshops*</b>	Supplier's Expo Committee to start planning in April. Coordinates efforts with IAM.  Program Committee should discuss with Expo Committee if other events are being planned (typically in May/June).	Supplier's Day Committee	Expo & Programming Chairs	October	Contract with location signed at least 1 year in advance.
<b>October 31st</b>	In addition to duties already mentioned under events/other tasks. Generate & present financial meeting reports at all Board meetings for operating budget. Investment report every six months. Financial report to National IFT due October 31st	Treasurer and Finance Committee	Treasurer	October 31st	
<b>November 1st</b>	Set up Silent Auction website, determine location now or earlier. Begins requesting donations	Silent Auction Committee	Chair of Silent Auction	November 1st	
<b>November 15th</b>	Taxes must be annually mailed to IRS by November 15th (must be 5 months after the administrative year ends) IRS Non-profit organization tax form (990-EZ)	Treasurer and Finance Committee	Treasurer	November 15th	Treasurer keeps track of these documents. Executive Director puts in archive. Deadline for IRS - 990, 990-EZ must be filed by the 15th day of the 5th month after the end of your fiscal year.  (Minnesota's fiscal year ends on June 30th, a copy 990 IRS filing is due to National IFT on November 15th)
<b>December 1st</b>	MN Non-profit organization registration (501c3 org)	Treasurer and Finance Committee	Treasurer	1-Dec	Treasurer keeps track of these documents. Can be done prior to due date
<b>December Holiday Meeting Event</b>	Holidays are busy times. This meeting is held just after Thanksgiving/Early December.	Program Committee	Programming Chair	December	Should determine speaker or panel etc by end of October
<b>January Dairy Meeting. This officially known as Dairy Month</b>	Annual dairy focused meeting, organized by Dairy Committee with aid from Programming Committee as needed.  Speaker and location should be confirmed and an announcement written for advertising (via newsletter/website/marketing, etc) by December 1	Dairy Technology Committee	Dairy Chair	January	
<b>February Silent Auction</b>	Silent Auction traditionally held in February. Coordinates efforts with IAM. Start to call for donations in November	Silent Auction Committee	Silent Auction Committee Chair	February	Final report March/April with recommendations
<b>March Regular Meeting</b>	Design an attractive meeting with New Professionals. Be sure to stay away from Spring Break at University of Minnesota	Program Committee working with New Professionals	Program Chair	March	
<b>April Macy Award &amp; Scholarship Event</b>	<b>Scholarship Committee:</b> Update scholarship forms in October, announcement in newsletter/marketing starting December. Deadline is February 28th.  <b>Macy Award Committee:</b> Call for nominations for Macy Award in September. Update website with application form. Discuss nominations & determine award winner by January 5. Order plaques & write brochure by end of March.  <b>Programming Committee:</b> Arrangements for locations & event planning  <b>Finance Committee:</b> Organize checks for Scholarship & Macy Award	Scholarship, Macy Award & Programming Committees, Treasurer	Scholarship, Macy Award & Programming Chairs, Treasurer	April	Certificates, plaques** and brochure coordinated between with Scholarship & Macy Committee (Macy award & Elwood Caldwell Scholarship Plaque). Checks are written by Treasurer for scholarships and Macy
<b>OTHER TASKS</b>					
<b>Membership Committee</b>	Take on task to increase membership or membership benefits	Membership Committee	Membership Chair	On Going	Final report at the annual June planning meeting
<b>Newsletter, Social Media, and Website (Communications Committee)</b>	Monthly newsletter. Responsible for marketing and MNIFT communications via email/social media/website. Coordinate with IAM for website updates and adding newsletter onto website. Update email subscriber list, provide by National IFT, monthly.	Newsletter Chair and Communications Committee	Newsletter Chair	On Going	Call for content from MNIFT board and committee members for newsletter 1-2 weeks before newsletter is to be released. Target release date is around first of each month
<b>Education Committee</b>	Coordinates effort with MN Academy of Science for the yearly High School & Middle School Science Fair	Education Committee	Education Chair	March/April	The committee should meet in fall and make plans/goals. Attend Science Fair and select award winners; obtain checks from Treasurer. The science fair is typically held in March or April and winners of award invited to attend the Macy Award Meeting with their parents (free of charge).
<b>Employment Committee</b>	Meet as a committee; updates to website and newsletter/social media	Employment Committee	Employment Chair	On Going	The committee should meet in the fall and determine plan/goals
<b>Finance Accountability</b>	Meet as a committee and plan for meeting with Finance Committee	Finance and Finance Accountability Committees	Finance and Finance Accountability Chairs	On Going	President should ensure this is completed annually for liability reasons. Meet to review previous year records
<b>New Professionals</b>	Ensure the three main pillars of new professionals are being followed. 1. Social/networking 2. Community Service 3. Professional Development	New Professional Committee	NP Chair	On Going	Typically have monthly events ranging from happy hour networking to volunteering or working with the University of Minnesota or Food Science Club for a joint event.
<b>Great Plains Subsection (GPSS)</b>	Section, mainly in the Dakotas. Plans its own events & chair.	GPSS Leadership	GPSS Chair	On Going	Possibility for participation at events if held hybrid (virtual/in-person). Coordinate with MNIFT as needed.
<b>Website needs updating and monitoring</b>	Aspects of the website need to be monitored and updated monthly. Some pages annually e.g. leadership. Working with IAM/webmaster.	President or President may delegate/appoint an individual to monitor and interact with webmaster	President	On Going	For Consideration: Newsletter Committee might be renamed "Communication Committee" and within the committee, one person is assigned to the website and one person is assigned to social media, and two to the newsletter
* September meeting joint with Phi Tau Sigma; Supplier's Day Luncheon joint with AACCC; possible tours with UoM and Bellisio Foods; Silent Auction night invite Phi Tau Sigma and AACCC to have table top.					
** Plaque for President's Award, Macy Award, Elwood Caldwell Scholarship and Thank you plaque to President are all order from Hammond's Awards 1081 MN-36 E, Maplewood MN 55109 phone 651 642 9273					