

2012-2013 AFDO COMMITTEE CHARGES

Administration Committee

***Chair:** Joe Corby, AFDO, York, PA

Chair: Alan Taylor, MD Dept. of Mental Health & Hygiene, Baltimore, MD

Co-Chair, Awards: Joanne Brown

Co-Chair, Media & Public Affairs: Angela Montalbano, NY State Dept. of Agriculture & Markets, Albany, NY

Co-Chair, Media & Public Affairs: JoAnn Pittman, U.S. Food & Drug Administration, Atlanta, GA

Co-Chair, Membership: Steve Steingart, Allegheny County Health Department, Pittsburgh, PA

Co-Chair, Nominations: Oscar Garrison, Past-President, AFDO

Co-Chair, Resolutions: Joe Corby, Executive Director, AFDO

Charge 1: The Chairman of the Administration Committee shall solicit the assistance of all Administration Committee members and the Presidents of AFDO Regional Affiliates in obtaining nominees for honorary membership pursuant to Policy No. 2 – Honorary Membership of the AFDO Policies & Procedures Manual. The Administration Committee shall be responsible for submitting the names of nominees for honorary membership, with supporting information/ documentation of respective accomplishments, to the AFDO Executive Committee by February 25th of each year. **Nominations without supporting documentation will not be forwarded to the Board of Directors for consideration.**

Discussion: The Chairman sent an e-mail message to Affiliate representatives on January 13, 2013 requesting nominations for Honorary Membership. Two recommendations were received.

Recommendations: The AFDO Board of Directors has been provided the nominations with supporting information in order accept or reject these nominations.

Executive Committee Action:

Approval

Disapproval

Date

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Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1, 2011, to assure communication of this funding opportunity to the largest possible number of qualified candidates. A letter should be sent to all regional affiliates, along with AFDO's scholarship information, requesting that they provide this information to colleges and universities within their region and publish it in their affiliate newsletter. In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities. Review applications and forward recommendations to the Board for final approval by the due date as established in the AFDO Policy Manual.

Discussion: State Food Safety Program Managers were sent a letter requesting their support and promotion of AFDO scholarships. It does appear that the scholarships were promoted much better this year as the organization did receive several applications. The AFDO Board was advised of the applicants and of the committee's recommendations.

Recommendations: The applicants selected by the committee should be approved and their award provided at the Wiley Award Banquet.

Executive Committee Action:

Approval

Disapproval

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**Responsible for submission of reports*

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Charge 3: Actively solicit applications for the AFDO Achievement Award from affiliates and members. Review nominations and forward recommendations to the Board for final approval by the due date established in the AFDO Policy Manual. In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities.

Discussion: State Food Safety Program Managers were sent a letter requesting their support and promotion of the AFDO Achievement Award. The AFDO Board was advised of the committee's recommendation for this year's award.

Recommendations: The applicant selected by the committee should be approved and their award provided at the Wiley Award Banquet.

Executive Committee Action:

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Charge 4: Work with the AFDO staff and Executive Director to develop press releases, for Board approval, for any noteworthy AFDO efforts or speeches, including the annual conference and/or workshops. Press releases, depending on content, may be multi-purposed: attendance building, promoting AFDO, informing others or generating interest.

Discussion: Following the 2012 annual educational conference press release templates were developed for all awards issued. Press releases were prepared and appropriately distributed for the following awards (AFDO Achievement Award, Associate Member Award, Elliot O. Grosvenor Food Safety Award, Harvey W. Wiley Award and the three Educational Scholarship Awards). An advanced press release for the 2013 annual AFDO educational conference and pre-conference workshop was prepared and submitted to the AFDO office for appropriate action to promote the annual conference. Once approved by the AFDO board the advanced press release will be included in the federal registry and submitted to all on the AFDO press listing. The press release consisted of the conference location, date and pre-conference information. The Committee developed an additional press release inclusive of conference details to promote the 2013 AFDO 117th Annual Educational Conference. The press release consisted of conference specifics including location, dates, pre-conference workshop information, topics and key note speakers. The press release was submitted to the AFDO office on April 3, 2013. The AFDO office approved the press release and will issue it to all on the media contact lists. The AFDO office will issue the press release again one week before the conference. Committee members represented the AFDO exhibit display booth at two national conferences (The Food Safety Summit and The International Association of Food Protection Conference) to promote AFDO and generate interest.

Recommendations: The committee should continue to work directly with the AFDO executive board to obtain additional press release requests. It is recommended to continue to prepare press releases containing award recipient information and appropriately distribute. It is recommended to continue to participate at national conference exhibit booths as it was a result of gaining new members and increases exposure for AFDO as an international leader in the food and drug arena.

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Charge 5: Develop a contact list to which press releases should be sent. Include national associations, publications and media contacts. For publications: identify publisher, publishing dates and deadlines. Review and update annually.

Discussion: The Media and Public Affairs committee members continue to update the current list of national associations and publications to submit the AFDO press release information to. IFPTI and The Global Food Protection Institute were added to the list in October 2012. The committee has a working list of trade publication dates and deadlines.

The committee members always invite the local FDA Public Affairs Specialist, specific to the conference location, to join the committee, provide their press listing and aid in promoting the conference to local media along with coordinating media interviews at the conference site. It was determined that there is no longer an FDA PAS responsible for the conference site in Louisville, Kentucky. The committee researched and developed a Louisville media contact list for press release distribution. The publication list and media contact lists were submitted to the AFDO for appropriate action.

Recommendations: The committee should continue to maintain and update a national list of media/ press contacts. The committee should obtain and maintain a list of national associations and conference dates. The lists should be updated and provided to the AFDO office for distribution of the press release. The AFDO office should alert the committee of any new contacts or associations so they can be added to the active list.

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Charge 6: Continue to refine and facilitate mentoring concepts for First-Time Attendees and new members to participate as productive members within AFDO. Continue contact with first-time attendees both before and after the Conference. Begin soliciting mentors March 1st.

Discussion: The mentoring process will continue and volunteers will be sought to assist in this program. The first-time attendees reception normally held on Saturday evening will now be included in the AFDO Bingo program on Sunday evening. All first-time attendees will be provided a Bingo card. AFDO Bingo would appear to be an opportune time for first-time attendees to become acquainted with AFDO members.

Recommendations: This charge should be continued for next year.

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Charge 7: Actively solicit qualified candidates as nominees for the office of Vice President or for any other office for which a special election is required. Contact Regional Affiliate Board of Directors for input. Develop a slate of candidates for this position. Work with the Executive Director to develop and distribute a ballot to the AFDO membership in accordance with the by-laws and established policies and procedures. Include biographical information for each candidate with the ballot.

Discussion: AFDO Past President Oscar Garrison solicited nominees for the office of Vice President and has provided a nominee to the AFDO Board of Directors.

Recommendations: The nominee selected by the committee should be approved and an announcement should

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be made at the Wiley Award Banquet.

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Charge 8: Encourage and solicit resolutions on timely topics from the Regional Affiliates, Committee Chairs, and Board members. Edit and finalize resolutions through consultation with the presenter. Submit resolutions to the Board in accordance with AFDO Policies and Procedures.

Discussion: 5 Resolutions were received and provided to the AFDO Board of Directors for consideration. Four of the resolutions were passed and one was rejected. Resolutions were received from AFDO affiliates, AFDO committees, and IFPTI research projects.

Recommendation: All approved resolutions including any supportive documents should be posted for members during the annual conference and voted on during the business meeting.

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Charge 9: Work with the AFDO staff to develop a document management system for controlling the date submission and accuracy of documents imported into the Topical Index.

Discussion: Following the 2012 MFRPA meeting it was recommended that a document management system for controlling the date submission and accuracy of documents imported into the Topical Index be developed. The AFDO staff made requests of state program managers to review the documents that currently exist and determine whether these documents are still in use in their jurisdiction.

Recommendation: This charge should be transferred to staff members working on MFRPA matters as they are currently upgrading and updating the Topical Index.

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Charge 10: Work with the AFDO staff and Executive Director in establishing proposals for holding Federal-State integration meetings to be held in conjunction with Affiliate conferences.

Discussion: Travel restrictions for federal and state employees continue to be problematic for affiliate conferences. It had been suggested that affiliates should consider redesigning portions of their conference to include integration meetings or contract management meetings in the hope that attendance by federal employees could be improved. This matter has been discussed with affiliate representatives and the AFDO Board. The IFSS Toolkit workshop may be another alternative for affiliates to consider incorporating into their conference meetings.

Recommendation: This charge should be continued.

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Approval



Disapproval



Date

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