

2013-2014 AFDO FINAL COMMITTEE REPORT

Administration Committee

***Chair:** Angela Montalbano, NY State Dept. of Agriculture & Markets, Albany, NY

Co-Chair, Awards: Joanne Brown

Co-Chair, Media & Public Affairs: Joan Bowman, IFPTI, Battle Creek, MI

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: Claudia Coles, 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: A request for nominees' letter was forwarded to Administration Committee Members and Regional Affiliate Presidents on March 5, 2014. Nominations were received and voted on at the AFDO Spring Board Meeting.

Recommendations: AFDO Honorary Membership is to be awarded to Ballard Graham.

Executive Committee Action:

Approval



Disapproval



Date

6/2/14

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1, 2013, 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: There were six scholarship applicants this year and were from 6 different schools. While this is a disappointing number it does show that the message (e-mail) that was sent to colleges and universities with food science and environmental science programs was disseminated. During the coming year AFDO will have a flyer designed to attach to the announcement e-mail in hopes that it will be printed, posted and a constant advertisement for the scholarships.

Recommendations: Approved the scholarships for Genette Stump, Brittany Wells and Allison Orr.

Executive Committee Action:

Approval



Disapproval



Date

6/2/14

**Responsible for submission of reports*

2013-2014 AFDO FINAL COMMITTEE REPORT

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: This was again a disappointing year for nominations despite extending the deadline by one month, active advertising in the AFDO newsletter and the past two AFDO presidents discussing its importance at the annual conference.

Recommendations: Approve the nomination from the Kansas Department of Agriculture for Chris Wagner and LaCrona Wilson.

Increase the value of the award from \$100.00 to \$500.00 and design a poster that can be sent out to food program heads so they can forward it to supervisors.

Executive Committee Action:

Approval

Disapproval

Date

6/2/14

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: Immediately following the 2013 annual educational conference 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). A press release for the 2014 annual educational conference was prepared and submitted to the AFDO office to be distributed to all on the AFDO press listing and media contact listing. The press release was inclusive of conference details to promote the 2014 AFDO 118th Annual Educational Conference. The AFDO office will issue the press release again one week before the conference. Committee members reviewed and edited press releases issued by the AFDO office.

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.

Executive Committee Action:

Approval

Disapproval

Date

6/2/14

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 review and update the current list of national associations and publications to submit the AFDO press release information to. The committee has a working list of trade publication dates and deadlines.

**Responsible for submission of reports*

2013-2014 AFDO FINAL COMMITTEE REPORT

The local FDA Public Affairs Specialist, specific to the conference location is always invited to participate and 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 Denver, Colorado. The committee researched and developed a Denver 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.

Executive Committee Action:

Approval Disapproval Date 6/2/14

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 first time attendee packet will include an identifying first time attendee ribbon along with a free bingo card (\$25 value) for the Sunday evening AFDO Bingo fundraiser. Mentors will be sought from AFDO Officers, members of the Board, committee chairs, committee members and other willing AFDO conference attendees. Opportune times for Mentors to become acquainted with First time attendees will be committee meetings, opening session and especially at the AFDO Bingo.

Recommendations: The Charge should be continued for next year.

Executive Committee Action:

Approval Disapproval Date 6/2/14

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: Qualified candidates for Vice President, Director at Large and Treasurer were secured and provided to the AFDO Board during the March 2014 Spring Board meeting. Regional Affiliates have been contacted by the AFDO office regarding all expiring and/or open regional affiliate positions and representations to the AFDO Board.

Recommendations:

Vice President: Steve Mandernach – MCAFDO
Director At Large: Pam Miles – AFDOSS
Treasurer: Steve Moris - MCAFDO

**Responsible for submission of reports*

2013-2014 AFDO FINAL COMMITTEE REPORT

Executive Committee Action:

Approval Disapproval Date 6/2/14

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: AFDO Executive Director Joseph Corby solicited Resolutions from AFDO Affiliates and the AFDO Board of Directors. Two Resolutions were reviewed and voted on at the AFDO Spring Board of Directors meeting March 27-28, 2014 – Resolution 2014-1 [Operational Structure for FSMA Implementation] & Resolution 2014-2 [FSMA Compliance and Enforcement]. Additional Resolutions received will be reviewed by and voted on by the AFDO Board of Directors at their June 21, 2014 meeting prior to the AFDO Annual Conference

Recommendation: Approved AFDO Resolutions should be posted during the AFDO Annual Conference for voting on by membership during the AFDO Business meeting June 25, 2014.

Executive Committee Action:

Approval Disapproval Date 6/2/14

Charge 9: 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: As a means to advance integration and increase attendance at AFDO Affiliate meetings, AFDO has proposed to FDA the following effort for consideration at AFDO Affiliate meetings:

Federal/State Planning and Coordination Sessions

- AFDO will work with each of its affiliates to provide a forum at each affiliate’s annual conference for FDA District and state food safety program officials to meet for the purpose of developing uniform and consistent work planning strategies that will advance and improve integration within these areas through sharing best practices.
- A pilot session is proposed for the fall of 2014 with NCAFDO.
- AFDO will work with FDA through the MFRP Alliance to identify the FDA District and state participants as well as the topics to be discussed.
- AFDO will work with FDA to assist in facilitating these programs where necessary including the use of the PFP Work Planning document and IFSS Toolkit.

Recommendation: AFDO should work with NCAFDO and introduce as a pilot a Federal/State Coordination & Planning session to be held in conjunction with the NCAFDO meeting during the Fall of 2014.

Executive Committee Action:

Approval Disapproval Date 6/2/14

**Responsible for submission of reports*

2013-2014 AFDO FINAL COMMITTEE REPORT

Charge 10: Review the policy regarding honorary status to determine if non-retired members are/should be allowed this status and if all past Presidents should automatically be conferred honorary status.

Discussion: The Administration Committee was asked to review the policy regarding honorary status. Nominations had been received for non-retired members and the Committee was asked to recommend whether non-retired Regular members should be allowed this status. The Committee was also asked our opinion whether all past Presidents should automatically be conferred honorary status. Both matters were discussed during the Committee's 2013 meeting in Louisville, KY. AFDO's policy for honorary members is as follows:

1. *Article III, Section 2 (6) of the By-Laws lists the qualifications one must meet in order to become an AFDO Honorary Member. Specifically, "individuals eligible to hold an honorary membership shall have been regular members who are nominated by the Board of Directors and elected by the Association to this class of membership in recognition of their substantial contributions to the achievement of the objectives of the Association."*
2. *According to Article IV of the By-Laws, honorary members shall have all the rights and privileges of a regular member unless said honorary member becomes associated with a regulated industry, causing his/her rights and privileges to be limited to those of an individual associate member.*

Recommendation: Since the AFDO policy is clear that qualification to hold honorary membership is for individuals that "have been" [indicating in the past], the Committee does not believe Honorary membership can be offered to Regular members that are still employed. We also do not feel Honorary membership should automatically be provided to AFDO Past Presidents. The Committee recommends the AFDO policy should not be changed and that non-retired Regular members and Past Presidents should not be provided Honorary membership.

Executive Committee Action:

Approval Disapproval Date 6/2/14

Charge 11: Identify mechanism for providing AFDO certificates for Produce Safety Training including the review of submitted programs.

Discussion: AFDO has several members active in the Produce Safety Alliance [PSA]. The PSA has recommended AFDO issue certificates of attendance for all PSA training courses using the model from our efforts with the Seafood HACCP Alliance. Certificate fees will be \$35.00. PSA Train the Trainer courses are expected to begin in 2014. AFDO staff is able to begin the process but as more courses are conducted additional staff may be required. The AFDO Board has acknowledged this and has previously approved the hire of staff as many more of these courses are held.

Recommendation: AFDO should issue PSA certificates of attendance but should work with PSA to develop a formalized written agreement or MOU covering this work effort.

Executive Committee Action:

Approval Disapproval Date 6/2/14

**Responsible for submission of reports*