

2014-2015 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. Nominations were received and voted on at the AFDO Spring Board Meeting

Recommendations: The AFDO Executive Board at its Spring Board meeting approved the selection of Robert Scales from Health Canada.

Executive Committee Action:

Approval



Disapproval



Date

6/4/15

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1, 2014, 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: A scholarship availability message was submitted to a number of large universities and colleges with food science and environmental science programs. Applications were received and voted on by the Awards Committee. During the coming year AFDO will again 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: AFDO will award scholarships to Alexis Cordero, Laura Hayes, and Avery Becker

Executive Committee Action:

Approval



Disapproval



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

Recommendations: The Achievement Award will be awarded to Sara Kingman from the Iowa Department of Inspections and Appeals

Executive Committee Action:

Approval Disapproval Date 6/4/15

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 2014 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 Administration Committee should prepare press releases prior to the end of the Annual Conference and distribute them to media outlets in a prompt fashion. This Charge should also be included in 2015-16 Administration Committee Charges.

Executive Committee Action:

Approval Disapproval Date 6/4/15

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. 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.

Recommendations: This Charge is completed and should be included in 2015-16 Administration Committee

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Charges.

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Approval



Disapproval

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Charge 6: Continue to find volunteers from the AFDO Officers, members of the Board, committee chairs, committee members and other willing AFDO conference attendees to become acquainted with First time attendees. The first time attendee packet will include an identifying first time attendee ribbon. Opportune times to become acquainted will be committee meetings, opening session, receptions and especially at the AFDO Bingo.

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. A First Time Attendees breakfast sponsored by the AFDO Past Presidents will be conducted at the Annual Conference. Contributing Past Presidents will be attending the breakfast as mentors.

Recommendations: This Charge is completed and should be included in next year's Charges as well.

Executive Committee Action:

Approval



Disapproval

Date

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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: Qualified candidates for Vice President and 2 Director at Large positions were secured and provided to the AFDO Board during the March 2015 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: Pamela Miles from VA Agriculture & Consumer Services has agreed to run for the office of Vice President. Mark Reed from Kentucky Health and Ben Miller from Minnesota Agriculture have agreed to run for Director at Large. This Charge is completed.

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Approval



Disapproval

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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.

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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 2015-1 [Operational Structure for FSMA Implementation] & Resolution 2015-2 [FSMA Compliance and Enforcement]. Additional Resolutions received will be reviewed by and voted on by the AFDO Board of Directors at their June 19, 2015 meeting prior to the AFDO Annual Conference

Recommendations: Approved AFDO Resolutions should be posted during the AFDO Annual Conference for voting on by membership during the AFDO Business meeting June 24, 2014.

Executive Committee Action: As of the writing of this report, 4 Resolutions have been prepared and 2 approved by the AFDO Board at the Spring Board meeting. The additional 2 Resolutions will be provided to the Board prior to the Annual Conference for consideration.

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Charge 9: 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 June 2015 with programs in Kalamazoo, MI and Harrisburg, PA.. AFDO staff is able to begin the certificate 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. AFDO staff attended the Growers Training pilot program in Hershey, PA and are working with PSA officials to develop the AFDO website so all courses can be registered and certified through AFDO.

Recommendations: AFDO should issue PSA certificates of attendance but should work with PSA to develop a formalized written agreement or MOU covering this work effort. AFDO must establish a Committee of group to approve PSA submitted courses for approval.

Executive Committee Action: This Charge should be continued as AFDO Staff continues to work with PSA members on completion of the certification effort.

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Charge 10: Develop process for choosing Honorary Members.

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 and the 2014 meeting in Denver, CO. 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

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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.

Recommendations: This Charge is completed.

Executive Committee Action:

Approval



Disapproval

Date

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Charge 11: Meet with IFPTI Fellows to discuss organizing an IFPTI Alumni group that can provide input to AFDO Committees and IFPTI on issues and concerns. If interest exists with Fellows identify a group structure and possible activities.

Discussion: IFPTI Fellowship Alumni were invited to join the Administration Committee meeting at the 2014 annual conference to discuss the need and decide up organizing an IFPTI Alumni group. During the meeting the participants expressed their desire to name the Committee the “Professional Development Committee” In addition, Chairs and Co-Chairs were selected.

Recommendations: The Professional Development Committee has been formed and is functioning as required. Charges should be provided for next year.

Executive Committee Action: This Charge is completed.

Approval



Disapproval

Date

6/4/15

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