

2016-2017 AFDO FINAL COMMITTEE REPORT

Administration Committee

***Chair:** Jessica Badour, Georgia Department of Agriculture, Atlanta, GA
Joseph Corby, AFDO, Broadalbin, NY

Co-Chair, Awards: Joanne Brown, Monticello, FL **and** Dave Read, IFPTI, Battle Creek, MI

Co-Chair, Media & Public Affairs: Randy Young, AFDO, York, PA

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

Co-Chair, Nominations: Stan Stromberg, Oklahoma Department of Agriculture, Oklahoma City, OK

Co-Chair, Resolutions: Joe Corby, AFDO, Broadalbin, NY

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 Feb. 25th each year. **Nominations without supporting documentation will not be forwarded to the Board of Directors for consideration.**

Discussion: The Committee has solicited for Honorary Membership nominations and, as of this writing, received the names of the following individuals: Susan Parachini, Pat Kennelly, Stan Stromberg, and David Read. Nominations with supporting documentation are provided to the AFDO Board of Directors who vote and approve the nominations.

Recommendations: The AFDO Office should advise the individuals of their selection as AFDO Honorary Members.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than Sept. 1, 2016, 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(s). 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: This year's solicitations were highly successful. The AFDO office received 12 applications for undergraduate scholarships. All three scholarship opportunities were posted online at www.scholarship.com. In addition, Dr. Joanne Brown created a flyer and distributed it to public health program directors at universities through the country.

Recommendations: Next year, create another flyer and utilize www.scholarship.com as well as social media outlets (via AFDO and the affiliates), as well as any other Regional Affiliate outreach that could assist in helping to reach a broad community.

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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, as 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: The Committee actively solicited applications for the 2017 AFDO Achievement Award. The winner will be announced at the Wiley Banquet during the Annual Conference in Houston, TX.

Recommendations: Increase communication with the Regional Affiliates to promote this award. Add this award to the board meeting agendas and remind Regional Affiliates to publicize it to their members.

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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 (i.e., attendance building, promoting AFDO, informing others or generating interest on related activities).

Discussion: Press releases for award recipients should be completed on-site at the annual conference. Press releases were sent for the annual educational conference and the tattoo demonstration in 2016. This information was also distributed on Twitter, Facebook, and LinkedIn. Additionally, the press releases were sent to our media listing.

Recommendations: Press releases for award recipients will be completed and released during the annual AFDO conference.

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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: This list is maintained online using AFDO's Constant Contact account. New contacts are added per the recommendations of members. If an email bounces back, a new contact person is identified from that media outlet.

Recommendations: The AFDO Staff should maintain the press listing and update as needed. Request annual review and input from Regional Affiliates for possible publications they are aware of in their region that should be added to this contact database.

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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.

Discussion: First-Time Attendees will be identified by a nametag ribbon found in their registration packets. Past AFDO Presidents, AFDO Board Members, and other active AFDO members will serve as Mentors for First-Time Attendees, and attempt to meet with them face to face during the meeting to discuss AFDO and the conference agenda. A PowToon explaining AFDO and the annual conference will be sent to all First-Time Attendees prior to the meeting, to explain more about the AFDO Committee meetings, conference activities, and a bit about this mentoring process. The Mentors will be encouraged to interact with the First-Time Attendees during regular meeting hours, during receptions, and at other conference activities.

Recommendations: Continue including a First-Time Attendee ribbon in the first time attendee packet. Encourage AFDO members to get acquainted with first time attendees. (This is a newly revised mentoring process to be evaluated following the conference.) Consider publishing list of all first-time attendees in an AFDO e-news update either just prior to, or directly after, the AEC. In the AFDO Welcome Packet designate First-Time Attendees within the member list.

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Charge 7: Actively solicit qualified candidates as nominees for the office of Vice President, or any other office for which a special election is required. Contact the 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 were secured and provided to the AFDO Board.

Recommendations: Ernie Julian from the Rhode Island Department of Health has agreed to run for the office of Vice President. This Charge is completed and should be discontinued.

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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: The Committee has solicited Committee Chairs and others for Resolutions. As of the writing of this report, five Resolutions have been written that relate to the following: Retail Program Standards Alliance, Imported Food, Lead Levels in Spices, FDA Training, and Work Planning. There may be additional Resolutions to provide to the AFDO Board of Directors.

Recommendations: The AFDO Board should consider all Resolutions and provide them at the June Board meeting, which supersedes the AFDO Conference. Resolutions that are approved during that time should be posted for member review at the Annual Education Conference and voted upon at the Business Meeting.

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Charge 9: Conduct a conference call in late 2016 between the Committee Chairs, AFDO President, AFDO Past President, Affiliate Representatives and Affiliate Officers to discuss AFDO Awards and press the affiliates for nominations.

Discussion: AFDO conducted conference calls with Committee Chairs, AFDO Board members, and Affiliate officers during the year to promote and discuss the various AFDO awards presented each year.

Recommendations: This need not be a Charge of the Administration Committee, but it is recommended the AFDO Board continues to have conference calls during the year with Committee Chairs, AFDO Board members, and Affiliate officers to discuss AFDO awards and the many other activities of the Association. Discontinue this Charge.

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Charge 10: Review how other similar organizations are using social media and develop a strategy and effective implementation plan.

Discussion: AFDO Administration Committee Chair discussed this Charge with AFDO Office personnel and have taken the following steps and created the following action items: 1. Using the 121st AFDO AEC to boost AFDO's Facebook followers by doing a promotion leading up to, and during, Houston (i.e., Facebook "event" with paid boost, creating event hashtag and advertising during the AEC), 2. Developing Powtoon animations/videos for promotions and engagement, 3. Encouraging social media cross promotion via affiliates, and 4. Setting up a schedule of promotional posts for deadlines/dates for scholarships and awards for AFDO and affiliates with consideration of paid boosts to reach a wider audience.

Recommendations: Continue this Charge.

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Charge 11: Review how we welcome and acknowledge new members to the organization and recommend changes as appropriate.

Discussion: No action taken on this Charge.

Recommendations: Continue this Charge.

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Charge 12: Identify contacts from the U.S. Department of Defense Public Health Division Food Protection /Food Defense and determine whether they have interest in joining AFDO.

Discussion: The Committee has contacted General Erik H. Topping; Brigadier General, US Army; Chief, Army Veterinary Corps., and provided information about AFDO and AFDO Affiliates to him. Committee has requested

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Gen. Topping share this information nationally, with all U.S. military food safety officials. An invitation has been extended to them, encouraging their participation in both AFDO and AFDO Affiliate meetings.

Recommendations: Charge completed and should be discontinued

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Charge 13: Work with the Food Committee in developing a long-term plan for Alliance course reviews.

Discussion: AFDO continues to review training course applications for the Seafood HACCP Alliance, Food Safety Preventive Controls Alliance, Sprout Alliance, and Produce Safety Alliance. There are clear differences on how the reviews are conducted between the various Alliances.

Recommendations: Continue this Charge.

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Charge 14: Update the AFDO Model Food Salvage Code.

Discussion: AFDO Executive Director met with Mitzi Baum from Feeding America to discuss the updating of the AFDO Salvage Code. As there has been a reduction in the number of salvage dealers in this country, the idea of modifying the AFDO Salvage Code to address Food Bank reconditioning activities as well as traditional food salvaging was discussed. In addition, an effort to develop can and packaging defect posters was begun. Once developed, these posters would be provided to food banks, regulatory agencies, and food labs for their use.

Recommendations: Continue this Charge.

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