The mission of the AFDO professional development committee is to provide resources and programs that actively engage all members of the AFDO community in continuous professional growth, designed to increase the success of all members and of our profession.

**Charge 1:** Analyze and coordinate data from the salary survey of State Food Safety programs.

**Discussion:** After discussions with Jim Melvin it was determined this was not something that could be a charge for this committee. He was going to coordinate the data but based on the limited number of responses, it may not be something we need to continue pursuing due to possible skewed data.

**Recommendations:** Remove this charge from the Professional Development Committee

**Executive Committee Action:**
- Approval ☒
- Disapproval ☐
- Date 6/17/2019

**Charge 2:** Promote and disburse the Continuing Education Scholarship and the IFPTI Scholarship Grant to expand opportunities for members to continue their education and participate in the annual conference.

**Discussion:** Need to have a budget amount listed in this committee report.

**Recommendations:** The Continuing Education Scholarship grant is a worthy grant but is not promoted very well across the country. This year there were only 5 applicants. Will work to recruit more candidates next year, via additional general notifications to our members and direct promotion of the scholarship via student aid and degree programs. For the Scholarship Grant, this year we were able to fund many more IFPTI fellows due to combining the AFDO/AFDOSS mini grant. The mini grant funded that portion which could be funded and AFDO picked up things like registration and meals. This worked well, and we would like to continue this, when feasible, for the future.

**Executive Committee Action:**
- Approval ☒
- Disapproval ☐
- Date 6/17/2019

**Charge 3:** Develop and catalog a list of Food Safety and/or Emergency Response Certificate or Curriculum related programs as well as Degree programs to have as a resource for members and include only those resources recommended by at least 1 AFDO member, when possible.

**Discussion:** This will be addressed more specifically at the committee meeting to better understand if this is for continued degree education or if it is for certification only.

**Recommendations:** do a survey of AFDO members to see what others have participated in. This may be similar to Charge 4 after additional discussions.

**Executive Committee Action:**
Charge 4: Survey program and project managers to develop a list of top skills managers look for when seeking to recruit and promote; where available. Develop a catalog of links to where those skills could be learned and practiced. If opportunities to acquire crucial skills are lacking, point out deficiencies.

Discussion: This was not addressed and will be part of #5 as we move forward with programs and training options for members. This information will be compiled and available for members.

Recommendations: do a survey of AFDO members to see what others have used that can be accessed for free, at a cost, or through AFDO.

Executive Committee Action:

Charge 5: Provide quarterly online soft skills training to benefit the AFDO membership with their professional development.

Discussion: The committee will be offering a course twice from a recognized training company in May/June before the conference. This will allow us to get feedback at the committee meeting on this training type to see if it should be continued.

Recommendations: Provide this training quarterly with a budget of $1000 for the year. Combine this one with Charge 6 to read: Identify and provide quarterly training for both personal and professional development using a recognized training leader.

Executive Committee Action:

Charge 6: Identify and provide quarterly training for both personal and professional development using a recognized training leader.

Discussion: combine with #5

Recommendations: delete this charge

Executive Committee Action:

Charge 7: Research and develop information and ideas on how to promote our profession outside our workplace.

Discussion: This charge was not understood and we will discuss and committee meeting to get a better idea of what the members are requesting.

Recommendations:

*Responsible for submission of reports*
Charge 8: Coordinate with IFPTI to observe and judge the IFPTI Fellowship presentations at the Annual AFDO conference to determine the recipient of the Dan Sowards IFPTI Recipient.

Discussion: The committee was asked by Joe Corby and Jerry Wojtala to have 3-5 members of previous IFPTI cohorts who are attending the conference to judge the presentations and select a recipient. IFPTI will provide the template for judging the presentations. This award will be presented by the Professional Development Committee and the annual conference awards banquet.

Recommendations: add this as a new charge