

2015-2016 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: The Committee has solicited for Honorary Membership nominations and received the names of the following individuals; Dennis Baker, John Fruin, Steve Steingart, and Yvonne Salfinger. Nominations with supporting documentation were provided to the AFDO Board of Directors who voted and approved all four nominations.

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

Executive Committee Action:

Approval



Disapproval



Date

6/24/16

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1 - annually, 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: This year's solicitations were highly successful. The AFDO office received 14 applications for the undergraduate scholarships. All three scholarship opportunities were posted online at www.scholarship.com on September 2, 2015. In addition, Dr. Joanne Brown, created a flyer and distributed it to public health program directors at universities through the country.

Recommendations: Utilize www.scholarship.com and the flyer next year to reach a broad community.

**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: Sarah Good from the Virginia Department of Agriculture and Consumer Services is the 2016 recipient of the AFDO Achievement Award.

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.

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: Press releases for award recipients should be completed on site at the annual conference. Press releases were sent for the annual educational conference and processing authorities listing. 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 were completed and released during the annual AFDO conference.

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Charge 5: Maintain 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.

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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 past presidents are sponsoring a 1st Time Attendee Breakfast on Sunday, June 26th. Rather than asking attendees to serve as mentors, past presidents will be asked to serve as mentors during the 1st Time Attendee Breakfast since they will be sponsoring the event (Montalbano). We are continuing to look for volunteers from AFDO officers, Board Members, Past Presidents, Award Winners, and others. The advertisement for volunteers was removed from the Annual Education Conference Registration Form. Mentors and first time mentees will be identified by wearing a ribbon that will be found in the registration packets. First time attendees will be encouraged to attend the First Time Attendee Breakfast. Breakfast will be complimentary for the first time attendees. Past AFDO presidents have been approached to contribute funds to cover the costs of this breakfast. Mentors will be encouraged to interact with the first time attendees at all meetings and receptions (Steingart).

Recommendations: Continue including a first time attendee ribbon in the first time attendee packet. Encourage AFDO members to get acquainted with first time attendees (Montalbano). Reinstate mentor question on the registration form to identify mentors. Continue Charge 6 to solicit mentors and to increase first time attendee participation (Steingart).

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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, Secretary/Treasurer and 1 Director at Large positions were secured and provided to the AFDO Board during the March 2016 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.

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Recommendations: Steve Moris from Kansas Agriculture has agreed to run for the office of Vice President. Natalie Adan from the Georgia Agriculture has agreed to run for the office of Secretary/Treasurer. Brenda Morris from Florida Agriculture and Ben Miller from Minnesota Agriculture have agreed to run for Director at Large. This Charge is completed.

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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, three Resolutions have been written that relate to the following; Use of Third Party Laboratories; Funding of State Food Laboratories, and Decrease in FDA Food Inspection Contracts. There will be additional Resolutions to provide to the AFDO Board of Directors.

Recommendations: AFDO Board should consider all Resolutions provided to them at the June Board meeting that supersedes the AFDO Conference. Resolutions approved should be posted for member review at the Annual Conference and voted upon at the Business Meeting.

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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 worked with the Produce Safety Alliance to adopt training approval and certificate of attendance issuing protocols. This has been completed and courses will begin in September 2016

Recommendations: This Charge was completed and should be removed.

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Charge 10: Develop a committee per AFDO Policy #16 to review the Elliott O. Grosvenor Food Safety Award.

Discussion: The Administration Committee members reviewed the AFDO Policy #16 – AFDO Elliot O. Grosvenor Food Safety Award.

Recommendations: The committee has been designated and the policy was reviewed. The AFDO President has appointed a panel to review the award nominations.

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