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AAFCO EDUCATION AND TRAINING COMMITTEE  
2103 ANNUAL MEETING MINUTES

Date: August 13, 2013

Location: St. Pete Beach, Florida

**BOARD RECOMMENDATIONS: None**

**ASSOCIATION ACTIONS: None**

Committee Minutes:

The meeting was convened and started with Committee approval of the minutes from the 2013 mid-year meeting. The Committee Chair is planning to do approval of the minute's in the future through e-mail.

The Committee was introduced to a new additional Co-chair, Tim Lyons, Michigan. The work of this Committee has high priority for AAFCO and a number of significant tasks so the addition of Tim as a Co-chair is welcome. Gloria Dunnavan continues as Committee Chair and Judy Thompson continues as a Co-chair.

The Chair also encouraged members to consider becoming part of the AAFCO Feed BIN with the idea of using that system to facilitate Committee communication and work. The Chair then asked for introductions from the meeting participants.

The agenda called for updates from Workgroups #1 and #2. Workgroup #1 members (Deb Hargrave and Erin Bubb) were not present at the meeting and had not submitted any update. This Workgroup was tasked with developing procedures for identifying training needs and training possibilities. They had developed and completed a member survey but the development of procedures for acquiring information on an ongoing basis has not been finished. Tim Lyons volunteered to work with this group to complete their charge.

Workgroup #2 has been charged with developing procedures for how the Education and Training Committee will coordinate training events and the role of the Committee in training. Before the



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report from this group, the Chair emphasized the importance of this Workgroup's task and that it is a priority for this Committee. We need procedures in place so that other Committees will know how to coordinate with us on training. Tim Darden, President, also emphasized the need for procedures and the role of this Committee in being the central coordination point for training. President Tim Darden emphasized the committee to become a clearing house for AAFCO's education and training needs by developing procedures and outlines for eventual review by the Board. Training proposals by other AAFCO Committees should be submitted to this Committee with information outlined in the OP, including proposed budget needs. This Committee will review, forward to the Board for approval, and coordinate the training with the requesting Committee and FASS, providing assistance as needed. Linda Morrison also reiterated the importance and pivotal role of this Committee and that procedures are the foundation.

This Workgroup (Meagan Davis, Scott MacIntire, Sharon Benz, and Judy Thompson) reported on their progress and thought that their task had been completed but based on the discussion about the charge for the group, they are going to get back together for further work. The Committee decided to give this group a due date of October 31. The Chair advised that the group working on the AAFCO Feed Administrator's Seminar is now a Working Group in the Education and Training Committee. So the Seminar Workgroup (Jennifer Godwin, Meagan Davis, Sam Davis, and Miriam Johnson) will provide plans for Committee review and prepare training submission for Board approval and will have Committee resources to help in planning and delivery of Seminar. Jennifer Godwin is the leader of this Workgroup. **Welcome Seminar planners!**

The next agenda item was an update on Certificate Program development. Jim True shared copies of the recently published Animal Feed Regulatory Program Standards, Standard 2, Training, which provides topics for training for 2 levels of inspector – Basic and Advanced. Bob Geiger, who is also working on this project, advised that he had done work on this project and provided an edited Certificate Plan document to both the Committee Chair and Jim. The Chair had not reviewed that information and advised she would review and submit to the Committee for review and comment. Further work on this project will follow the submission of Bob's information to the Committee.

We had an update from one of the groups working on the Strategic Plan tasks that involve the Education and Training Committee. Development of an overall work plan for the tasks in the strategic plan have not been completed. The Chair had provided comments to the Strategic Affairs Committee but they were not in the form of a work plan. That needs to be done and reviewed and agreed on by the Committee ASAP. The Chair will meet with Linda Morrison for more detail.

In response to the agenda item on developing the AAFCO training plan, the Committee has no submissions for training. The Chair would like to have a living document that shows a 5 year



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training plan. Scott MacIntire agreed to contact FDA Office of Partnerships for any information they have on training needs. There was a discussion of training for the upcoming FSMA preventive controls regulations. Industry asked how they would know about training and emphasized it would be helpful to know what the inspectors would be looking for in an inspection, especially with changes in the law. Shannon Jordre discussed how changes are made and the information provided to the regulated industry. The Committee noted that we should keep in mind development of training for industry, not only to help the industry but it would be beneficial to regulators as well. A representative from IFPTI was present at this meeting and discussed generally their current status on feed training and briefly how they would do training. We will explore partnering or working with IFPTI for feed and feed related training. Tim Lyons was identified as the liaison between ETC and IFPTI. Judy Thompson volunteered to develop a survey for Committee Chairs to determine training plans for the next 5 years and to dedicate the Committee Chair meeting at the 2014 mid-year meeting to discussion of this topic.

The Chair noted that the idea of Feed Microscopy training is still alive and she will get that discussion going again. Much of the planning information for this has already been done by Bob Geiger so we are still actively planning this training. AAFCO has already allocated a budget for this so it also has priority.

The Committee felt we needed to communicate more than the twice a year face to face meetings. The Chair had tried conference calls in the past but did not get enough people participating to have discussion and decision making. It was decided that we will schedule a conference call tentatively now so that it can get on calendars early. Darlene Krieger will send out a survey of dates/times for the second week of November.

The Committee meeting was concluded.

Gloria Dunnavan  
Chair

Action Item Table:

Responsible	Item	Action	Timing / Status
Workgroup #2 (Davis, MacIntire, Benz, Thompson)	Draft procedures for Committee activities for training events	Workgroup will draft procedures based on clarification discussions during the 2013 annual meeting of the Committee	Draft due by October 31, 2013
Gloria Dunnavan	Certificate Program	Review draft document developed by Bob Geiger, discuss with Bob, and share with Committee for comments	
Judy Thompson	Survey Committee Chairs for training needs	Develop survey through the AAFCO Feed BIN of Committee Chairs for training needs for next 5 years as step towards developing a 5 year training plan and use the Committee Chair meeting of the 2014 mid-year meeting to discuss with Chairs	
Gloria Dunnavan	Feed Microscopy training	Discuss proposed training with Bob Geiger and trainer to define training location, dates, costs, and needed materials	
Darlene Krieger	Committee Conference call	Develop Survey Monkey of Committee members to identify date and time for a November Committee conference call	Survey Monkey has been issued
Feed Admin. Seminar Working Group (Godwin, M. Davis, Johnson, S. Davis)	Agenda Items for Feed Administrators Seminar	Workgroup will develop agenda for Administrators Seminar. Committee will assist this group to help find presenters and topics for this meeting.	

Responsible	Item	Action	Timing / Status
Scott MacIntire	FDA Training possibilities	Explore FDA trainings with the Office of Partnership to determine if feed inspectors should be trained on certain aspects of FSMA	
Tim Lyons	IFPTI/ ETC collaboration	Work with the International Food Protection Training Institute on training courses for feed personnel	
Gloria Dunnavan	Strategic Planning Committee Work Plan	Collaborate with the Strategic Plan Committee to align their work plan with ETC Committees goals.	