Education and Training Committee
Baltimore, MD
Wednesday, August 2, 2023
8:45-9:45 AM

Welcome, Introductions/Roll Call and Opening Remarks
Marissa Kost, Committee Chair

Workgroup Updates (20–25 mins)
Training Curriculum Update—Marissa Kost (**DISBAND WORKGROUP**)
- E-vote for committee approval done in July
- Discuss where these resources are housed

Leadership Training—Marissa Kost, NC
GOAL 1, Objective 1.2—Identify and develop organizational training for AAFCO leaders

1.	Improve orientation and training for Committee Chairs and Board members.	Gap template draft by Seminar 2023 and Committee vote Annual 2023
	Priority 1: Develop a draft template compiling training needed and identify process to determine needs and wants (develop a gap template).	Gap Template Draft—Annual 2023 Committee Vote—September/October 2023
	• Identify work that has already been done and compile. Identify additional activities specific to the Board.	
	• Develop a checklist for duties and deadlines. Leverage the Official Publication (OP) info into a cheat sheet.	
	• Identify core training list for Committee Chairs, Board members, other leaders, and potential leaders. Examples include:	
	▪ Meeting facilitation	
	▪ Robert's Rule of Order	
	▪ Budget 101	
	▪ Strategic Thinking and Decision Making	
	▪ Exchange or shadow programs between states and with FDA (CVM or OHAFO Field)	
	Priority 2: Develop an implementation framework. Leverage what has already been developed.	Fall 2023—Short term
	• Part of task should include identification of current training and needed training, including onboarding steps.	
	• Ensure various roles are captured (e.g. FDA member, votes differently).	
	• Orientation on Committee Chair expectations, roles, responsibilities, interactions, reporting to the Board and other committees.	
	• Identify touchpoints—identify committee deliverables and flow. Assign to all committees and Board member to map.	
	• Identify leadership mentors as part of framework (orientation, onboarding, and ongoing).	
	• Include ongoing training for leadership enhancement.	
	Priority 3: Develop a checklist to track implementation (ETC sub-committee).	Fall 2023
	Priority 4: Identify leadership training (e.g., LinkedIn learning) available and develop AAFCO specific training based on Priority 1 for delivery.	Fall 2023
	• Develop for different delivery modalities (e.g. online and in person).	
	Priority 5: Implement training and tracking.	January 2024

Training Endorsement Policy and Tables—Marissa Kost (**DISBAND WORKGROUP**)
- E-vote for committee approval done in July
- Workgroup fulfilled its charge to review policy and tables; necessary updates made
  - New Training Proposal Form in Resources > Member Toolkit (AAFCO)
- New submission process and points of contact (AAFCO ED and FASS Rep.)
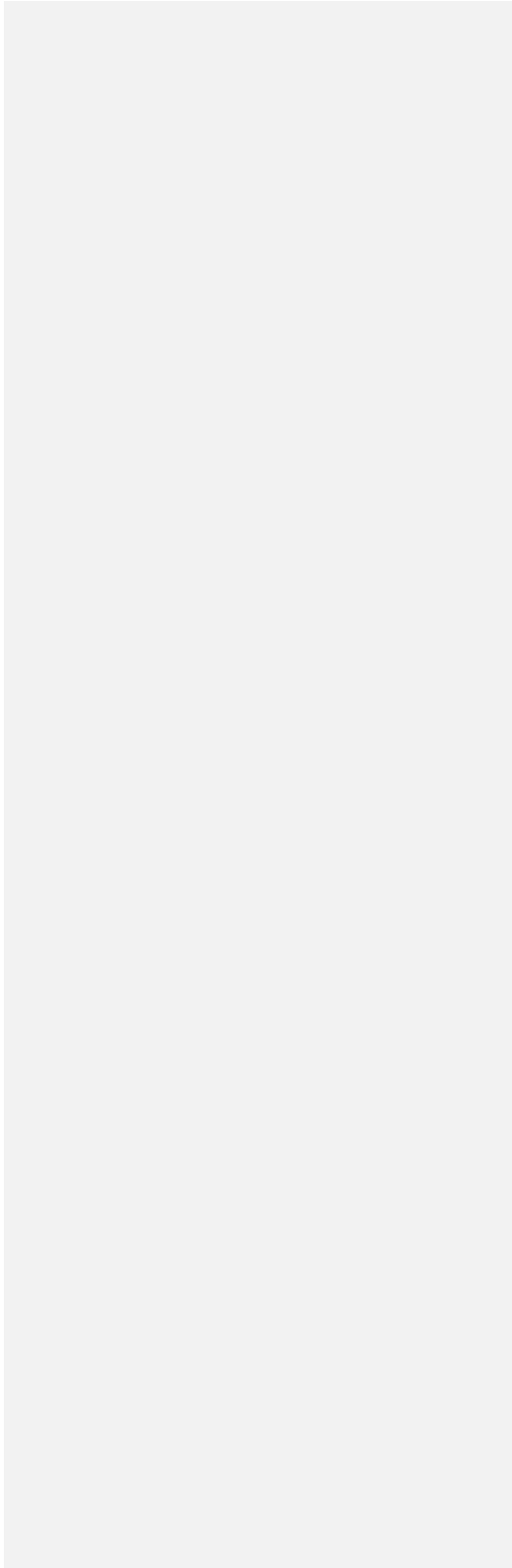
DigitalChalk Usage
b. BOD Approval to extend the current contract with Digital Chalk for a period of 1 year at a level of 150 monthly user logins as defined in the AAFCO Renewal Proposal 2022 - 150 Monthly Users.pdf attached, and that the BOD charge the Education and Training Committee with the task of reviewing the service currently being provided by Digital Chalk and potential clients and systems that may be better options moving forward. The recommendation from the ETC should be sent back to the BOD for approval prior to any RFP or charges being initiated. –12/2/22 via FeedBIN Vote

NEW—Laboratory Survey

GOAL 2, Objective 2.1—Be the leading training resource for animal food regulators and laboratories within 5 years. **3.** Develop and conduct an annual committee survey for laboratories to include with that of animal food regulators to determine training needs that can be delivered in concise timeframes (e.g., 1–2 hours). • Conduct an annual survey and create a list of training priorities for review by the Board for approval and implementation. Need to investigate and coordinate with FDA annual survey (animal food regulators; confirm not lab). Board will review and make assignments at their September Board meeting. Board will assign to appropriate committees (October 2023). Develop a documented process for proponents to identify training needs on an ongoing basis (e.g., outside the survey timing).	~~Survey conducted Annual 2023~~ Late August/early September 2023

Training Availability Updates (10–15 mins)
FDA OTED Training Update–Kimberly Hull and Traci Kelm, FDA OTED

Sub-Committee Updates (5 mins)
Feed Administrator's Seminar Sub-Committee—Rick Manthei, MN
• Discuss FAS 2023 Feedback—Fontana Dam, NC
• FAS 2024—Any details, location (SC)
Midyear/Annual Sub-Committee
• Sub-committee is part of CIOC with ETC membership
☐ **GOAL 2, Objective 2.2**—Enhance membership through recruitment, support, and sustainability.

5. Transfer the Event Planning Workgroup to a new Sub-committee to oversee midyear and annual meeting. Similar to Seminar Sub-committee. This becomes an ongoing sub-committee. • Confirm members of Sub-committee, complete with chairperson. Evaluate attendance and consider meeting evaluations to assess meeting relevance and success to members. Ensure timely development of meeting agendas.	January 2023

Workshop Calendar Request Updates (5 mins)
PFLM Workshop: Midyear 2024, Chattanooga, TN
• Regulators and Industry

New Business (5 mins)

Adjourn