



Education & Training Committee

2026 AAFCO Annual Meeting

Friday, August 28, 2026, 8:00-9:30 AM (PST), San Diego, CA

Committee Agenda

Welcome, Introductions/Roll Call & Opening Remarks (5 mins)

Dan Zangari, CO, Co-Chair
Marissa Kost, NC, Co-Chair

Training Availability Updates (15 mins)

- FDA OTED Training Update –Traci Kelm & Kimberly Hull (virtual), FDA OTED
- AAFCO Basic Inspector Training Seminar (BITS) Update – Blaine Brown, IN
- AAFCO Advanced Inspector Training Seminar (AITS) Update – Jessica Gore, NC

Sub-Committee Updates (10 mins)

- Feed Administrators Seminar Sub-Committee – Kate Nelson, CT
 - FAS 2026 – Water’s Edge, Westbrook, CT
 - April 20-24, 2026
 - FAS 2027 – Connecticut
 - TBD
 - Discuss replacement of FAS sub-committee chair

Workshop Calendar Request Updates (5 mins)

- TBD

Workgroup Updates (5 mins)

- AAFCO Continuing Education WG – Dan Zangari, CO

AAFCO Virtual Assistant Presentation (20 mins)

- Presentation on AAFCO’s Virtual Assistant (AVA) courtesy of Swarm

New Business

- Strategic Plan (2026-2030) Discussion: ETC Items
 - Objective 1.2 (2) (1-3) – Due Annual 2027
 - Objective 2.1 (3) – Due MY 2027

Objective 1.2 - Identify and develop organizational training for AAFCO leaders (i.e.: ED, Board, Committee Chairs, FASS)

Responsible	Task / Deliverable	Timeframe
Board WG w/ Committee Chairs (PFC, LMSC, EIC, ETC)	<ol style="list-style-type: none"> 1. Provide improved orientation for organizational leaders <ol style="list-style-type: none"> a. Develop a checklist (ED has existing material) for duties and deadlines. Leverage the OP info into a cheat sheet <ol style="list-style-type: none"> i. Ensure the checklist/cheat sheet is provided to leadership members ii. Reach out to newer committee chairs for input b. Provide orientation on Committee Chair/ED/Board/FASS expectations, roles, responsibilities, interactions, reporting to Board and other Committees c. Identify touch points – identify committee deliverables and flow/assign to all committees and Board <ol style="list-style-type: none"> i. Current committee chairs develop SOPs for each committee <ol style="list-style-type: none"> a. Develop a template – SAC responsible ii. Develop committee specific orientation on roles, Subcommittees, advisory boards, etc. d. Identify and assign leadership mentors as part of leadership framework (orientation/onboarding/ongoing) 	Midyear 2027
ETC (lead), SAC, solicit additional chairs	<ol style="list-style-type: none"> 2. Offer training for new and existing organization leaders [Derived from 2023-25 Strategic Plan] <ol style="list-style-type: none"> a. Identify core training list for committee chairs, Board, ED and FASS <ol style="list-style-type: none"> i. Identify and utilize an off the shelf platform b. Identify work that has already been done and compiled <ol style="list-style-type: none"> i. Identify additional activities specific to the Board c. Develop a draft template compiling training needed for AAFCO leadership. Consider various delivery modalities. Identify process to determine needs/wants d. Identify and include ongoing training for leadership enhancement <ol style="list-style-type: none"> i. Including ongoing organizational specific professional development (eg Robert’s Rules, Meeting Management, Conflict Management, AAFCO Bylaw Training, Committee Guidelines) e. Develop a checklist and track implementation of training 	Continuous to Annual 2030 a-c Annual 2027 d-f 2028+)

Objective 2.1 - Develop and retain animal feed regulators (regulatory and lab) including training resources

Responsible	Task (Deliverable)	Timeframe
AFC (lead), ETC, Philosophy/CIOC	<ol style="list-style-type: none"> 1. Explore and create a roadmap for members to use to reach out to their local academic institutions to promote their reg/lab programs [Include consideration of outreach to American/Canadian Society Animal Science] <ol style="list-style-type: none"> a. Develop supporting materials/templates 	Annual 2027
CIOC (lead)/Philosophy	<ol style="list-style-type: none"> 2. Implement roadmap <ol style="list-style-type: none"> a. Advertise/promote to members b. Push AAFCO jobs board to members to use – moved down for point 1 c. Survey to evaluate effectiveness 	Annual 2028
LMSC + ISC, ETC (lead)	<ol style="list-style-type: none"> 3. Put together “professional development” documents highlighting AAFCO resources geared towards inspectors and laboratories, promote to members and evaluate effectiveness 	Midyear 2027
	<ol style="list-style-type: none"> 4. Promote and use internal resources involving members as guest speakers to address specific topics to encourage professional development [continuing education, retention, webinars, education about AAFCO]. 	

ETC (lead), ISC ED	<ul style="list-style-type: none"> a. AAFCO to potentially supply some resources [cooperative agreement] b. Include more soft skill speakers (to support retention) at AAFCO Meetings (including Seminars, Workshops) 	<ul style="list-style-type: none"> a. 2 years b. Immediately
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Objective 3.1 - Increase participation in Animal Feed Safety Systems.

AFSS = AFRPS, State adoption of FSMA + Model Bill + Regulations, FDA Contracts, IFSS (PFP), NASDA PCAF Framework, RRT and others as identified

Responsible	Task (Deliverable)	Timeframe
Model Bill – AFRPS SC (lead)	1. Research and compile (communication + outreach) data on member participation in AFSS	Annual 2026
Model Bill – AFRPS SC (lead), PFC, ETC	2. Identify gaps and areas for improvement. Assess what is influencing non-participation and what AAFCO can do to foster/improve participation.	Annual 2027

Objective 3.2 - Advance and support implementation of integrated laboratory technology, methods, quality systems, and collaboration in Animal Feed Safety Systems.

Lab = ISO 17025, AFRPS Standard 10, PTP, FERN and others as identified

Responsible	Task (Deliverable)	Timeframe
LMSC (lead), PTP, Model Bill – AFRPS SC	1. Research and compile (communication + outreach) data on member participation in AFSS	Annual 2026
LMSC (lead), Model Bill – AFRPS SC, ETC, PTP	2. Identify gaps and areas for improvement. Assess what is influencing non-participation and what AAFCO can do to foster/improve participation.	Annual 2027

Adjourn