

NECAFS



The Northeast Center to Advance Food Safety

Preventive Controls Work Groups

Date: *December 8, 2022*
Time: *3:00 pm - 4:00 pm EST*
Contact:
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Upcoming meetings:
January 12, 2023
Email communication monthly

AGENDA ITEM	OWNER	Topics	Discussion points	Duration (mins)
Attendance	Annie	Amanda, Andrea, Beth, Dave, Elizabeth, Luke, Nicole		5
Agenda				
Annual meeting		<ul style="list-style-type: none"> Annual meeting planning and discussion 	<ul style="list-style-type: none"> Summary of Wed agenda (PC and Produce updates and planning) Will want to discuss the PFST Thursday: avoid being redundant but perhaps analytics and a sell for how and why A more formal launch for the evaluation tool (a few minutes) Want to raise awareness of projects that we may not know about– identify unique solutions to common problems (perhaps invite key partners to provide 5 minute talks) Look into shared word-cloud builder program 	55
Needs Assessment		<ul style="list-style-type: none"> Implementation of content edits still underway 	<ul style="list-style-type: none"> Content still needs updating and review Formatting and grammatical edits delayed 	n/a
Resources		<ul style="list-style-type: none"> Analytics update 	<ul style="list-style-type: none"> 65 users in the last 30 days, majority are direct referrals but those finding us organically spend an average of 5(!) minutes on the site Some of the resources got miscategorized during back end changes– they are being corrected now Will put together presentation for the group to preview 	n/a
Awareness		<ul style="list-style-type: none"> AFDO update Speaking in Kansas City in March 	<ul style="list-style-type: none"> A promotional video is going out soon We can discuss the meeting (who's attending, a presentation) in February 	n/a
Evaluation		<ul style="list-style-type: none"> Email went out to recruit FSCs 	<ul style="list-style-type: none"> Pilot phase is done and ready to use Needs more outreach to get users On the NECAFS website– should be added to 	5

			the Clearinghouse	
ReCap & Next Meeting		<ol style="list-style-type: none">1. Next Meeting2. Recap any tasks		