

Long Range Planning Committee Minutes

Annual Meeting
January 20, 2009
Tucson, Arizona

The motion passed to approve the minutes from the previous meeting (August, Nashville).

The draft work description for an Executive Director (ED) position was reviewed and revised.

Discussion and comments included:

- Reporting relationship should be to a small sub-group of the Board to save Board time and provide confidentiality regarding performance assessment, salary, benefits, etc. Consistent with approach of similar associations. Description modified accordingly
- Core overarching activities need to be succinctly identified. Role of the ED should be high level: vision, with input on strategy. The first activity should reflect the highest priority. Other specific activities that are detailed actions within the scope of the key activities that are more task oriented need to be separated out. The description was revised to reflect the two parts where the key activities reflect the nature and scope of the position. The Task List gives some specificity to help implement the position and can be adjusted depending on specific projects/work that needs to be identified.
- "represents" encompasses having the Executive Director act as spokesperson if so indicated by the Board (case by case depending on the issue and need for technical specialist).
- salary discussion 60-70K (part time?) plus 25-30% for benefits, 20% for travel. Office costs would also need to be estimated.
- Qualifications would include self starter, interpersonal skills, independent thinker, degree, results oriented, experience with increasing management responsibilities
- location: D.C. or near major travel center to minimize travel costs/time

Considerable discussion was held identifying the various elements necessary to staff the Executive Director position. This included the need to consider that the ED is not a "regulatory official" and hence would not be commissioned by FDA. Investigation is required to determine how/if this impacts the flow of information. Suggestions included a university partnership to cover benefits and business support. If hired by the university, commission status may be obtained to facilitate communication with FDA.

The use of an Organization Management Company that would supply an ED (full of part

time) was described (e.g. NOPA). The company would provide flexibility to provide additional support as needed. This type of firm is available in D.C., providing an option for a D.C. presence (travel costs vs. 20% premium to live in the area).

The Board had also engaged in discussions with Glo Dunnavan in this regard.

Committee discussion included consideration of forming a working group to comprehensively identify the elements/decisions for the position and an implementation plan. The committee indicated there was merit in considering the use of a consultant to assess best fit for AAFCO, costs, options, etc.

Items requiring attention/investigation/decision include:

- location of the position
- strategy to move from part time to full time in the longer term (including time line)
- cost estimates and budget (salary, travel, benefits, office)
- **authority of non-regulatory official to interface with FDA - reference AFDO (Action: Roger Hoestenbach to follow up)**
- collaboration with university for potentially cost sharing contract with AAFCO - reference Charlie Staff, U. Louisville (Kentucky)
- use/cost of an association management firms to provide Executive Director
- A/Secretary Treasurer report to Executive Director
- consideration of full time/ part time needs for both ED and A/Secretary Treasurer

Next steps:

Committee review of key activities and “task” list

Prepare Statement of Qualifications - education, experience, abilities, personal suitability **ACTION: Richard Sellers to draft and share by March 1 Conference Call to discuss: March 16 1-2pm (EST)**

Follow up with the Board to clarify the Committee role and continuing work in this regard.

Due to the length of discussion on these items, no progress was made on other items related to the Strategic Plan activities assigned by the Board.