

Present: Tim Darden, Doug Lueders, Bob Waltz, Mark LeBlanc, Richard Ten Eyck, Ali Kashani, Ken Bowers, Dan Danielson, Linda Morrison, Glo Dunnavan, Jo Gulley, Sharon Benz, David Read, Eric Nelson

1. Meeting Review

- a. Procedural
 - i. several issues that will need to be resolved.
 - ii. Chad Linton and Jim True have volunteered to take some courses in Robert's rules and become AAFCO parliamentarians.
 - iii. Committee Chairs needs training too to better focus meetings and respect procedures
 - i. Utilize seminar to provide training
 - iv. BOD liaison should be at every committee meeting
 - v. Agendas and meeting document need to be complete to minimize last minute changes and ensure adequate notification
- b. Technical Issues
 - i. Conference calling went well with everyone able to hear each other.
 - i. It can become expensive as technicians are required to be present. We need to make sure conference calling information is made available early so potential participants are aware and ensure individuals will be calling in.

ACTION: FASS to investigate to see if costs can be decreased without affecting call quality

2. APHL grant update

- a. A lot of activity coming out of the Midyear Meeting with several workgroups meetings planned
- b. Feed samples are consider 'economic deficiencies'. Food (AFDO) needs to understand this.
- c. ISO training will be happening soon – Brenda Snodgrass will host one in Oklahoma and another will be held in Dallas.
- d. Nancy will need some assistance from Jenna/FASS with meeting organization, administrative tasks. FASS hours on the grant will be billed to APHL
ACTION: Nancy, Jenna, and Ali will work on an SOP for approvals
- e. Richard and Nancy are interested in setting up an investigator position for lab methods so that we have someone who can answer lab methods questions. Would also be able to catch issues with definitions before they hit the OP.
ACTION: Richard will work with Nancy on investigator position.

3. Strategic Affairs

- a. AAFCO procedures in OP need review(pages 80-87)
ACTION: Section is part of By-Laws; Section editor, Ken, will address

4. Activity Tracking

- a. FASS demonstrated some tracking capabilities for various projects/activities which the BOD would like to revisit.
ACTION: FASS will prepare options for the BOD as soon as possible.

5. Training Workshops/Seminars

- a. Various committees are interested in hosting trainings/seminars etc.
- b. BOD discussed need to have all training proposals go through the Education and Training Committee (ETC) for to coordinate information gathering and presentation of a "planned" list for budgeting and approval. These proposals would include scheduling, funding requests, FASS/admin support needs and draft agendas.

- i. ETC would then be responsible for scheduling these trainings and getting them posted to a calendar on the website

ACTION: FASS to work with ETC (Glo) to develop a calendar that allows people to sync with their smartphones.

- c. Proposal to hold Medicated Feed Training at 2014 Midyear Meeting – need meeting “proposal” through ETC before it can be further considered for approval

6. IDC Issues

- a. Industry would like all GRAS listings in the OP
- b. Industry does not want to remove the tentative process.
- c. A new flavoring table is proposed for the 2014 OP. Concerns were expressed about the table not including artificial flavors

7. MBRC Issues

- a. OP removals:
 - i. Unhappy that items had been removed from the OP
 - ii. Asked that committee reports be added back into the OP and that no other items be removed.

8. OP

- a. Electronic OP: Chad and Richard want to meet in person at FASS in March to discuss the eOP
- b. Hard copy process for edits needs to be refined

ACTION: Susan and Richard to work together on this.

- i. Suggested process:
 1. Jenna sends sections to section editors
 2. Section editors submit changes
 3. Jenna sends changes to publication department
 4. Publications makes changes
 5. Jenna returns sections to editors for review
 6. Section editors send back with any additional changes
 7. Jenna sends to pubs for changes
 8. Draft final goes to the overall editor(s) – Richard, Ricky and Chad

9. AAFCO BOD required policy documents

- a. Per 501 3C provisions, all BOD members need to sign off (signature lines need to be added to documents); prefer that they be integrated into one document.
- b. Policy 1 (conflict of interest) will remain a separate document
- c. Policy 2 “compliant officer” and “council members” needs to be edited to reflect AAFCO terminology

10. Current Issues and Outreach

- a. Request for consumer perspective during General Session panels; this is in relation to the GMO panel
- b. Ali will follow up

11. FASS Performance Review

ACTION: Tim Darden, Bob Waltz, and Ali Kashani will prepare and carry out the review with FASS

12. Food Preventative Controls

ACTION: Tim will ask Feed and Feed Ingredient Manufacturing Committee to review since a comparable framework is expected for feed

13. Strategic Planning

- a. A lot of work is expected in work plan from strategic priorities
- b. BOD wants to see tracking software to help with this

ACTION: FASS to provide Linda with notes from discussions on standards in communications priority work to provide additional clarity

14. BOD liaisons changes to Committees

- a. the Inspection Sampling Committee - Dan
- b. Feed Labeling Committee – Tim

15. Technology

- a. AAFCO netbook is old and isn't working very well

ACTION: FASS to bring forward recommendation/pricing on a good laptop (full size keyboard and more than one USB port)