

AAFCO Board Meeting
Friday, 21 June 2013
Conference Call #1-800-944-8766, Passcode 70236#
10:30am-11:30am MDT

BOD Present: Tim Darden, Doug Lueders, Ali Kashani, Mark LeBlanc, Linda Morrison, Richard Ten Eyck, Ken Bowers, Dan Danielson

Absent: Eric Nelson, FDA; Bob Waltz

Others Present: Scott MacIntire, FDA; Kent Kitade, Co-Chair Ingredient Definitions Taskforce

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Tim Darden at 11:33am CST

1. FASS Update – Jennifer Roland

- a. Annual Meeting
 - i. 108 people registered
 - ii. All committee draft agendas have been submitted and are on the website meeting page.
 - iii. Received travel information from all board members except: Tim and Dan
 1. **ACTION:** Tim and Dan to submit for Annual Meeting
- b. Midyear Meeting 2014
 - i. Dates changed to Tuesday January 7th through Friday January 10th
 - ii. Researched past Midyear meeting room block pick up and changed block to reflect those numbers
 1. Ali Signed Updated Contract
- c. Midyear Meeting 2015
 - i. Sent RFP out to Austin, Phoenix, and San Antonio
 1. **ACTION:** Jennifer: Present summary of city data to the Board at next meeting and Jennifer will do a site visit in the Fall.
- d. Annual Meeting 2015
 - i. Jennifer requested AAPFCO input on city choices for meeting in 2015.
- e. Feed Seminar 2014
 - i. Jennifer requested contract from 320 Ranch
- f. Feed Seminar 2015 Shaker Village, Kentucky
 - i. Jennifer contacted Meagan Davis regarding meeting
 1. Meagan Davis is worried Shaker Village is too small as largest meeting room can only hold 50 people classroom style
- g. FDA Briefing October 21st – 25th
 - i. **ACTION:** Jennifer: price comparison of hotels and present to board at next call.

2. Membership renewals – Jennifer

- a. Update
 - i. 36 out of 53 have paid dues
 1. States that have paid will have name tags and sit at front of general session at Annual for voting
 - ii. Heard from 4 of the 18 that have not paid and they're in process of getting dues paid

1. **ACTION:** Jennifer: send out email to states as a reminder to pay dues. Tim will review email before sending.

3. **Monograph Pilot Project – Kent/Richard**
 - a. See Attachment #1
 - b. Some members of the board do not feel they have enough information to make a decision on project
 - i. **ACTION:** Richard: liaise with Kent Kitade to have him send summary of project to Board.

4. **Life Membership for Kent Kitade**
 - a. **ACTION:** Doug: Research Kent's employment status with California.
 - b. **ACTION:** Jennifer: Research if Kent is qualified for Life Membership.

5. **Electronic OP – Richard**
 - a. See Attachment #2
 - b. Will present to Committee Chairs after Board Meeting at Annual Meeting
 - c. **ACTION:** Richard: send list of eOP Implementation team to Board before Annual Meeting.

6. **Committee Advisors – Tim/BOD**
 - a. Policy needs to be written on process of appointing advisors
 - i. **ACTION:** Ken/By Laws: draft policy regarding appointing advisors to committees.

7. **Meeting Minutes – Tim**
 - a. **ACTION:** Board: to review August 3, 2012; September 11, 2012; November 13, 2012; December 12, 2012; January 21 & 24, 2013 minutes and vote electronically

8. **Agenda for Annual Meeting**
 - a. **Tabled to next board meeting**
 - i. BOD Agenda
 - ii. Committee Chairs meeting

9. **Committee and BOD Procedures – Ken**
 - a. **Tabled to next board meeting**
 - i. Committee Guidelines OP pg 80-87
 - ii. Committee Requests
 - iii. OP Editing procedures

10. **Education and Training Committee – Tim**
 - a. **Tabled to next board meeting**
 - i. Process for training requests
 - ii. Training budgeting
 - iii. Other

Call Adjourned 1:13pm CST

Ongoing Action Items Table

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
5/6/2013	Changed Dates of Midyear Meeting to January 7th-10th, 2014	Jennifer		Completed	June 2013
5/6/2013	Move room block forward one day and research past midyear room block and increase current midyear room block by 10	Jennifer		Completed	June 2013
5/6/2013	Notify Feed Labeling and Education & Training Committees that there is no time available for Mediated Feed Labeling workshop for Midyear & Annual Meeting 2014	Tim Darden & Ken Bowers		Completed	May 2013
5/6/2013	Investigate sites and prices for 2015 Midyear Meeting in the latter half of January	Jennifer		In progress compiling data from Bids	
5/6/2013	Contact Joe Slater with AAPFCO regarding sites for 2015 Annual Meeting	Jennifer		In progress awaiting Joe's response from his board	
5/6/2013	Contact 320 Ranch regarding 2014 Seminar Contract	Jennifer		In progress awaiting Carla from Ranch to send contract	
5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress considered Shaker Village might be too small for meeting need board to decide if we will cap registration at 50 for seminar to book at Shaker Village	
5/6/2013	Follow up with Tim Darden, Jennifer Godwin, Ali Kashani	Jennifer		Completed	June 2013

	regarding expense allocation between small conference grant and AAFCO funding				
5/6/2013	Follow up with Meagan Davis regarding putting registration on AAFCO website for Fall BITS	Jennifer		Completed	June 2013
5/6/2013	Liaise with Inspection & Sampling Committee to insure budget needs for AITS in Willington, NC are addressed with FASS	Dan		Completed	June 2013
5/6/2013	Work with Eric Nelson, FDA on dates, agenda and need to establish whether FDA is paying for any of travel expenses for FDA briefing in October	Tim		In progress- Dates have been set for Oct. 21-25 and FDA will be paying	
5/6/2013	Establish hotel contract for October FDA meeting when dates are set	Jennifer		In progress- Research hotel prices, shuttle prices verse Rental Car prices	
5/6/2013	Consider and Identify appropriate AFRPS representatives	Board	Next Meeting	Incomplete	
5/6/2013	FASS IT establish a tab under Board of Directors on external website for Meeting Minutes	Jennifer		Completed	May 2013
5/6/2013	Modify the procedures for committee reporting so that only one document is approved per meeting. The summary report and recommendations will appear at the top followed by the minutes of the meeting including voting records. Circulate to Committee Chairs	Ken & Jennifer		Completed	June 2013
5/6/2013	Section Editor of OP to prepare draft for board consideration		Next Board Conference Call		

5/6/2013	Send updated numbers on OP publications to Ali & Jennifer	Richard		Completed	May 2013
5/6/2013	Send updated numbers on AITS and BITS to Ali & Jennifer	Mark		Incomplete	
5/6/2013	Get budget information from Nancy on APHL Grant	Ali		Completed	May 2013
5/6/2013	Proceed with approved investment policy statement and asset allocation with Bill Gleason of Morgan Stanley and FASS to continue with CDs/Cash Equivalent of remaining funds.	Ali		Completed	May 2013
5/6/2013	Needs to write presidential letter reminding states to pay membership dues	Tim		Modified during 6/21/13 Call Jennifer will write email & Tim will approve	
5/6/2013	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer		In progress - Sent letter to Tim to fill in Presidential information and send to FAO	
5/6/2013	Input regarding FASS review from Board	Board	June 1st	Completed/ FASS review held June 17th	June 2013
5/6/2013	Forward updated eOP Implementation Documents to Board Members	Jennifer		Completed/On AAFCO Secure site under Board	May 2013
5/6/2013	Identify OP editor	Richard	Next Meeting	Completed	June 2013
5/6/2013	Follow up with legal regarding what guideline are necessary for recognition of a consumer association/group to become a committee advisor	Tim		Completed	June 2013
5/6/2013	Invite Kent Kitade to next conference all to	Richard	Next Meeting	Completed	June 2013

	discuss IDC Task Force				
5/6/2013	Lead development of a procedure for scheduling and budgeting for training request. Tim needs to be informed for OP section changes	Tim & Mark		?	
5/6/2013	Review and comment on Minutes Aug 3rd, Sept. 11th, Nov. 13th	Board		Incomplete	
5/6/2013	Remaining minutes from January will be edited by Linda and circulated to board for review and comment	Linda	May 10th	Completed	May 2013
5/6/2013	Check to see if FASS has records of February 12th & March 25th Conference Call and email to board	Jennifer		Completed no minutes taken	June 2013
5/6/2013	Check what board meeting minutes are available January 2012 to August 2012 and post on website	Jennifer		Completed/Board decided not to post to website	June 2013
6/21/2013	Turn in Travel Authorizations for Annual Meeting	Tim & Dan			
6/21/2013	Present summary of Midyear 2015 city comparisons to Board	Jennifer	Next Meeting		
6/21/2013	Price compare hotels for FDA Briefing	Jennifer	Next Meeting		
6/21/2013	Send out email to states that have not paid membership dues. Tim will review before sending	Jennifer			
6/21/2013	Liaise to Kent Kitade to have him send summary of Monograph Pilot Project to Board	Richard			
6/21/2013	Research Kent Kitade's employment status with California	Doug			

6/21/2013	Research if Kent Kitade qualifies for Life Membership	Jennifer			
6/21/2013	Send list of eOP Implementation Team to Board	Richard	Next Meeting	Completed	June 2013
6/21/2013	Write policy regarding appointing advisors to committees	Ken & Bylaws Committee			
6/21/2013	Review August 3, 2012; September 11, 2012; November 13, 2012; December 12, 2012; January 21 & 24, 2013 minutes and vote electronically	Board	Next Meeting		

Attachment #1

FEED INGREDIENT MONOGRAPH PILOT PROJECT PROPOSAL BOD Update: June 21, 2013

Executive Summary

A detailed project proposal or business plan is required in order determine the benefit and feasibility of a venture. This proposal is the first phase in developing a detailed project proposal and business plan for establishing feed ingredient standards. As a “pilot project,” three feed ingredient monographs will be produced. Additionally the pilot project will explore and identify resources of information for drafting the final proposal.

Deliverables

The goal of the pilot project is to provide a clearer picture of what the monograph system would look like and develop some of the elements of a detailed project proposal.

- Draft three feed ingredient monographs using existing data
 - AAFCO Feed Ingredient Definition
 - GRAS
 - FAP
- Identify and explore possible informational resources such as:
 - Liability insurance
 - Scientific experts
 - Non-profit organizational assistance
 - Legal resources
 - Regulatory cooperatives
 - Outside funding
- Monthly reports
- Final report (after 300 man-hours) to include
 - The infrastructure required to support Feed Ingredient Monograph System
 - Human and financial support required to complete the final project proposal

Budget

Telephone (personal cell phone)	\$300
Support Training (from non-profit organization)	\$750
Travel (one-on-one meeting)	\$2000
IT (WiFi, use of personal equipment)	\$150
Total	\$3050

Attachment #2

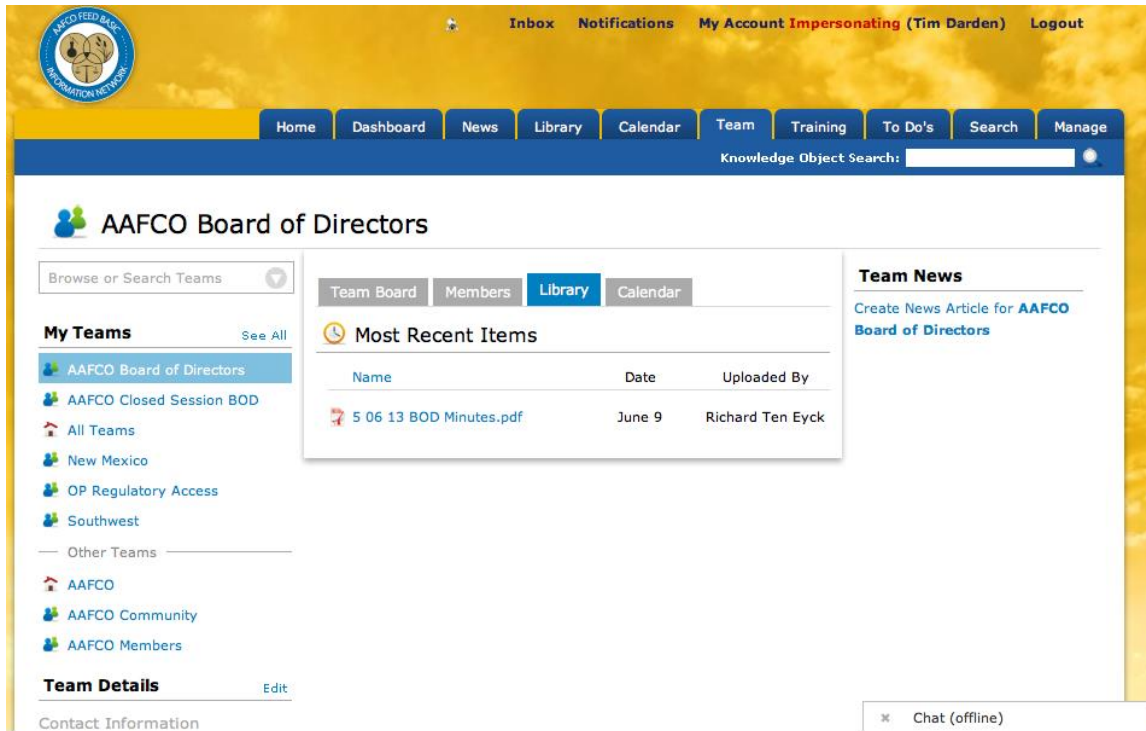
BOD update online OP 6/21/13

Hi Board,

The Feed BIN (Basic Information Network) is up and running. We completed the administrator training on 6/19/13. The admins asked for some upgrades to the OP reader and those are being done now.

Roll out plan is to add the Board and committee chairs on 7/22 (watch your email). Open the site on 8/1/13 to for the public to purchase the OP. Unveil the OP reader on Monday morning of the Annual meeting.

Here is what the feed BIN looks like right now:



Over the next month we are adding welcomes, resource materials and stocking the committee libraries.

The implementation team and Knowledge Vault have been great to work with and the project is going well.