

AAFCO Board Meeting
Wednesday, 14 August 2013
12:00pm-2:30pm EDT

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

Absent:

Others Present: Sam Davis, Glo Dunnavan, Scott MacIntire, FDA; Sharon Benz, FDA; Eric Nelson, FDA

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by Tim Darden at pm 12:31pm EDT

1. Official Publication

- a. AFIA, PFI, and NGFA will send a list of comments
- b. **ACTION:** Jennifer: review enrollment in Feed BIN in September and decide on Midyear meeting registration fee.
- c. **ACTION:** Jennifer: compare Annual meeting attendee list with Online Official Publication users
- d. Midyear registration fee include 2 week free subscription to Feed BIN (one week before meeting and week of meeting)

2. Current Issues and Outreach Committee - Ali

- a. Practices to Help Standardize State Product Registration
 - i. Request from PFI to form a working group, members are
 1. Chad Linton(Lead), Stan Cook, Doug Lueders, Shaness Thomas, Debra Roehrig, Jason Vickers
 2. **ACTION:** Chad: to follow up regarding additional industry members

3. IDC

- a. Monograph Pilot Program (Attachment A)
 - i. **Mark MOTION to approve Feed Ingredient Monograph Pilot Project Proposal. Linda Seconds. Motion Carries.**
 - ii. **ACTION:** Richard: send to Kent Kitade to confirm acceptance in writing.

4. AFRPS – Tim/BOD

- a. AAFCO comments/support letter
 - i. **ACTION:** Dan: to post proposed support letter to Board team board in Feed BIN by August 21, 2013. Any board comments must be made by August 26, 2013. Final draft to be circulated for Board comments September 4th -7th.

5. Comments on FDA proposed rules

- a. Food Preventive Controls tasked to Feed & Feed Manufacturing Committee
- b. **ACTION:** Tim: Foreign Supplier Verification and Third Party certification rules. Volunteer committee will be solicited by president.

6. Upcoming Industry Meeting Requests

- a. The 4th annual NGFeedA/PFI Joint Feed and Pet Food Conference - Sept. 24-26, 2013 Indianapolis, IN
 - i. **ACTION:** Bob Waltz will represent AAFCO
- b. International Poultry Expo - January 28-30, 2014 in Atlanta, GA
 - i. **ACTION:** Sam Davis and Richard to prepare presentation for AFIA Pet Food Conference on January 28th and represent AAFCO at booth at Poultry Expo.

7. Annual Meeting Review

- a. Day pass
 - i. Not at this time
- b. Refunds
 - i. See policy on AAFCO website
- c. Update AAFCO homepage
 - i. **ACTION:** Jennifer: remove out dated information
- d. Committee Chair session January 2014 to be used as formalized long range training plan (2014-2019)
 - i. **ACTION:** Education and Training: solicit training events anticipated in the next five years to prepare for the Midyear session.
- e. Meeting follow up
 - i. **ACTION:** Jennifer: survey committee chairs to see if they prefer a 1 hour working lunch on last day of the meeting or webinar the Tuesday after meeting to discuss meeting outcomes. Response requested within one week of survey.
- f. Meeting Schedule
 - i. Make investigator breakfast a box lunch instead
 - ii. **ACTION:** Jennifer: contact Mike Davidson regarding support for Annual 2014.

8. Representation

- a. **Richard: MOTION to disband Bio Fuels Task force. Mark Seconds. Motion Carries. Motion Carries.**
- b. President changes Feed Safety Coordinator to Bob Waltz from Linda Morrison.
- c. **ACTION:** Jennifer: insert Codex representative, Bob Waltz, in Official Publication on page 13. Insert AFDO representative, Doug Lueders, in Official Publication on page 13.

9. Internal Audit with FASS

- a. **ACTION:** Tim: will contact Brett Groves or Bob Geiger
- b. Gerald Kirbach will be the second AAFCO representative

10. OP 80-87

- a. **ACTION:** MBRC: to finalize minutes by September 15th.
- b. **ACTION:** Ken: develop posting instruction for electronic membership vote.
- c. **ACTION:** Jennifer: post vote, implement membership decision

Meeting adjourned by Tim Darden at 2:59pm EDT

Ongoing Action Item Table

1/21/2013	Education and Training Committee will work on First Time Attendee booklet for the 2013 Annual Meeting	Education & Training/Ken Board Liaison			
1/21/2013	Tim to work with FASS to draft a letter to FAO regarding unauthorized use of OP material for February BOD conference call	Tim		Completed	February 2013
1/24/2013	FASS to investigate to see if costs can be decreased without affecting call quality for Conference Calls	FASS/Jennifer			
1/24/2013	Nancy and Ali will work on an SOP for approvals for FASS help with APHL	Nancy/Ali			
1/24/2013	Richard will work with Nancy on investigator position for Lab Methods	Richard			
1/24/2013	AAFCO procedures in OP need review(pages 80-87)	Ken/By Laws		In progress	
1/24/2013	tracking capabilities for various projects/activities FASS will prepare options for the BOD	Jennifer			
1/24/2013	FASS to work with ETC (Glo) to develop a calendar that allows people to sync with their smartphones for training/seminars	Jennifer			
1/24/2013	Susan and Richard to work together on OP edits.	Richard		Completed	July 2013

1/24/2013	Tim Darden, Bob Waltz, and Ali Kashani will prepare and carry out the review with FASS	Tim/Bob/Ali		Completed: Bob & Ali preformed on June 17th	June 2013
1/24/2013	Tim will ask Feed and Feed Ingredient Manufacturing Committee to review Food Preventive Controls since a comparable framework is expected for feed	Tim		In progress:	
1/24/2013	FASS to bring forward recommendation/pricing on a good laptop (full size keyboard and more than one USB port)	Jennifer			
5/6/2013	Contact Joe Slater with AAPFCO regarding sites for 2015 Annual Meeting	Jennifer		In progress: Will send RFP after annual meeting	
5/6/2013	Contact 320 Ranch regarding 2014 Seminar Contract	Jennifer		In progress: awaiting Carla from Ranch to return countered signed contract, Bob Church call Carla	
5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: Book Shaker Village and put cap at 50 attendees and have 50th Anniversary Seminar Dinner for past attendees	
5/6/2013	Establish hotel contract for October FDA meeting when dates are set	Jennifer		Eric approved of Crowne Plaza, Book FDA Briefing at Crowne for October	

5/6/2013	Consider and Identify appropriate AFRPS representatives	Board	Next Meeting	Completed: Ali, Doug, Ben Jones and Bob Geiger continue as representatives	August 2013
5/6/2013	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer & Tim		In progress - Sent letter to Tim to fill in Presidential information and send to FAO, Tim to Sign and Send	
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		In progress: 8/11 Tim & Mark to review budget document prepared by Meagan Davis	
6/21/2013	Liaise to Kent Kitade to have him send summary of Monograph Pilot Project to Board	Richard		Completed	August 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	Completed	August 2013
7/23/2013	Conduct a site visit in San Antonio, TX for Midyear Meeting 2015 in Fall	Jennifer		In progress: Setting up site visit in late September	
7/23/2013	Contact Eric Nelson regarding the Crowne Plaza hotel in Rockville to see if it is acceptable for FDA briefing in October	Jennifer		Completed	August 2013

7/23/2013	Contact Glo & Judy Thompson regarding adding Tim Lyons to the Education & Training Committee	Tim			
7/23/2013	Recruit a few members of AAFCO to respond in a letter of support to AFRPS	Dan			
7/23/2013	Attend NASDA conference in fall and discuss AFRPS with members	Bob		In progress: Bob's travel request submitted & approved	
8/11/2013	Add old action items from prior to May 6, 2013 board meeting to action item table.	Jennifer			
8/11/2013	Email Scott and Eric membership renewal form for FDA.	Jennifer			
8/11/2013	Coordination of Seminar needs to be reinforced through Education and Training Committee. ETC has been asked (Chair in attendance at board meeting) to formalize a seminar work group to be responsible for completing seminar needs (Per information requirements on page 86 & 87 of the Official Publication). Once done ETC will present the finalized budget and agenda to the board for approval.	Education & Training/Ken Board Liaison			
8/11/2013	Linda to revise Monograph Pilot proposal language and present at August 14th Board meeting.	Linda			
8/14/2013	review enrollment in Feed BIN in September	Jennifer			

	and decide on Midyear meeting registration fee.				
8/14/2013	compare Annual meeting attendee list with Online Official Publication users	Jennifer			
8/14/2013	Follow up regarding additional industry members for Practices to Help Standardize State Product Registration	Chad			
8/14/2013	Send Monograph Pilot Program to Kent Kitade for acceptance in writing	Richard			
8/14/2013	Post proposed support letter to Board team board in Feed BIN by August 21, 2013. Any board comments must be made by August 26, 2013. Final draft to be circulated for Board comments September 4th -7th.	Dan/Board			
8/14/2013	Volunteer committee will be solicited by President for comments on the Foreign Supplier Verification and Third Party certification rules	Tim			
8/14/2013	Bob Waltz will represent AAFCO 4th annual NGFeedA/PFI Joint Feed and Pet Food Conference - Sept. 24-26, 2013 Indianapolis, IN	Bob			
8/14/2013	Sam Davis and Richard to prepare presentation for AFIA Pet Food Conference on January 28th and represent AAFCO at booth at Poultry Expo in January 28-30, 2014 in Atlanta, GA	Sam/Richard			

8/14/2013	remove out dated information from AAFCO homepage	Jennifer			
8/14/2013	solicit training events anticipated in the next five years to prepare for the Midyear Committee Chair Session	Education & Training/Ken Board Liaison			
8/14/2013	Survey committee chairs to see if they prefer a 1 hour working lunch on last day of the meeting or webinar the Tuesday after meeting to discuss meeting outcomes. Response requested within one week of survey.	Jennifer			
8/14/2013	Contact Mike Davidson regarding support for Annual 2014	Jennifer			
8/14/2013	Insert Codex representative, Bob Waltz, in Official Publication on page 13. Insert AFDO representative, Doug Lueders, in Official Publication on page 13.	Jennifer			
8/14/2013	Contact Brett Groves or Bob Geiger for FASS internal audit	Tim			
8/14/2013	MBRC to finalize minutes by September 15th	Doug			
8/14/2013	develop posting instruction for electronic membership vote	Ken			
8/14/2013	post vote, implement membership decision regarding page 80-87 from OP	Jennifer			

Attachment A**AAFCO FEED INGREDIENT MONOGRAPH PILOT PROJECT PROPOSAL**

August 12, 2013

Executive Summary

Developing a comprehensive feed ingredient characterization program utilizing a monograph format responds to the Federal mandate to improve our nation's food and feed safety system and a need to provide the feed industry and consumers alike with the most accurate and detailed description of a feed ingredient. Food manufacturers for years have used the Food Chemical Codex monographs to identify human food ingredients. A feed ingredient monograph system equivalent (that includes purity and safety information) currently does not exist. A feed monograph system would address significant elements in the new federal regulatory preventive control system and could offer other benefits as well. The feed ingredient monograph system could be integrated into the current ingredient definition process to improve the integrity of AAFCO's work.

For example: purchasing feed ingredients with monographs, provides information for regulators and regulated industry regarding the ingredient so appropriate preventive controls are implemented for the production of safe feed and to ensure the ingredient meets the specification stated in the monograph. With the addition of more accurate descriptions, regulators can make better safety surveillance decisions to monitor feed ingredients imported into the country. Lastly, monographs with uniform descriptions and universal recognition could be a useful tool in the international trading of feed ingredients.

We recognize that the writing a comprehensive and detailed project proposal is complicated and time consuming. Also, familiarity with the different aspects of a business plan is necessary to write a good document. This is a new endeavor; it is not like any other association undertaking. There is much to learn before a valid project proposal and business plan can be written. Therefore a pilot project was proposed, as a first step (Item A of the Draft Work Plan) to ascertain the major considerations for implementation of a full Monograph system and was submitted to the AAFCO Board of Directors on June 21, 2013 for their review. A copy is enclosed with this proposal (see Appendix A).

Draft Work Plan for Full Feed Ingredient Monograph System

- A. Pilot Project (See Appendix A)
- B. Develop Monograph Format and Supporting Infrastructure (\$12,000)
 - 1. Evaluate and incorporate findings from the Pilot Project
 - 2. Resolve gaps identified in the pilot project
 - 3. Explore possible financial partners and scientific cooperators

4. Provide best business and organizational structure options and associated costs
 - a. Workgroup to help develop SOP
 - b. Recommend organizational and management model
 - i. Analyze liability and safety risk
 - ii. Analyze risk mitigation
 - c. Identify insurance costs and provider(s)
 - d. Recommend the best revenue models based on costs and consumer support
 - e. Identify willing scientific and industry experts to populate review panels
 5. With the workgroup, provide finalized business plan and budget
- C. Implement the AAFCO Monograph Program (\$86,000)
1. Activate management structure and internal processes identified in previous step
 2. Provide AAFCO Board oversight on management structure
 3. Formalize both partnerships and cooperative agreements
 4. Establish corporate organization based on legal, financial, liability and tax considerations
 5. Hire staff to manage and operate the AAFCO Animal Feed Monograph Program
 6. Develop marketing strategy
 7. Publish monographs
 - a. Internet access
 - b. Publish hard copy of Official Publication with common and usual names
 - c. Develop website to host monographs
- D. Identify future program alternatives that enhance the added safety measures provided by the AAFCO Animal Feed Monograph Program (Concurrent development with previous section)(\$8,000)
1. Voluntary listing of firms with monographs
 2. Receive monograph submissions prior to FDA approval
 3. Certify Third Party Auditors
 4. Do the benefits outweigh the risks?
 - a. Identify risks and benefits
 - b. Mitigate the risks

NOTE: Only element A of the Draft Work Plan is proposed at present.

FEED INGREDIENT MONOGRAPH PILOT PROJECT PROPOSAL June 21, 2013, Amended August 12, 2013

Executive Summary

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

Staff

Kent Kitade – Project Manager
Glo Dunnavan – FDA Liaison
TBD – Industry Volunteer
TBD – FDA CVM feed labeling team member
TBD – CFIA feed team member
Others as identified in monthly report.

Deliverables

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

- Draft three feed ingredient monographs using existing data from:
 - AAFCO Feed Ingredient Definition
 - GRAS
 - FAP
 - Published literature
 - Other regulatory agencies (e.g. Canada, EU)
- Identify and explore possible information resources such as:
 - Liability insurance
 - Scientific experts
 - Non-profit organizational assistance
 - Legal resources
 - Regulatory cooperatives
 - Outside funding
- Monthly progress reports to Chair of IDC

- Final report (estimate 300 man-hours) to the Board to include
 - Information requirements to evaluate/approve ingredients in the Monograph System
 - Document the processes used to produce the three monographs
 - Comparison/gap analysis against the present Ingredient Definition system
 - The infrastructure required to support integration of the Feed Ingredient Monograph System into the current Ingredient Definition System
 - Human and financial resource support required to implement and operate the Monograph System
 - Cost breakdown for “new” ingredients and “existing” ingredient conversion

Budget

Labour \$20/hr	\$6590
Telephone (personal cell phone)	\$300
Support Training (from non-profit organization)	\$750
Feed BIN Access for team to share documents and project planning calendar (3)	\$210
Travel (one-on-one meeting)	\$2000
IT (WiFi, use of personal equipment)	\$150
Total	\$10000

Payment

Initial payment at start of Pilot: \$3000

Draft Final report submitted for Board of Directors review: April 1, 2014

Payment on receipt of complete Final Pilot Project Report by May 1, 2014: \$7000