

AAFCO Board Meeting
Tuesday, 17 September 2013
Conference Call #1-800-944-8766, Passcode 70236#
11:00am-12:00pm CST

BOD Present: Ali Kashani, Doug Lueders, Ken Bowers, Dan Danielson, Linda Morrison, Mark LeBlanc, Richard Ten Eyck, Robert Waltz, Sam Davis,

Absent: Tim Darden

Others Present: Scott MacIntire, FDA; Eric Nelson, FDA; Sharon Benz, FDA;

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 11:04 am CST

1. Past Board Minutes

- a. June 21, 2013
 - i. Approved via electronic vote in Feed BIN
- b. July 23, 2013
 - i. Approved via electronic vote in Feed BIN
- c. August 14, 2013
 - i. Approved with amendment to minutes by adding Monograph Pilot Program document

2. FASS Update – Jennifer Roland

- a. 2015 Annual Meeting City Comparison
 - i. Boston too expensive
 - ii. **ACTION:** Jennifer: Send RFP to Denver, CO.; Kansas City, MO.; St. Louis, MO.
- b. 2015 Feed Administrator Seminar
 - i. **ACTION:** Jennifer: Contact Dr. Darrell Johnson at Kentucky Department of Agriculture regarding sending Kristen Green or Alan Harrison on a site visit.

3. FDA Briefing Agenda – Doug

- a. **ACTION:** Sharon and Eric: have someone from OP/FDA present summary of FSMA at briefing.
- b. **ACTION:** Sharon Benz: look into meeting with AFFS team during FDA briefing or during board meeting on Thursday.
- c. **ACTION:** Sharon Benz: contact Craig ? regarding giving presentation.
- d. **ACTION:** Linda: Send her copy of the draft agenda with notes to Eric Nelson for his review and accessibility of final agenda.
- e. **ACTION:** Eric: put together a draft agenda and send to Sharon and Scott for review before sending on to Tim.

4. Monograph Pilot Program – Richard

- a. Update presented to board via Feed BIN

5. Filming of Sampling at BITS – Mark

- a. Louisiana Department of Agriculture will be filming practical side of Basic Inspector Training such as feed sampling, etc.
- 6. Committee Chair Meeting Survey**
- a. Have working lunch and meeting with committee chairs on last day of conference with Board.
 - b. **ACTION:** Jennifer: draft an email to committee chairs regarding additional meeting with board on last day of conference and send to Doug.
 - c. **ACTION:** Doug: contact committee chairs regarding additional committee chair and board meeting on last day.
- 7. APHL Grant Update – Nancy**
- a. Quality Assurance and Quality Control Guide preorders available online for February 2014 release.
 - b. Budget reduced for year two but activity is ahead of schedule for year one.
 - c. Working Groups will meet at Midyear Meeting in January 2014.
- 8. AAFCO Talks Pet Food – Richard**
- a. Dave Syverson writing content of web page and Dave Dzanis reviewing content budgeted 4 hours of work.
- 9. Document Retention Policy - Ali**
- a. **ACTION:** Jennifer & Ali: follow up with FASS accounting on general accounting policies for disposal of accounting documents.
 - b. Ali observes destruction of documents during annual review at FASS.
- 10. Budget Review**
- a. **Tabled to FDA Briefing Board Meeting**

Call Adjourned 12:59pm CST

Minutes approved via electronic vote attached.

Ongoing Action Items 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		Complete, evolved into the what's new with aafco brochure	jan 2013
1/24/2013	FASS to investigate to see if costs can be decreased without affecting call quality for Conference Calls	FASS/Jennifer		Complete,	feb 2013
1/24/2013	Richard will work with Nancy on investigator position for Lab Methods	Richard		In progress, need volunteer	
1/24/2013	AAFCO procedures in OP need review(pages 80-87)	Ken/By Laws		In progress	
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		Complete, use the feed BIN calendar	sept 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: Collecting Proposals from Cities will present at FDA Briefing	

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. Dates Held April 27- May 1 Kentucky Department of Agriculture to do a site visit	
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	
7/23/2013	Conduct a site visit in San Antonio, TX for Midyear Meeting 2015 in Fall	Jennifer		Completed	September 2013
7/23/2013	Attend NASDA conference in fall and discuss AFRPS with members	Bob		Completed	September 2013
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	Education & Training/Ken Board Liaison			

	approval.				
8/14/2013	Review enrollment in Feed BIN in September and decide on Midyear meeting registration fee.	Jennifer		Enrollment at 160 on Oct 1, need to get 2014 OP online to drive enrollment	
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	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		Completed	September 2013
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		In progress: Both Travel Authorization's Approved, Hotel Reservations Made, Booth Contract Signed and Registered for conference	
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	Jennifer		Completed: Board decided to have working lunch & meeting on last day of conference before Board Meeting	

	within one week of survey.				
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	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			
9/17/2013	Send RFP to Denver, CO.; Kansas City, MO.; St. Louis, MO. For 2015 Annual Meeting.	Jennifer			
9/17/2013	Contact Dr. Darrell Johnson at Kentucky Department of Agriculture regarding sending Kristen Green or Alan Harrison on a site visit to Shaker Village, Kentucky for 2015 Feed Administrator Seminar	Jennifer			
9/17/2013	Have someone from OP/FDA present summary of FSMA at FDA Briefing.	Sharon/Eric			
9/17/2013	Look into meeting with AFFS team during FDA briefing or during board meeting on Thursday.	Sharon			
9/17/2013	Contact Craig ? regarding giving presentation on antimicrobial resistance	Sharon			

9/17/2013	Send her copy of the draft agenda with notes to Eric Nelson for his review and accessibility of final FDA Briefing agenda.	Linda			
9/17/2013	Put together a draft agenda and send to Sharon and Scott for review before sending on to Tim.	Eric			
9/17/2013	Draft an email to committee chairs regarding additional meeting with board on last day of conference and send to Doug.	Jennifer			
9/17/2013	Contact committee chairs regarding additional committee chair and board meeting on last day.	Doug			




October 9, 2013 - December 8, 2013


BOD September Minutes

BOD September Minutes October 2013

AAFCO

Completed 10 100% of Total	In Progress 0 0% of Total	Not Started 0 0% of Total	Dropped 0 0% of Total	Total Invitations 10
--	---	---	---	---------------------------------------

1.	Are you in favor of making the 9/17/13 minutes final as written?		Multiple Choice
	Yes		90%
	No		10%
	Yes, with corrections		0%

2.	Corrections to the minutes		Open Text
	none		5 Responses
			Mark LeBlanc
	abstain		Sam Davis
	No comment.		Robert Waltz
	no corrections, abstain from voting		Tim Darden
	None, but wanted to note I missed the end of the call due to another meeting.		Linda Morrison