

AAFCO Board Conference Call Minutes
Wednesday, 19 February 2014
11:00am-12:30pm EST

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

Absent: Scott MacIntire, FDA

Others Present: Sharon Benz, FDA; Kent Kitade, Life Member; Bob Waltz,

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 10:05 am CST

1. Old Business

- a. January 7th Minutes (Please finish the Survey in the BIN before call)
 - i. **Sam Davis MOTION to approve January 7th minutes. Tim Seconds. MOTION CARRIES.**
- b. January 10th Minutes
 - i. **ACTION:** Jennifer contact Mike Davidson regarding summary of Animal Feed Preventive Alliance Meeting at Midyear.
- c. Reviewed updates to action table from last call.
- d. Seminar Invitation Letter in Feed BIN/February Conference Call Event Board

2. Resolve & communicate AAFCO's role in Preventative Controls Alliance

- a. Certificates and training
 - i. Need to have a business model in place and vision
 - ii. Do we just issue certificates or do we help facilitate training
 - iii. Make a Certificate Task Force under Education and Training
 1. Kent Kitade will be on Task Force
 - iv. **ACTION:** Tim Darden contact Tim Lyons regarding having a conference call with Education & Training Chair and Vice Chairs(Tim Lyons, Meagan Davis, Jennifer Godwin) regarding Preventative Controls Alliance Certificate program.
 - v. **ACTION:** Doug contact Dave Read regarding AFDO's involvement in program.
 - vi. **ACTION:** Bob Waltz to revise draft text and forward to the board the statement for the vision/direction on the certificate program.
 1. Linda sent rough text for statement developed during call.
 - vii. **ACTION:** Doug contact Eric Nelson regarding his vision of the Preventive Control Alliance Certificate Program.

3. AAFCO Position on VFD effectiveness

- a. **Tabled to February 26th Board Call**

4. Task Force updates

- a. AAFCO Talks Pet Food – Richard
 - i. Content is being developed by Dave Syverson. Project is on schedule

- b. Monograph Pilot – Kent/ Jennifer – review comment site
 - i. Next step is public comments located on AAFCO Website by March 14th
<http://www.aafco.org/GeneralInfo/MonographProject.aspx>
 - ii. **Richard MOTION to approve Monograph Pilot Press Release. Sam Davis Seconds. MOTION CARRIES**
- c. Bob Waltz Report
 - i. Animal Feed Preventive Controls Alliance
 - 1. Bob was unable to attend due to weather
 - 2. Proceeding with curriculum and testing curriculum in the next few weeks.
 - 3. Human Food is being translated into Feed appropriate language
 - 4. 15 people on drafting team made up of Industry and academia very few regulatory
 - 5. Will start training individuals so they have a Cadre ready by July 2015 for Animal Feed.
 - ii. IFIF International Feed Regulatory Meeting
 - 1. Canada rewriting Feed rules similar to FSMA
 - 2. 30 Nations present
 - 1. Countries looking for help and training from AAFCO
 - 2. Looking to pull together an International AAFCO
 - 3. Discussion regarding Standards and FAO looking into writing standards similar to Monograph Project
 - iii. FSMA
 - 1. States looking for guidance for new structures or models with FSMA regulations from FDA
 - 2. NASDA interested in whether AAFCO Model Bill and Regulations needs revision to align with FSMA
 - 1. Feed and Feed Ingredient Manufacturing Committee could consider once language is finalized.
 - 3. AAFCO will need to comment on Feed Regulations of FSMA
 - 4. Environmental testing and Finished product testing discussion with FDA and how it affects State
- d. BITS Sampling Videos – Dan
 - i. **Tabled to February 26th call**
- e. Website Revamp – Richard
 - i. **Tabled to February 26th call**

Board Conference Call Adjourned by Doug Lueders at 12:02pm CST

Ongoing BOD 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	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: Contract sent to Seminar Committee & Ali for review	
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 see 1/7/14 topic	
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	
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		Completed	January 2014
8/14/2013	solicit training events anticipated in the next five years to prepare for the Midyear Committee Chair Session	Education & Training/Tim Board Liaison		Completed: In Education & Training Committee	January 2014
11/13/2013	Have FASS IT create Laboratory Tab on AAFCO website by replacing Events Calendar. Jennifer to work with Nancy on content.	Jennifer		In Progress: Laboratory Tab created with basic content. Nancy will populate after Midyear	

11/13/2013	Request contract from Shaker Village if receive approval from Seminar Committee on tentative dates.	Jennifer		In progress: Contract sent to Seminar Committee & Ali for review	
12/5/2013	Setup surveys in preparation of the seminar in Feed BIN.	Sam/Seminar Work Group		Move to seminar subcommittee action list	
12/5/2013	Proceed with getting contract for April 27th – May 1st for 2015 FAS	Jennifer		In progress: Contract sent to Seminar Committee & Ali for review	
12/5/2013	Follow up with Ali regarding Current Issues & Outreach Assignments for Strategic Plan	Linda		In progress: Back in Current Issues Committee	
1/7/2014	Review FAO letter with work council	Tim/Doug			
1/7/2014	Post presentation from AFIA January Conference in Feed BIN.	Richard/Sam		In BIN, all aafco member /presentations library 2/5/14	Complete 2/5/14
1/7/2014	Form a Board Website Task force to work on updating website	Doug, Richard is recruiting		In progress: Need team identified, costs were reviewed and approved 1/7/14	
1/7/2014	Contact FDA CVM Compliance on consumer complaint portions of AAFCO Talks Pet Food Website	Richard/Dave Syverson		In project workplan can move off board list	
1/7/2014	Resolve AAFCO's role in the Preventive Control Certificates and training.	Executive Committee			
1/7/2014	Write in Policy and Procedure a Committee Chair and Committee Member position description.	Ken/Strategic Affairs		Completed: In Strategic Affairs Committee	January 2014
1/10/2014	Send list of questions regarding certificate program for PC	Doug			

	alliance to Eric Nelson and Kim Young before next Board Meeting on Wednesday February 12th				
2/12/2014	Combine Committee Chair Minutes and Board Minutes from January 10th	Jennifer			
2/12/2014	Put request on Committee Chair Team board in Feed BIN for 3 more people to be on the Website Redesign Taskforce	Richard		Completed	February 2014
2/12/2014	Put in travel request with work to attend Education & Training Meeting on March 18th in Denver	Tim			
2/12/2014	Approve Travel Authorizations for Jennifer G, Meagan, Tim Lyons and Tim Darden to arrive a day early for JTA meeting to hold an Education & Training Chair meeting	Doug		Completed	February 2014