

AAFCO Board Conference Call Minutes
Wednesday, August 20th
10am – 11:30am CDT

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

Absent:

Others Present: Stan Cook, Bob Waltz, Judy Thompson, Kristen Green

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 10:04am CDT

- 1. Follow up plan for Monograph Pilot - Linda**
 - a. Report with IDC for deliberation and development for consideration of next step and return to the Board and send to Membership
- 2. FASS Update – Jennifer**
 - a. Midyear Meeting All Attendee Reception**
 - i. **ACTION:** Jennifer prepare budget numbers for meeting for September Board Call.
 - ii. Board liked sit down dinner
 - b. Holiday Cards**
 - i. No physical card. Include Seasons Greetings to membership via reminder emails for Midyear Meeting.
 - c. Annual Meeting 2016**
 - i. Pittsburgh
 - d. FDA Travel Authorizations**
 - i. Dan will not attend
 - e. AAFCO Membership dues**
 - i. Assigned Board phone follow ups
 - ii. **ACTION:** Jennifer send contact information for States to Board members.
- 3. FDA Briefing Agenda – Eric**
 - a. **ACTION:** Doug to work with Eric on agenda. Agenda needs to be sent to board by Monday September 8th.
- 4. Second Round of FSMA comments—Judy**
 - a. **ACTION:** Judy, Doug, Ken and Tim have a conference call when document is released. Develop plan during call to solicit feedback from AFIA, NGFA and NASDA.
- 5. New Investigators – Richard**
 - a. Shared updated list with board
- 6. Update on Check Sample Program Transition & chair search – Vicki**
 - a. Bulk sample purchase responsibilities and label generation has been taken on by Nancy Thiex
 - b. Andy has assumed responsibilities in direct transfer of the raw data sets for statistical analysis and then posting of the reporting output on the Data Reporting Website
 - c. Conference Call with FASS setup for August 27th.
- 7. FASS review 9/25/14 – Bob W. need questions by 9/1**

- a. **ACTION:** Ali fly into Chicago on Wednesday 9/24th and drive down with Richard on Wednesday
 - b. Meeting start at 9am CDT at FASS Office
 - c. **ACTION:** Board members send comments to Bob Waltz by 9/1
- 8. USDA Request – Jennifer/Doug**
- a. **ACTION:** Doug respond to email informing her of the 14 day trial subscription for \$20 for Online OP.
- 9. NASDA Grant Support Letter**
- a. **ACTION:** Post letter and paragraph to AAFCO website
 - b. **ACTION:** Bob Waltz send Doug a brief summary of the Grant to post with letter
- 10. New Business**
- a. Look at Board Liaisons at FDA Briefing
 - i. Pet Food Committee
 - b. Sam Davis's replacement on Board
 - i. Nominating committee looking for replacement
- 11. Action Item List**
- a. Updated 5/5/14 Education and Training Committee action item regarding Certificates of attendance for preventive controls alliance training.

Board Call Adjourned by Doug Lueders at 11:36am CDT

Minutes approved via electronic vote on 8/25/14

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	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer & Doug		In progress - Dougs received additional comments to be incorporated in letter.	
5/5/2014	Board to assign Board replacement liaison to Education and Training after board elections at Annual Meeting.	Board	9/1/14	Completed: Kristen Green	July 2014
5/5/2014	Education and training committee to provide activities list including ETC priorities and share with the board prior to the annual meeting. Time on the board agenda will be allocated for discussion with the Chair and Vice Chairs of ETC to answer their questions.	Tim Darden/ETC	7/24/14	Completed	July 2014
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org	
5/5/2014	<u>Education and Training Committee:</u> Develop an implementation plan such as number of certificates to issue, record keeping, and certificate costs. Planning information required through IFPTI.	Tim Darden ETC Liaison/ETC	Update by FDA briefing in October 2014 and Final report by June of 2015.	Cost set through IFPTI for attendance certificates at preventive control alliance training. \$15 AAFCO, \$20 IFPTI, \$15 to preventive control alliance.	Action Item updated 8/20/14

6/10/2014	Review Montana decision for Administration of Alliance certificates of attendance	Board	10/15/14		
7/9/2014	Talk with Dan McChesney at Annual Meeting regarding Monograph Pilot Project	Richard/Kent		Done, CVM is supportive and may provide some funding	Complete 7/26/14
7/9/2014	Contact AOCS regarding partnership options for Monograph Pilot Project	Richard/Kent		Done, They are interested and have capabilities we need.	Complete 7/26/14
7/9/2014	Contact National Animal Academy of Sciences (Nutrition Program?) regarding partnership options for Monograph Pilot Project	Sharon			
7/9/2014	Review home page and FAQ of AAFCO Talks Pet Food	Board			
7/24/2014	have FASS IT put Draft back on all webpages.	Jennifer		Completed	August 2014
7/24/2014	Preform a FASS general budget analysis before October Board meeting on 16th.	Ali, Doug and Bob Waltz			
7/24/2014	Preform annual performance review with FASS in September.	Ali, Doug or Richard and Bob Waltz	9/25/14		
7/24/2014	Send comments or concerns to Bob Waltz regarding FASS reviews.	Board Members	9/1/14		
7/24/2014	Talk with AAPFCO's secretary regarding having the 2016 or 2017 meeting in Seattle.	Ali		Completed: Meeting will be in 2017. 2016 to be on East coast	

7/27/2014	Submit travel authorizations by August 15th for FDA briefing	Board Members			
7/27/2014	Invite new NASDA President to session with FDA	Sharon		Completed	August 2014
7/27/2014	Send RFP to possible sites for Annual 2016	Jennifer		Completed	August 2014
7/27/2014	Obtain information from IFPTI website and send to membership to solicit interested individuals for next year.	Jennifer			
7/27/2014	Have Lab Methods Committee, Pet Food, Inspection and Sampling, Feed and Feed Ingredient Manufacturing, Education and Training, Feed Labeling, IDC, and Model Bills and Regulations Chairs identify representatives for AAFCO FSMA Implementation Task Forces	Linda	9/1/14		
7/27/2014	Review and approve 5 year contract renewal with Knowledge Vault	Ali and Richard		Completed: Contract Signed	July 2014