



## AAFCO Board of Directors meeting 12/10/14 Approved Minutes

BOD Present: Richard Ten Eyck, Ken Bowers, Bob Geiger, Dan Danielson, Doug Lueders, Tim Darden, Ali Kashani, Mark LeBlanc, Nancy Thiex, Stan Cook  
Others Present: Sharon Benz

Board meeting called to order by Doug Lueders at 10:09 am CST.

- 1.) Previous minutes, 11/12/14, already passed, posted in the BIN board library
- 2.) Work Group / Liaison reports
  - a. Co-Ag – Nancy
    - i. Nancy gave update that December has three activities. Full day meeting on March 13<sup>th</sup> and meeting with ISO CAP labs (email from Nancy). Will send link by email when it comes closer. Main effort for sampling right now is finishing journals, have 7 submitted currently and finalizing the rest early next week. Have submitted to IAFP for meeting. Quality Control meeting at San Antonio, presenters are Louise Ogden, Jason, Teresa Grant. Check Sample Program kicking off Minerals Program and dealing with renewals. No news on deciding new chair, currently trying to get all updates together before adding new chair. No accreditation currently, need to get through January before discussing that. Mark Budden will be at Midyear meeting for
  - b. IFPTI – Mike Davidson (update by Doug)
    - i. Not currently able to report on.
  - c. Dr. Waltz (update by Doug)
    - i. Doug updated that Bob is currently in DC representing for Feed Safety System. Would like time to discuss with Board at Midyear. Bob indicated FAO has meeting in May on feed contaminants and are asking for presenters. Any interested persons need apply by January 31, 2015.
  - d. FSMA Implementation Task Force – Linda (members recruited?)
    - i. Covered in action table
- 3.) Review action table items-the action item list was reviewed and updated.  
**Motion by Richard to allow FASS IT to set up availability of password secured/watermarked Chapter 6 from online Official Publication to Control Officials who have purchased an online OP. Seconded by Tim. Motion passed.**  
**ACTION item: FASS begin chapter 6 pdf project. Richard is AAFCO point of contact.**
- 4.) Old Business:
  - a. approve 10/1/13 audit report – Ali
    - i. Move report to Midyear BOD meeting.
  - b. Training summit, move date? - Sharon Benz
    - i. Training summit is postponed, no date set.



5.) New Business:

- a. Introduction new FDA members –Doug
  - i. Completed as action item.
- b. Update on Sampling Workshop – Nancy & Mark
  - i. Currently working on bringing workshop together. Currently 49 attendees registered and 3 vendor booths purchased. Time to recruit from different areas. List of vendors contacted, 20 or more potential vendors contacted. Feeling is that some vendors declined based on pricing.
- c. Report on Speakers for General Session – Ali
  - i. Ali will send copy of plenary agenda for web posting.

**Action: Kelsey to put agenda up on website**

- d. Feed Contract Statement of Work document –Doug
  - i. Request from Teresa Bills for input. Asked for AAFCO to send out email blast with request for input on Statement of Work.

**Action: Doug and Kelsey to send out email for input.**

- e. Mid Year Prep – need BOD to sign documents in Jan – FASS
  - i. BOD will need to sign documents at Midyear.
- f. PFC chair has resigned effective 1/1/15
  - i. Jan resigned from PFC Chair. PFC meeting Monday to discuss plans.
- g. Changing meeting time for board conference calls
  - i. Would like to move to one hour later, 11 CST.

Motion by Bob to approve December 10, 2014 AAFCO Board of Directors meeting minutes as presented. Seconded by Richard. Motion passed unanimously by voice vote.

The meeting adjourned at 12:00 CST.



**Ongoing BOD Action Items Table**

<b><u>Meeting DATE</u></b>	<b><u>ACTION ITEM</u></b>	<b><u>RESPONSIBLE PARTY (IES)</u></b>	<b><u>DEADLINE</u></b>	<b><u>STATUS</u></b>	<b><u>DATE COMPLETED</u></b>
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org 12/10/14 BOD voted to proceed. Regulator must by online OP to get downloadable pdf	
7/9/2014	Contact National Animal Academy of Sciences (Nutrition Program?) regarding partnership options for Monograph Pilot Project	Sharon		Have not been able to make contact. Will have update at Midyear	
7/24/2014	Perform a FASS general budget analysis <del>before October Board meeting on 16th</del> by mid-December. This will be for the November financial report.	Ali, Doug and Bob Waltz		Linda sent FASS her month/month analysis on 11/20/14. FASS accounting will continue to track this.	
7/27/2014	Part 1: Obtain Fellowship information from IFPTI website and	Jennifer/Doug (email to come from Doug)		Completed: Collected information	
10/15/2014	Part 2: Send IFPTI fellowship information to membership to solicit interested individuals for next year.			Pending: need to write email for membership. Will send email by April 30, 2015 as due date for application is not until June 30th.	
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	12/1/14	11/12/2014- All committees have nominated representatives for scheduled meeting in January.	



**AAFCO**  
Association of American Feed Control Officials

9/10 & 9/19/2014	Supply list of vendors for Midyear to Ali for approval.	Nancy		Completed and reported by Nancy on 12/10 Board call.	12/10/2014
9/10 & 9/19/2014	Request for recommendations for actions to take to improve training based on report and course evaluation survey by ETC on Microscopy Training	ETC, Tim Darden		Survey yielded relatively high scores. ETC for assessment.	12/10/2014
10/16/2014	Add PFP link to AAFCO website	Richard		Complete	11/20/14
10/16/2014	Provide to the BOD the Exec Director job description document developed by Strategic Affairs. This document will be added to the Feed BIN	Linda Morrison		Complete posted in BIN in BOD policies folder	11/28/14
10/16/2014	Send Ali the brochure for the Sampling training/vendors.	Nancy Thiex		Complete	12/10/2014
10/16/2014	AAFCO Talks Pet Food WG is looking for Communications/Publication s person to provide editing support for website materials. Contact for PFC will be Lizette Beckman as working group lead.	Bob Geiger		Bob has names in mind and will relay to Lizette. It is now with PFC to decide if they want to hire. Proposal needs to come as recommendation from PFC to BOD if needed. Completed.	12/10/2014
10/16/2014	Go back to the AAFCO Talks Pet Food working group and provide at the next BOD meeting an update so that appropriate timelines can be provided.	Kristen Green		In Progress Will discuss at mid-year meeting.	
10/16/2014	Board to get mid-year travel requests to Jennifer R/FASS.	BOD		In Progress	
10/16/2014	Proceed with attendee survey (?) at mid-year meeting with results to be provided to Board.	FASS/Kelsey		Kelsey will follow up with Exec Committee	
10/16/2014	Follow up regarding Request to Office of Partnerships (Abe, Tim & Barb Cassens)	Doug		In Progress, Doug will follow up. Abe & Tim will	12/10/2014



	for an advisor on BOD.			share advisor role. Complete	
10/16/2014	Follow up regarding contacting FDA/ORI Field Committee for a replacement for Scott McIntyre	Doug		In Progress, Mick Dutcher will be Scott's replacement. Complete	12/10/2014
10/16/2014	Go back to see if date for Training Summit on January 26 <sup>th</sup> can be moved	Sharon Benz		Summit postponed. No future date established. Complete	12/10/2014
10/16/2014	Communicate with the Seminar committee regarding suggested topics as well as look into getting a PIO from University of KY. Additional topics can be taken from the previous excel sheet of topics.	Kristen Green		In Progress, looking for PIO, but have not yet identified anyone. Board has provided comments.	12/10/2014
10/16/2014	Speak with Bob Waltz about extending invitations and dates to Dudley/NASDA for future AAFCO meetings.	Doug		In Progress, Doug has spoken with Bob. Dudley and Barbara will not be attending	12/10/2014
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		In Progress, on IDC January agenda	
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda	
10/16/2014	Ask the Feed and Feed Ingredient Manufacturing Committee (Judy Thompson) to identify a person to be on the Import Verification Implementation team.	Richard		In Progress, Judy is looking for person.	