



AAFCO Board Meeting
Sunday, January 11th, 2015
8:00am – 10:30am CST

BOD Present: Richard Ten Eyck, Ali Kashani, Kristen Green, Stan Cook, Ken Bowers, Bob Geiger, Mark LeBlanc, Doug Lueders, Dan Danielson

Absent:

Others Present: Bob Waltz, Kent Kitade, Teresa Bills, FDA; Linda Morrison, Sharon Benz, FDA(via conference call); Mick Dutcher, FDA; Cat Marrier, Eric Nelson, FDA; Tim Weigner, FDA;

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by at am CST

1. Standing reports – Richard
 - a. Liasons – Bob Waltz
 - i. NASDA
 1. Rule comments finalized and submitted
 2. Participating in weekly conference calls for Technical Working Group
 - ii. PFP
 1. Working groups are being reassigned; list on PFP website and in Strategic Plan which is located in the Feed BIN in the PFP file
 - iii. Food Safety Preventive Control Alliance
 1. Kim Young has retired and Sonya Lambkin is lead
 2. Certification through Alliance
 - b. Co-Ag – Nancy
 - i. Quality Assurance Working Group
 1. Performing 2 trainings during Lab Methods Committee meeting on corrective action and proficiency testing
 2. Sent out 2 surveys – 1 to Ag Labs and 1 to all who purchased QA/QC Guides
 - a. Ali has the results from the survey
 - ii. Sampling
 1. Main focus is Mondays Sampling Workshop during the Midyear meeting
 2. Having another one day workshop on March 13th
 3. Submitted 11 manuscripts to JAOC
 - c. Check Sample – Nancy
 - i. Mark Budden from FASS presenting during Check Sample Committee on IT updates to program
 - ii. Last week started new Minerals Program
 - iii. Need help getting ISO 17043 accredited currently collecting proposals from Consultants
 1. Potentially \$20k-\$25k
 - d. IFPTI / FSPCA – Mike

- i. No report will present to Board on Thursday, January 15th
 - e. Speaking engagement reports
 - i. None at this time
- 2. Old Business
 - a. 10/1/13 Audit Report – Ali
 - i. **ACTION:** Ali to follow up with Brett Groves regarding comments from Audit by April 27th, 215
 - ii. **ACTION:** Ali budget an external audit for July 1,212-June 30,2015
 - iii. **Doug MOTION to accept 2014 Audit. Ken Seconds. MOTION CARRIES**
- 3. New Business
 - a. Review Action Item Table – Jennifer
 - b. FASS/BOD meet and greet – Jamie Ritter
 - i. FASS is working on creating a tool that will help summarize financial trends. They hope to have it finished by the January statements
 - c. Midyear 2016 dates conflict with IPPE
 - i. **ACTION:** Jennifer will talk to hotel and see if we can move the meeting dates to end on Monday or meet the week before.
 - d. FSMA Panel Topics – Ali
 - i. Discussed topics for the panel on Thursday. Ali will forward topics to the speakers
 - e. FDA Update
 - i. Office of partnerships, Tim Weigner; and Field operations, Mick Dutcher; provided update on current activities in realigning FDA to commodity specialization.

Approved 1-15-2015

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
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 before October Board meeting on 16th. 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.	

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	AAFCO Talks Pet Food WG is looking for Communications/Publications 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	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.	
12/10/2014	Post plenary agenda for Midyear meeting on website	Ali/FASS		Completed	December 2014
12/10/2014	AAFCO to send out email blast with request for input on Feed Contract Statement of Work.	Doug/FASS			