



**AAFCO Board Meeting Minutes**  
**Sunday, April 26, 2015**  
**2:00pm – 4:11pm EST**

**BOD Present:** Richard Ten Eyck, Ali Kashani, Stan Cook, Kristen Green, Ken Bowers, Bob Geiger, Dan Danielson

**Absent:** Mark LeBlanc, Doug Lueders

**Others Present:** Tim Lyons, Jennifer Godwin, Eric Brady

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Called to Order by at 1:56pm EST**

1. Budget Approval – Ali
  - a. **Dan MOTION to accept budget subject to activities support by proposals. Ken Seconds. MOTION CARRIES**
2. Committee Reports for Annual – Richard
  - a. Committee Reports Approval (reports on Annual Meeting page)  
**Kristen Green moved to accept committee reports as displayed on the 2015 Annual Meeting webpage. Seconded by Bob Geiger. Motion carries.**
  - b. **Ali moves to accept Enforcement Issues to move page 280 from 2015 OP tentative to final. Bob Geiger Seconds. Motion Carries**
  - c. **Stan moves to accept IDC recommendations 1-4. Ali Seconds. Motion Carries**
  - d. **Ali move to accept MBRC recommendation 1-3. Ken Seconds. Motion Carries**
  - e. **Ali move to accept Board recommendation to insert into the front of the 2016 OP recommendation for enforcement dates for Nutrient Profiles as well as changes to PF7. Ken Seconds. Motion Carries**
3. 2017 Midyear City Selection – Jennifer
  - a. Sent RFPs to potential cities Mobile, AL; Gulfport, MS; Little Rock, AR; and Oklahoma City, OK due date May 1.
4. Annual Draft agenda
  - a. Board and Committee Chairs discuss agenda in Feed BIN
5. ASFFPCO meeting sponsorship
  - a. Added sponsorship to 2016 Budget.
6. Pet spokesperson – Bob
  - a. Discussion over Purdue hiring a Pet Food Spokesperson
7. AAFCO Talks Pet Food Website - Kristen
  - a. 95% done with edits
  - b. **ACTION:** Stan will send sections of completed material to Jennifer/FASS to put on website.
8. AFRPS contact committee
  - a. **ACTION:** ETC to create subcommittee to address AFRPS reviews and serve as a resource/arbitrator for states as needed.
9. New BOD resources folder / training

- a. **ACTION:** Jennifer load list of items from Richard into BIN. Board will identify any other important items.
10. NEHA
- a. Developing an Inspector Assessment Exam
  - b. Looking for 8-12 SME's to send for assessment training
  - c. Jennifer Godwin or Judy Thompson will be contacting states.
11. Approve Minutes

**Board Meeting adjourned at 4:11pm EST**

<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		Completed	March 2015
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. 3/11/15 Making progress to work on a solution for the Administrative side of the Monograph Project	
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. 2/11/15 Accounting will have done by end of February	Completed March
7/27/2014  10/15/2014	Part 1: Obtain Fellowship information from IFPTI website and  Part 2: Send IFPTI fellowship information to membership to solicit interested individuals for next year.	Jennifer/Doug (email to come from Doug)		Completed: Collected information  Pending: need to write email for membership. Will send email by April 30, 2015 as due date for application is not until June 30th.	
10/16/2014	Go back to the AAFCO Talks Pet Food working group and provide at the	Kristen Green		In Progress Will discuss at mid-year	

	next BOD meeting an update so that appropriate timelines can be provided.			meeting. 2/11/15 Consultant should be done by end of March. Kristen send contract to Exec. Committee for approval. Site hopefully done by Seminar. 3/11/15 Contract signed w/ consultant work complete by end of March. 4/26/15 – Stan will start sending FASS completed Sections	
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		Completed 1/15/15 BOD approved sending both versions to FDA Liaison Sharon Benz. Dated for a 2 year extension September 30, 2017. 3/11/15 MOU signed and given to Bernadette for signature. Richard drafting press release.	3/27/15
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda. 2/11/15 IDC accepted final report and potential action item for IDC. 3/11/15 Put on September board meeting	

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		Completed: Member no longer needed	4/7/15
1/11/2015	Budget External Audit of July 1,2012-June 30,215	Ali	3/6/2015	Completed	4/26/15
1/15/2015	Add agenda topic of state samples to FDA lab for Field Committee Meeting	Richard			
1/15/2015	Link public AFSS videos to aafco.org	Jennifer		3/11/15 will post link on website	Completed
1/15/2015	Offer AFSS videos on feed listserv to distribute DVDs to regulators	Sharon		3/11/15 Shannon Jordre will complete	Completed
Committee Chair 1/15/2015	Consider FERN network for list of Feed Labs capacity and specialties report back to board by August	Nancy			
Committee Chair 1/15/2015	Table top full day Emergency response training during the January 2017 Midyear Meeting add a day to meeting	Jennifer		Judy confirmed with Darlene. Jennifer will add day to hotel contract. 3/11/15 add to Seminar agenda city location	
Committee Chair 1/15/2015	Check Sample program is requesting board approval to move forward with the proposal from Mark Budden/FASS IT. The proposal outlined improvements to data reporting site and to make program more automated. Proposed cost for work is \$10,000.	Board		Completed: Approved by Board FASS will start in early Fall hopefully by September would like to have subscription portion complete by beginning of October. <b>Check Sample Committee/Ali make sure in 2015/2016 Budget</b>	

Committee Chair 1/15/2015	Submit a proposal to board by February conference call for NEHA Assessment request	ETC/Meagan		3/11/15 Jennifer R follow up with ETC	
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali			
2/11/15	Submit Travel Authorizations and registration for Seminar.	Board		Completed	March 2015
3/11/15	Help review banner design for new AAFCO retractable banner	Kristen/Bob/Jennifer			
3/11/15	Send Board members detailed invoices for Seminar registrations	Jennifer		Completed	March 2015