



AAFCO Board Minutes
Tuesday, October 20, 2015
9:00am – 4:41pm Eastern Time

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

Absent: Dan Danielson

Others Present:

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Richard Ten Eyck at 9:00am EST

1. Standing reports
 - a. Check Sample – Nancy
 - i. Program Marketing
 1. Putting together slides for AAFCO Members to use in presentations
 2. **ACTION:** Nancy/Jennifer work on new brochure and pop up banner to be done by Midyear Meeting.
 - ii. Working on ISO17043 accreditation
 - iii. Hoping to have a QA manager by Midyear meeting
 - b. Co-Ag – Nancy
 - i. GOODSamples
 1. On AAFCO.org website under Publications tab
 2. Few more chapters need to be written
 3. Intend to have a few Pilot projects through RRT
 4. **ACTION:** Make business cards with QR codes to pass out
 - ii. QA/QC Manual
 1. **ACTION:** Make brochure for QA/QC guide
 - c. Lab Methods and Services
 - i. **Ali MOTION to pay JOAC for open access for Sugar Method if necessary up to \$1,000. Bob Seconds. MOTION CARRIES**
 - d. Liaison Report – Bob Waltz
 - i. NASDA
 - ii. IFIF
 1. **Not available for report**
 - e. FSPCA Training – Mike
 - f. NASDA/FDA Steering – Richard
 - i. Jenny Murphy will be project coordinator
 - g. FSMA Implementation WG – Linda
 - i. April Hunt lead of Model Bill Harmonization with FSMA
 1. GMP language should be done by January
 - h. IFPTI – Cat/Jim True
 - i. **Not available for report**
 - i. NEHA – Judy
 - i. **Not available for report**

2. Speaking Engagement Reports
 - a. NGFA/PFI – Richard
 - i. Presented Whats new with AAFCO 2016 presentation located in All AAFCO Members Presentation Folder/Whats AAFCO in BIN.
 - b. FDA/Delegation from Sweden – Richard/Doug
 - i. Spent half of a day presenting what AAFCO does and how State Department works with FDA District Office
 - ii. Mill tour with Cargill Animal Nutrition and QualiTec
 - iii. Met with CVM
 - iv. Richard presented IDC and GRAS
 - c. China Visit – Ali/Mark
 - i. Presented What AAFCO does
 - ii. FDA presented on Drug Residues
 - iii. Met with China Ministry of Agriculture and USDA at the embassy
 - iv. Met with Universities, Veterinarians, Drug Industry and Provincial Governments
 - v. Ideas for future visits
 1. Take USBs with regulation information
 2. Make slides in language of country
 3. **ACTION:** Ali/Mark put presentations in BIN under ALL AAFCO Members/Presentations/Whats AAFCO
3. Old Business
 - a. Financial Report – Jennifer/Ali
 - i. **Kristen Green MOTION to approve August 31, 2015 subject to Audit. Stan Cook Seconds. MOTION CARRIES**
 - b. Enforcement Issues
 - i. Industrial Oil
 1. Board discussed impacts from removing Fat Product Feed Grade from OP
 - c. Non-Listed Ingredient Tracking
 - i. Layer ash is not feed ingredient
 1. **ACTIOIN:** IDC find a place to post summaries of Ingredients not appropriate in animal feed. Include one uniform statement for label reviewers to use when reviewing labels.
 - d. IDC to report next steps in Monograph plan back to the BOD – Richard
 - i. Still in progress no decisions at this point
4. New Business
 - a. International Members – Ken
 - i. By law language to be included on Strategic Affairs Agenda at Midyear
 - b. Align Finance Subcommittee under Board?
 - i. **Mark MOTION to have the Finance Subcommittee from Strategic Affairs to become a Committee that reports to the Board. Bob Seconds. MOTION CARRIES**
 - c. Annual Meeting Committee Reports – Jennifer
 - i. Committee Reports Approval (reports on 2016 Midyear Meeting page: IDC, Check Sample, PFC, Strategic Affairs, ISC, FFIM, MBRC, Lab Methods) **Kristen Green moved to accept committee reports as displayed on the 2016 Midyear Meeting webpage. Mark Seconds. MOTION CARRIES**
 - ii. Ingredient Definitions Committee Recommendations

1. Move from Tentative to Official in the OP for 33.10 _____ Distillers Oil, Feed Grade. **Bob MOTION to accept IDC recommendation. Doug Seconds. MOTION CARRIES**
 2. Move from Tentative to Official in the OP for 54.33 Bovine Colostrum. **Ali MOTION to accept IDC recommendation. Ken Seconds. Motion FAILS, 3 Yes 4 No, Board's recommendation to membership is not to approve.**
 3. Move from Tentative to Official in the OP for 60.111 Bio Diesel Derived Glycerin. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 4. Move from Tentative to Official in the OP for 60.113, 114, 115, 116 Pulse Definitions including Lentil language. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 5. Publish the tentative definition in the OP for T3.2 Dehydrated Alfalfa. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 6. Publish the tentative definition in the OP for T3.5 Direct Dehydrated Alfalfa meal or Pellet. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 7. Publish the tentative definition in the OP for T9.10 Poultry By-Product Meal. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 8. Publish the tentative definition in the OP for T9.14 Poultry By-Products. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 9. Publish the tentative definition in the OP for T9.57 Poultry. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 10. Publish the tentative definition in the OP for T9.71 Poultry Meal. **Doug MOTION to accept IDC recommendation. Mark Seconds. MOTION CARRIES**
 11. Delete the definition of 33.5 Fat Product, Feed Grade from the OP (2015 OP page 380). **Doug MOTION to accept IDC recommendation. Ali Seconds. Discussion ensued. MOTION CARRIES**
 12. Publish the tentative definition in the OP for T60.115 (B) Pulse protein. **Kristen MOTION to accept IDC recommendation. Bob Seconds. MOTION CARRIES**
 13. Publish the tentative definition in the OP for T60.116 (B) Pulse starch. **Kristen MOTION to accept IDC recommendation. Bob Seconds. MOTION CARRIES**
 14. Publish the official definition in the OP for 73.400 Benzoic acid. **Kristen MOTION to accept IDC recommendation. Bob Seconds. MOTION CARRIES**
 15. Publish the official definition in the OP for 87.36 Phaffia Yeast. **Kristen MOTION to accept IDC recommendation. Bob Seconds. MOTION CARRIES**
- iii. Model Bills and Regulations Committee Recommendation
1. The Model Bills and Regulations Committee (MBRC) recommends that revisions proposed by the Feed Labeling Committee to the

AAFCO Swine Nutrient Profile, as indicated in Attachment A, conforms to the Model Regulations and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership. **Doug MOTION to accept MBRC recommendation. Mark Seconds. MOTION CARRIES 5 Yes 2 No.**

- d. Midyear 2015 Survey Results – Jennifer
 - i. Posted to Committee Chairs Team Board in BIN
- e. Midyear 2016 Draft Agenda – Jennifer
 - i. Agenda updated
- f. IDC Training at Midyear – Richard
 - i. Charge \$50 registration fee and include a brunch for attendees
- g. External Audit Results
 - i. **Not available until early November. Tabled till November 18th Board Call**
- h. Internal Audit Results
 - i. External Audit performed this year
- i. IPPE – Richard
 - i. Richard, Doug, and Ali. **ACTION:** Stan, Mark and Ken to check availability by November 6th.
- j. Promotion of Check Sample Program
 - i. Putting together general slides for any AAFCO Members to use in presentations.
- k. Human Grade Discussion Update – Stan
 - i. Draft language and policy written
- l. Feed Grade Discussion Update – Richard
 - i. Draft language being discussed
- m. Adulteration Definitions & 4D Update – Richard
 - i. Human Grade/Feed Grade Work Group discussing
- n. Fall Briefing
 - i. Round table on hot topics
- o. USDA Meeting
 - i. Ali to plan topics
- p. PFI Meeting
 - i. Richard and Kristen to go over later in the morning Friday.
- q. 2017 Annual Meeting
 - i. Look into Vancouver, WA and Vancouver, BC and also Milwaukee & Madison, WI
- r. 2018 Annual Meeting
 - i. Seattle or Portland
- s. 2016 Seminar
 - i. **ACTION:** Board send agenda topics to Meagan Davis or Kristen Green

**Bob MOTION to accept minutes. Ali Seconds. MOTION CARRIES
Board Meeting Adjourned by Richard Ten Eyck at 4:41pm EST**

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
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	
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	
Committee Chair 1/15/2015	Consider FERN network for list of Feed Labs capacity and specialties report back to board by August	Nancy		7/8/15 On LMSC agenda	
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		7/8/15 – CVM looking into providing funds for this year. Suggest using Scientific Cooperative Agreement as funds for 2016	
4/26/15	ETC to create subcommittee to address AFRPS reviews and serve as a resource/arbitrator for states as needed.			Jennifer to Follow up Tim Lyons	

7/8/15	Have a WebEx meeting by the end of August to develop Feed talking points for FSMA Taskforce.	Ali/Current Issues & Outreach			
7/8/15	Read note from Bob Waltz posted on Board of Directors Team Board in BIN and respond back to Bob Waltz and cc Ali Kashani, Linda Morrison, Bob Waltz, Richard Ten Eyck and Mark LeBlanc	Board			
7/8/15	Send language to Jennifer for email to be sent out to AAFCO members regarding SME Search for IFPTI	Meagan			
7/8/15	Richard to demonstrate AAFCO App in Denver	Richard			
7/8/15	Board review AAFCO Talks Pet Food website and send changes to Stan Cook	Board			
8/2/15	Lead a Board Task Force regarding clarity on International Membership and capacity building. Report back at the October board meeting.	Ken			