



AAFCO Board Minutes
Wednesday, December 9th,
10:04am – 11:40am CST

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

Absent: Kristen Green

Others Present: Nancy Thiex, Dave Phillips, Tim Weigner, David Dressler, Deidra Holloway, Tim Lyons, Linda Morrison

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Richard Ten Eyck at 10:04am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. 2016 Subscriptions open
 - ii. ISO Accreditation
 1. Working with QA/QC Working group in hiring a QA Manager
 - iii. Marketing Materials
 1. PowerPoints done and posted in Feed BIN
 2. Retractable Banner done
 - b. Lab Methods
 - i. Sugar Methods manuscript to be published in JAOAC in March/April
 - c. Co-Ag – Nancy
 - i. GOODSamples
 1. Working on a banner and flyer
 2. Business cards with QR codes made
 3. Printed 200 Guides
 - ii. In talks with a couple of states for RRT pilot
 - d. Liaison Report – Bob Waltz
 - i. NASDA
 1. **Submitted Written Report in BIN Calendar Event**
 - ii. IFIF
 1. **Submitted Written Report in BIN Calendar Event**
 - e. FSPCA Training – Mike/Tim Lyons
 - i. Having a shakedown meeting a week before Midyear Meeting
 - f. NASDA/FDA/AAFCO Steering – Linda
 - i. Group moving forward
 - g. FSMA Implementation Taskforce – Linda
 - i. Meeting last half hour of Strategic Affairs
 - ii. Conference call being scheduled for first week of January
 - h. IFPTI – Cat/Jim True/Tim Lyons
 - i. Feed Curriculum

1. Will work with some members of the Inspection & Sampling Committee during an April meeting to match curriculum with AITS & BITS
2. Working on building out framework
- i. NEHA – Judy
 - i. **Written report on Calendar Event Board in BIN**
- j. AFRPS – Ali/Tim Weigner
 - i. Leadership Workgroup(Jennifer Godwin, Jenny Murphy and Ali Kashani) working on forming 4 smaller workgroups
 - ii. 4 hour Face to Face meeting at AAFCO Midyear meeting on Thursday, January 21st
2. Speaking Engagement Reports
 - a. None
3. Old Business
 - a. IPPE Coverage
 - i. Sam Davis, Kent Kitade, Ali Kashani, Richard Ten Eyck and Tentatively Doug Lueders
 - b. External Audit Recommendation – Ali
 - i. Reports on Board of Directors Team Board in BIN
 - ii. **Ali MOTION to accept the External Audit report as presented. Doug Seconds. MOTION CARRIES**
4. New Business
 - a. Annual Meeting Committee Reports – Jennifer
 - i. FLC Committee Report
 1. **Ali MOTION to accept the Feed Labeling Committee Report. Stan Seconds. MOTION CARRIES**
 - b. Financial Report – Jennifer/Ali
 - i. **Stan MOTION to accept October 31, 2015 financial report subject to audit. Doug Seconds. MOTION CARRIES**
 - c. Need new Communications Vice Chair
 - i. Conference call scheduled for today at 3pm Central
 - d. Ag Law Center Costs
 - i. April Hunt working with Ag Law
 - e. Review Action Item
 - i. **ACTION:** Jennifer request update from Nancy regarding FERN Lab item in action item table
 - ii. **ACTION:** Jennifer and Ali to apply for Scientific Grant
 - iii. **ACTION:** Tim and Meagan visit regarding training needs.
 - f. Natural – Richard
 - i. FDA has open comment request for the term Natural
 - ii. **ACTION:** Stan and Kristen draft comment. Jennifer to submit

Doug MOTION to accept the minutes. Bob Geiger Seconds. MOTION CARRIES

Board Meeting Adjourned by Richard Ten Eyck 11:40am CST

<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		Completed and Judy Thompson Lead	
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali		Completed	
4/26/15	ETC to create subcommittee to address AFRPS reviews and serve as a resource/arbitrator for states as needed.			12/9/15 – Subcommittee not created but Ali Kashani member of Leadership WG. ETC will put on January Agenda	
7/8/15	Have a WebEx meeting by the end of August to develop Feed talking	Ali/Current Issues & Outreach		11/18/15 WebEx being scheduled in December	

	points for FSMA Taskforce.				
7/8/15	Send language to Jennifer for email to be sent out to AAFCO members regarding SME Search for IFPTI	Meagan		Completed	
8/2/15	Lead a Board Task Force regarding clarity on International Membership and capacity building. Report back at the October board meeting.	Ken		Completed on Strategic Affairs Agenda	
10/20/15	work on new brochure and pop up banner to be done by Midyear Meeting	Nancy/Jennifer		Completed	
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer		12/9 - In progress	
10/20/15	Put presentations in BIN from China Visit under ALL AAFCO Members/Presentations/Whats AAFCO	Mark/Al		12/9 - In progress	
10/20/15	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.	IDC/Richard		12/9 - In progress - IDC will discuss in January	
10/20/15	Board send Seminar agenda topics to Meagan Davis or Kristen Green	Board		Completed	
11/18/15	Board review AFRPS White Paper document and send comments to Jennifer Godwin, Ali Kashani, and Tim Weigner	Board		Need by December 10th	
11/18/15	To appoint a liaison for USDA. Liaison to invite Allen Lane to Midyear meeting.	Mark		Completed - Bob Geiger	
11/18/15	To appoint a liaison for AFDO. Liaison will need to coordinate with different regions and report back to board.	Mark		12/9 - In progress	

11/18/15	Abe and Tim report back on how states are notified of course availability and the training needs process.			Tim visit with Meagan on training needs	
11/18/15	Meagan Davis send Jennifer Roland updated ETC list. Jennifer to send to Pat Alcock	Meagan/Jennifer			
11/18/15	Richard reach out to Kent and Glo regarding IPPE Coverage	Richard		Completed – Kent will attend	
11/18/15	Ali consult with auditors and Jamie at FASS regarding recommendations.	Ali		Completed	
11/18/15	Board to approve External Audit report after auditor's clarification.	Board		Completed	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken		12/9 – In progress	
11/18/15	Mark to have Meagan Put Pet Food Terms and Labeling topic on EIC agenda	Mark		12/9 – Being discussed about which committee is appropriate	