



AAFCO Board Minutes
Sunday, January 17th,
2:22pm – 4:46pm EST

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

Absent:

Others Present: David Edwards, Linda Morrison, Judy Thompson, David Dressler, Eric Nelson, Clint Priestly, Ellen Buchanan, Kent Kitade, Abe Brown, Doug Lueders, Bob Waltz, Mitch Dutcher, Meagan Davis, Aaron Price, Nancy Thiex, Christina

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 2:22pm EST

1. Standing reports
 - a. Check Sample – Nancy
 - i. Promotional Material
 1. Retractable Banner
 2. Flyer
 3. Powerpoints available in Feed BIN under All AAFCO Members Library/Presentations/Lab
 - ii. Four Programs: Regular, Pet Food, Mycotoxin and Minerals
 - iii. ISO 17043 Accreditation Process
 1. Looking for QA Manager
 - a. Brenda Snodgrass and Louise Ogden offered to help with QA position
 - b. Lab Methods – Nancy
 - i. Sugar Method
 1. Published method
 - ii. AAFCO funded working groups moving forward
 - iii. Laboratory Center of Excellence
 1. Working on formulating system of specialized labs
 2. Forming a Working Group
 - a. Need 3-5 program people
 - c. Co-Ag – Nancy
 - i. Sampling
 1. GOODSamples published
 - a. Promotional Material
 - i. Banner
 - ii. Flyer
 - iii. Business Cards
 1. Handing out material at IPPE in Atlanta January 25-29
 - b. Putting together 1 hour webinar with APHL
 - c. Working with four states on pilot program

- d. Proposing third four day workshop in April
 - e. April 25 hosting one day sampling preparation workshop in Sioux Falls, SD
 - d. Liaison Report – Bob Waltz
 - i. Preventive Control Alliance
 - 1. Working on feed curriculum
 - a. Planning on training in May
 - b. Need lead instructors go to FSPCA website for application www.iit.edu/ifsh/alliance/
 - ii. PFP Lab Work Group
 - 1. Brenda Snodgrass had to resign looking for another co-chair doesn't have to be a feed person.
 - 2. Looking for committee members with feed lab background
 - iii. NASDA
 - 1. Meeting first week of February
 - iv. IFIF
 - 1. Session being held in Turkey
 - a. Richard Ten Eyck will attend
 - e. NASDA/FDA/AAFCO Steering – Linda
 - i. Waiting on FDA(Jenny Murphy)
 - f. FSMA Implementation Taskforce – Linda
 - i. Conference call January 6th
 - ii. FFIM focusing on GMPS Working Group
 - iii. ISC working on reviewing Inspectors Manual
 - g. IFPTI – Cat/Tim Lyons
 - i. **Not available for report**
 - h. NEHA – Judy
 - i. Working on identifying SMEs to develop Feed Inspector Exam
 - 1. February 22-24 SMEs working on writing exam in Denver
 - a. Inspectors interested in attending training contact Judy
 - b. Expenses paid by NEHA
 - ii. Developing cut score for exam
 - iii. Developing validation process
 - i. AFRPS – Ali/Tim Weigner
 - i. Updating Feed Standards by January 31, 2017
 - ii. Identified 4 leadership working groups and members
 - 1. Ali Kashani has list of members
- 2. Speaking Engagement Reports
 - a. **None**
- 3. Old Business
 - a. Communications Vice Chair – Ali
 - i. Meagan Davis and Shaness Thomas developing semiannual newsletter
 - ii. Working with FDA AFSS
 - b. Ag Law Center Costs – Richard/April
 - i. No expenses
 - ii. No questions from Ag Law Center
- 4. New Business
 - a. Financial Report – Jennifer/Ali
 - i. Review financial reports during four face to face board meetings
 - ii. Ali continue to send financials to finance committee and board

1. **ACTION:** Ali send formal procedure to Bob Waltz for procedures manual
- b. Pet Food Labeling Guide
 - i. **Kristen MOTION to increase budget line item for Pet Food Labeling from \$5,000 to \$10,000 Bob Geiger Seconds. MOTION CARRIES**
- c. Life Members
 - i. **Stan Cook MOTION to approve Linda Morrison as a Life Member effective Monday, January 18th close of business. Dan Danielson Seconds. MOTION CARRIES**
 - ii. **Ali Kashani MOTION to approve Sharon Benz as a Life Member. Dan Danielson Seconds. MOTION CARRIES**
 - iii. **Dan Danielson MOTION to approve Paul Bachman as a Life Member. Ali Kashani Seconds. MOTION CARRIES**
- d. Review Action Item
 - i. **Not reviewed**

Board Meeting Adjourned by Mark LeBlanc pm 4:46pmEST

Richard MOTION to approve minutes. Dan Danielson Seconds. MOTION CARRIES

<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	
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 points for FSMA Taskforce.	Ali/Current Issues & Outreach		11/18/15 WebEx being scheduled in December	
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	
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	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	
12/9/15	request update from Nancy regarding FERN Lab item	Jennifer			
12/9/15	apply for Scientific Grant	Jennifer/Ali		Completed	January 2016
12/9/15	Stan and Kristen draft comment for FDA open comment on term Natural. Jennifer to submit	Kristen/Stan			