



AAFCO Board Minutes
Wednesday, February 10, 2016
10:02am – 11:59amCST

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

Absent:

Others Present: Abe Brown, Linda Morrison, Nancy Thiex

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 10:02am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. Weekly calls with Brenda Snodgrass and Louise Ogden to split out duties for accreditation process
 - b. Lab Methods – Nancy
 - i. **No report**
 - c. Co-Ag – Nancy
 - i. Four day sampling workshop week of April 11th at FDA Minneapolis district office
 1. 20 spots available
 2. Allowing a few industry representatives to attend
 - ii. Attending Southwest nutrition conference
 1. GOODSamples brochure and cards being added to attendee packet
 - d. Liaison Report
 - i. NASDA - Richard Ten Eyck
 1. Pushing with FDA to fund user fees
 2. Tech Produce workgroup meeting March 22 in Orlando
 3. NASDA/FDA/AAFCO Steering looking into Feed Implementation Plan/Steering Committee
 - a. Linda on committee
 - b. Next step waiting for FDA to convene next meeting
 4. NASDA/AAFCO look into new program being released by FDA in a few weeks
 - a. NASDA will take administrative role
 - b. NASDA will take lead role for grant application for Animal Food PC
 - ii. IFIF
 1. **No report**
 - e. FSPCA Training – Mike/Tim Lyons
 - i. **No report**
 - ii. Cancelled animal food curriculum shakedown training in February & April looking to reschedule in June

- f. AAFCO FSMA Implementation Taskforce – Linda
 - i. **No report**
- g. IFPTI – Cat/ Tim Lyons
 - i. **No report**
- h. NEHA – Judy
 - i. Jacob Fleig will be replacing Judy when she departs feed work likely this summer
- i. AFRPS – Ali/Tim Weigner
 - i. Leadership WG meeting weekly
 - ii. Grant States with AFRPS had face to face meeting at end of Midyear meeting
- 2. Speaking Engagement/Meeting Reports
 - a. IPPE – Richard/Ali
 - i. **ACTION:** Send thank you to Sam Davis & Kent Kitade
 - ii. GOODSamples business cards used saw increase in downloads
 - iii. Liked koozie giveaways
 - iv. 28,000 attendees
 - v. Attended Feed Safety plan meeting
 - vi. AFIA would like AAFCO Midyear meeting held in conjunction with meeting
 - b. AFDO/MFRPS/ISO CA – Mark
 - i. Provided a welcome from AAFCO
 - ii. Talk on sampling plan between labs and program
 - iii. GOODSamples brochure and cards included in attendee packet
- 3. Old Business
 - a. Pet food – Stan/Kristen
 - i. activity relative to OP corrections
 - 1. Errors in tables only
 - 2. **ACTION:** Await Dr. Burkholders response with errors for the OP. FASS to correct online OP ASAP. Letter written by Kristen & Stan to go under announcement section on website. Include letter with corrected pages sent out to already purchased OP holders.
 - ii. Labeling guide expected time frame and what to charge
 - 1. **Kristen Green MOTION Once revisions are complete to make member price \$100 and nonmember price \$200. Richard Ten Eyck Seconds. MOTION CARRIES**
 - 2. **Bob Geiger MOTION when member state pays dues receive one free Pet Food Labeling Guide of current version only. Erin Bubb Seconds. MOTION CARRIES**
- 4. New Business
 - a. future meeting possibilities for AFRPS CA grantees – Mark
 - i. Consider meeting with Food
 - ii. Half day meeting at the end of Midyear meeting not enough time
 - b. 2018 Midyear Meeting Location – Jennifer
 - i. Phoenix or Tucson
 - ii. Austin
 - iii. San Diego
 - c. Seminar
 - i. Board and Committees chair arrive on Sunday, May 1st to attend Strategic Planning meeting on Monday
 - d. Medicated Feed Labeling Workshop, July 31st 2016

- i. 8am- 2pm
- ii. Board meeting start at 2:30pm
 - 1. Include Committee Chairs
- e. Review Action Item
 - i. **Not reviewed**

Richard MOTION move to accept minutes as displayed. Bob Geiger Seconds. MOTION CARRIES

Next Board meeting March 9th at 10:00am CST

Mark LeBlanc adjourned meeting at 11:59am CST

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
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	
10/20/15	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		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 1/20/16 - On February 12 agenda	
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	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken		12/9 - In progress	
1/17/2016	Ali send formal procedure on financial report procedure to Bob Waltz for procedures manual	Ali			
Committee Meeting 1/20/16	Aaron send white paper to board for decision on what committee the working group should be under for Center for Lab Excellence	Aaron			
Committee Meeting 1/20/16	Stan and Kristen to write letter for 2016 OP	Stan/Kristen			

	mistake for Nutrient Profile				
Committee Meeting 1/20/16	Put budget numbers in committee report for accreditation validation for trainings that AAFCO holds such as AITS and BITS	Tim Lyons/ETC			
1/20/16	AAFCO collect names of individuals needing training for future CGMPs and PC. Send to Abe by February 13 th				
1/20/16	Abe send language for training needs email	Abe			
1/20/16	Jennifer email Shannon Jordre to be put on Feed List Serve	Jennifer		Completed	
1/20/16	Abe follow up on 2088	Abe			
1/20/16	Richard investigate All BIN Users team notification access	Richard			
1/20/16	Richard investigate changing notification header to start of team name	Richard		Completed: Changed to Feed BIN Notification instead of AAFCO Notification	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Dave			