



AAFCO Board Minutes
Wednesday, March 9, 2016
10:03am – 12:33pm CDT

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

Absent: Kristen Green,

Others Present: Dave Dressler, Jacob Fleig, Tim Weigner, Nancy Thiex, Dave Edwards, Tim Lyons, Abe Brown, Meagan Davis, Linda Morrison

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Ken Bowers at 10:03am CDT

1. Standing reports
 - a. Co-Ag – Nancy
 - i. Check Sample Program – All four program samples sent this month
 1. February subscription numbers
 - a. Regular Program 252
 - b. Pet Food 74
 - c. Minerals 37
 - d. Mycotoxin 34
 - ii. ISO accreditation
 1. Louise Ogden, Brenda Snodgrass, and Nancy Thiex having weekly calls
 - iii. Preparing Midyear Report for Co-Ag
 - iv. Sampling
 1. 3 back to back sampling training
 - a. Oregon Pilot project, March 29-30 – 1 day overview
 - b. St Paul Pilot project with Minnesota Department of Agriculture, April 4-7 – 4 day training
 - c. Minneapolis nationwide, April 11-14 – 4 day training
 - v. Manuscript will be published in Journal of Regulatory Science in May
 - vi. GOODSamples
 1. Marketing efforts paying off 1723 visits on website in February
 2. Does AAFCO want a four day Sampling Workshop?
 - b. Lab Methods - Nancy
 - i. QA/QC WG disbanding and forming a new group to help labs seeking accreditation through AFRPS.
 - ii. **ACTION:** Nancy will follow up with Aaron Price regarding forming a working group for the Lab Center of Excellence. Put together a summary of the working group purpose and send to board.
 - c. Liaison Report
 - i. NASDA – Bob Waltz
 1. **Correction to February 10th Minutes:** d. i. 1. NASDA position user fees are not appropriate for FSMA funding

- 2. **Not available for report**
 - ii. IFIF – Bob Waltz
 - 1. **Not available for report**
 - d. AAFCO FSMA Implementation Taskforce – Linda
 - i. Will discuss at Strategic Planning meeting on Monday, May 2
 - ii. If you need funding for Strategic Planning need to fill out AAFCO Travel Authorization
 - e. Training Update
 - i. FSPCA Training – Mike/Tim Lyons
 - 1. Meeting in Kansas City for Train to Trainers April 25-29
 - ii. IFPTI –Tim Lyons
 - 1. Reviewing AITS and BITS agendas for building feed competencies. Focusing on BITS for right now. Meeting in April
 - iii. NEHA – Jacob Fleig
 - 1. Phase 1 of Animal Feed Regulatory Inspector Training 7 people met last month and wrote certification test questions
 - 2. Phase 2 This month 8-10 people will review questions
 - 3. Phase 3 Next month cut score study and taking the test. Will need a new set of people that were not involved in firsts phases
 - 4. If you participate in Phase 2 or 3 you will have to wait 3 years before being eligible for certification
 - f. AFRPS – Ali/Tim Weigner
 - i. Standard 7 been reviewed through leadership group and moving to audit for review
- 2. Speaking Engagement/Meeting Reports
 - a. **None**
- 3. Old Business
 - a. Pet food – Stan/Kristen
 - i. activity relative to OP corrections
 - 1. Bill Burkholder to have something by the end of the week
 - 2. **ACTION:** Once final document is ready have a one hour conference call to review plan of action. Have a rep from FASS, FDA, Pet Food Committee, and Board
 - b. 2018 Midyear City Comparison – Jennifer
 - i. Look into San Diego more
 - ii. If San Diego does not workout look into Dallas and Anaheim
- 4. New Business
 - a. Midyear Meeting Survey Results – Jennifer
 - i. Posted in Committee Chairs library in BIN and Board of Directors Library
 - b. Board Conference Call Survey Results – Jennifer
 - i. **ACTION:** Jennifer send out a new survey with top 3 times
 - c. Board Travel Authorizations for Seminar – Jennifer
 - i. **ACTION:** Board submit travel authorizations for Seminar
 - d. Inspectors Manual
 - i. Changes in Chapter 8 in regards to VFD
 - ii. ISC send a final document for board review
 - e. FASS survey
 - i. **ACTION:** Jennifer get list of survey questions and send to board for review
 - f. Life Member

- i. **ACTION:** Jennifer work with Ken Bowers to send Linda her Life Member letter
- g. Procedures Manual
 - i. **ACTION:** Linda send information to Jennifer on forms that need to be created or put on website for members
- h. Review Action Item
 - i. Dan Danielson to attend Southern AFDO regional meeting

Dan MOTION to approve minutes as displayed. Bob Geiger Seconds. MOTION CARRIES

Next board meeting April 13th at 10am Central

Meeting adjourned by Mark LeBlanc at 12:33pm CDT

<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. 3/9/16 No Change	
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer		12/9 – In progress. 3/9/16 – Jennifer follow up with Nancy	
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 3/9/16 – Will be discussed at next meeting in April	
11/18/15	To appoint a liaison for AFDO. Liaison will need to coordinate with different regions and report back to board.	Mark		3/9/16 – Completed Ali Kashani will be liaison	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken		12/9 – In progress 3/9/16 – Mark to follow up	
1/17/2016	Ali send formal procedure on financial report procedure to Bob Waltz for procedures manual	Ali		3/9/16 – In progress – in Finance Committee meeting minutes. Awaiting board approval	

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		3/9/16 -In progress - Nancy/Aaron will send email to board with outline of plan	
Committee Meeting 1/20/16	Stan and Kristen to write letter for 2016 OP mistake for Nutrient Profile	Stan/Kristen		3/9/16 - Letter is complete but not sent awaiting completed corrections document	
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			3/9/16 - Mark will follow up with Meagan and Abe	
1/20/16	Abe send language for training needs email	Abe		See above	
1/20/16	Jennifer email Shannon Jordre to be put on Feed List Serve	Jennifer		Completed	
1/20/16	Abe follow up on 20.88	Abe		3/9-16 - In progress - Jennifer in contact with Patrick Clouser from FDA	
1/20/16	Richard investigate All BIN Users team notification access	Richard		Completed - Jennifer, Richard and Ali to moderate	
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		3/9/16 - Jennifer to follow up with Dave	
2/10/16	Send thank you to Sam Davis & Kent Kitade			3/9-16 - Jennifer to send thank you cards	

2/10/16	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.			3/9/16 - In progress	
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