



AAFCO Board Minutes
Wednesday, April 13, 2016
10:01am – 11:40am CDT

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

Absent:

Others Present: Jenna Areias, Jacob Fleig, Meagan Davis, Linda Morrison

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 10:01am CDT

1. Standing reports
 - a. Co-Ag – Nancy
 - i. **No Report**
 - ii. Ali emailed March report to board
 - b. Liaison Report
 - i. NASDA – Bob Waltz
 1. **Bob not available for report**
 2. Ali, Richard and Bob Waltz attended Produce Safety meeting a few weeks ago
 3. NASDA to apply for newly announced FDA grant for Animal Food frame work.
 - ii. IFIF – Bob Waltz
 1. **Bob not available for report**
 2. Meeting this week in Turkey
 - c. AAFCO FSMA Implementation Taskforce – Linda
 - i. **Not available for report**
 - d. Training Update
 - i. FSPCA Training – Mike/Tim Lyons
 1. **Tim Not available for report**
 2. 4 day training in Kansas City on April 25th
 3. 1st Course announced for May
 - ii. IFPTI –Tim Lyons
 1. **Not available for report**
 - iii. NEHA – Jacob Fleig
 1. Finished most recent phase reviewed and validated questions approved 175 questions
 2. Next Phase will perform cut score need 10-12 people have 6 right now
 - e. AFRPS – Ali/Tim Weigner
 - i. All standards have been reviewed by working groups and passed on to leadership group. The leadership group will review and send back to working groups if any questions have. Any changes will go to Audit Staff.
 - ii. 60 day comment period ends on June 13th

2. Speaking Engagement/Meeting Reports
3. Old Business
 - a. Pet food – Stan/Kristen/Jennifer
 - i. activity relative to OP corrections
 1. In the Mail
 - ii. Pet Food Labeling Guide in Final editing process
 - b. 2018 Midyear City Comparison – Jennifer
 - i. Anaheim
 - c. Board Conference Call Survey Results – Jennifer
 - i. Move board conference calls to Wednesdays at 1pm Central
4. New Business
 - a. Annual Meeting Draft Agenda – Jennifer
 - i. Reviewed and fine to put on website
 - b. AAFCO models in the docket – Kristen
 - i. **ACTION:** Kristen ask April Hunt for advice and draft response to Charlotte. Send draft response to board for review.
 - c. NASC Annual Meeting May 17-20 – Stan
 - i. Kristen, Stan and Ben Jones unable to attend meeting need a representative for AAFCO.
 - ii. Bob Geiger checking availability
 - iii. Bill Bookout looking for an AAFCO representative to serve on FSMA panel
 - d. Algal oil – Ken
 - i. AAFCO has a response for reason of removal of Fat Product, Feed Grade.
 - ii. Richard, Charlotte, and Ken having a call with Anthropocene Institute this afternoon
 - iii. **ACTION:** Ken responded to email inquiry on April 6 from reporter and post letter in IDC team on Feed BIN
 - e. Medicated Feed Labeling Workshop – Jenna
 - i. **Stan MOTION to approve Medicated Feed Labeling Workshop. Richard Seconds. MOTION CARRIES**
 - ii. Save the Date ready for distribution
 - iii. Registration fee \$100 for members, \$250 Nonmembers price includes binder, thumb drive and lunch
 - f. IDC & PFC Advisor request – Kristen
 - i. **ACTION:** Mark will draft a response to advisor email
 - g. 4 Day AAFCO Sampling Training – Dan
 - i. Discussion on sponsoring a Defensible Sampling Workshop before end of August. **ACTION:** Board discuss during Seminar Board meeting.
 - ii. Looking for more states to do Pilot Study Training
 - h. Request from PFI to present consumer Survey from Nestle Purina during Current Issues & Outreach at Annual
 - i. Request from AFIA for a webinar with board
 - i. Setup a time outside of regular board conference calls
 - j. Review Action Item
 - i. **Review during Seminar**

Richard MOTION to accept minutes as displayed. Stan Seconds. MOTION CARRIES

Meeting adjourned by Mark LeBlanc at 11:40am 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		Complete!	
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	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	Aaron		3/9/16 -In progress - Nancy/Aaron	

	working group should be under for Center for Lab Excellence			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	Abe follow up on 20.88	Abe		3/9-16 – In progress – Jennifer in contact with Patrick Clouser from FDA	
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	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	
3/9/16	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.	Nancy			

3/9/16	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				
3/9/16	Jennifer send out a new survey with top 3 times for new board conference call time	Jennifer		Completed	March
3/9/16	Board submit travel authorizations for Seminar	Board		Completed	March
3/9/16	Jennifer get list of survey questions and send to board for review	Jennifer		Completed	March