



**AAFCO Board Minutes**  
**Monday, May 1, 2016**  
**2:00pm MDT**

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

**Absent:**

**Others Present:** Abe Brown, Doug Lueders, Kelsey Luebbe, Dave Edwards,

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Mark LeBlanc at 3:15pm MDT**

1. Standing reports
  - a. Co-Ag – Nancy
    - i. April activities
      1. Oregon Department of Ag Pilot
      2. Minnesota Department of Ag Pilot
      3. Minneapolis Training
      4. APHL Webinar
      5. Laboratory prep workshop
      6. Contract development with QA manager
      7. Recruiting AAFCO lab reps to serve on IFPTI laboratory curriculum framework.
      8. Need venue for CoAg 4 day Sampling Training
        - a. Kansas City?
    - b. Lab Methods
      - i. RFPs for Methods Development
      - ii. White Paper on LMSC Subcommittee on Quality Assurance
    - c. Liaison Report
      - i. NASDA – Bob Waltz
        1. Working on feed framework grant application
      - ii. IFIF – Bob Waltz
        1. **Not available for report**
      - iii. AFDO – Ali Kashani
        1. Attending Annual General meeting in June
    - d. AAFCO FSMA Implementation Taskforce – Linda
      - i. Discussed during Strategic Planning meeting May 2
      - ii. **ACTION:** Board vote on Strategic Plan document during June conference call
    - e. Training Update
      - i. FSPCA Training – Mike/Tim Lyons
        1. Richard joining Feed Subcommittee representing AAFCO
        2. Doug and Richard attended curriculum pilot meeting April 25-28
        3. Doug, Richard and Meagan Davis attending curriculum TTT pilot May 16-20

- ii. IFPTI –Tim Lyons
    - 1. Not available for report
  - iii. NEHA – Jacob Fleig
    - 1. Phase 3 group assembled being held May 23-24
- f. AFRPS – Ali/Tim Weigner
  - i. All 11 standards have been reviewed plan to have updated standards by February 1<sup>st</sup>
  - ii. 60 day comment period open
- 2. Speaking Engagement/Meeting Reports
  - a. CVM Field Committee Meeting April 27-28
    - i. States who lost Tissue Residue Contract can reapply
  - b. Midwest AOAC
    - i. Nancy provided AAFCO resources for laboratories talk on April 26<sup>th</sup> in Sioux Falls, SD
- 3. Old Business
  - a. 4 Day Sampling Meeting – Dan
    - i. Funds approved in 2017 budget
- 4. New Business
  - a. FDA's training plan for FSMA – Dianne Milazzo
  - b. 2016-2017 Budget Approval – Ali
    - i. **Richard MOTION to accept budget. Stan Seconds. MOTION CARRIES**
  - c. March financial – Ali
    - i. **Richard MOTION to accept March 31, 2016 financial report and bank statement subject to audit. Dan Danielson Seconds. MOTION CARRIES**
  - d. Committee Reports Approval
    - i. Committee Reports Approval (reports on 2016 Annual Meeting page: IDC, Check Sample, PFC, Strategic Affairs, ISC, FFIM, MBRC, Lab Methods) **Richard MOTION to accept committee reports. Kristen Green MOTION CARRIES**
    - ii. Ingredient Definitions Committee Recommendations
      - 1. Publish the modified feed term for Feed Grade in the OP **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
      - 2. Publish the new feed term, Suitable for use in animal food in the OP **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
      - 3. Publish the new feed term for Human Grade in the OP **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
      - 4. Publish the tentative definition in the OP for  $\beta$ -Mannanase from Bacillus subtilis for Table 30.1 Enzymes and Source Organisms **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
      - 5. Publish the revised definition in the OP for 33.1 Animal Fat **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
      - 6. Publish the tentative definition in the OP for T33.24 Used Cooking Oil, Feed Grade **Richard MOTION to recommend to the**

- membership to accept. Ken Bowers Seconds. MOTION CARRIES**
7. Publish the tentative definition in the OP for T36.14 Lactobacillus animalis **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  8. Publish the Note to add under the header in Section 40 in the OP. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  9. Publish the nine prior Section 60 ingredient definitions in Section 40 in the OP using new Section 40 numbering. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  10. Publish the tentative definition in the OP for T40.100 Recovered Retail Food **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  11. Publish the modified definition in the OP for 57.163 Selenium Yeast **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  12. Publish the tentative definition in the OP for T87.35 Glucose Syrup **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  13. Publish the tentative definition in the OP for T60.117 Dried Black Soldier Fly Larvae **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  14. Publish the tentative definition in the OP for T33.21 Yellow Grease, Feed Grade. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  15. Replace the current definition of 87.1 Algae Meal with the official definition (from the color additive definition 21 CFR 73.275) in the OP of 87.1 Dried Algae Meal. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  16. Add the new official definition (from the color additive definition 21 CFR 73.355) in the OP of 87.36 Phaffia Yeast. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  17. Publish official definitions for the following color additives in the OP **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
    - a. 87.100 FD&C Blue No 1.
    - b. 87.102 FD&C Blue No 2.
    - c. 87.103 FD&C Green No 3.
    - d. 87.104 FD&C Red No 3.
    - e. 87.105 FD&C Red No 40.
    - f. 87.106 FD&C Yellow No 6.
    - g. 87.107 FD&C Yellow No 5.
    - h. 87.110 Annatto Extract
    - i. 87.112 Astaxanthin dimethyldisuccinate

- j. 87.114 Astaxanthin
  - k. 87.116 Caramel
  - l. 87.118 Carmine
  - m. 87.120 Carrot Oil
  - n. 87.122 Cochineal Extract
  - o. 87.124 Corn Endosperm Oil
  - p. 87.126 Dehydrated Beets
  - q. 87.128 Fruit Juice
  - r. 87.130 Haematococcus algae meal
  - s. 87.132 Paprika Oleoresin
  - t. 87.134 Paprika
  - u. 87.136 Paracoccus pigment
  - v. 87.138 Riboflavin
  - w. 87.140 Saffron
  - x. 87.142 Synthetic Iron Oxide
  - y. 87.144 Tagetes (Aztec Marigold) Extract
  - z. 87.145 Tagetes (Aztec Marigold) Meal
  - aa. 87.146 Titanium Dioxide
  - bb. 87.148 Toasted Partially Defatted Cooked Cottonseed Flour
  - cc. 87.150 Tomato Lycopene Concentrate
  - dd. 87.152 Tomato Lycopene Extract
  - ee. 87.154 Turmeric Oleoresin
  - ff. 87.155 Turmeric
  - gg. 87.156 Ultramarine Blue
  - hh. 87.158 Vegetable Juice
  - ii. 87.160  $\beta$ -Apo-8'-carotenal
  - jj. 87.164  $\beta$ -Carotene
18. Renumber Section 73 ingredients of the OP according to the list in attachment A, and leave the cross-reference to the old number there for 2 years and then remove cross-reference: **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
19. Publish the modified definition in the OP for 60.73 Salts of Volatile Fatty Acids. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
- iii. Model Bills and Regulations Committee Recommendation
- 1. The Model Bills and Regulations Committee recommends that revisions proposed by the Pet Food Committee to Model Pet Food Regulation 9(a) as stated in Attachment B conform to the Model Bill and Regulations and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership. **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
- iv. Pet Food Committee Recommendation
- 1. To publish the following guideline in the AAFCO OP following the guideline for natural claims. This guideline is not to be published in the OP without the corresponding Human Grade definition first being accepted by association membership. **Richard MOTION to**

**recommend to the membership to accept. Ken Bowers  
Seconds. MOTION CARRIES**

- v. Strategic Affairs Committee Recommendation
  - 1. Publish the revised Manual of Procedures Can be done by Board and does not need Association action. **Richard MOTION to accept. Ken Bowers Seconds. MOTION CARRIES**
  - 2. Accept change to By-Laws provisions for quorum for voting by adding:  
ARTICLE VI
  - 3. Section 3. "Voting. For committee work, at least one-half of the members of any committee are required to be present or represented by proxy (in person or by phone) to conduct a vote. A majority of those voting must vote in the affirmative for the motion to pass. Only the Chair or Co-Chairs/Vice-Chairs may preside over a vote." **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
  - 4. Accept change to By-Laws provisions for member voting by substituting:  
ARTICLE II
  - 5. Section 2. "Voting. Each State, District or Territory engaged in regulating animal feed or livestock remedies in the United States of America and each Federal Agency primarily responsible for regulating animal feed or livestock remedies in their country, and paying annual dues as prescribed in Article II Section 4 of these By-Laws, shall designate one member as the voting representative of that State or Agency." **Richard MOTION to recommend to the membership to accept. Ken Bowers Seconds. MOTION CARRIES**
- e. Quality Manager Position Applicant
  - i. Candidate being considered for position
  - ii. **ACTION:** Board have final contract back to Nancy by May 16th
- f. AFIA request
  - i. Presentation in BIN on Board Team Page and in Presentation Folder
- g. 2016 OP Rev 1 updated in Feed BIN to reflect association votes from January Midyear Meeting
- h. Review Action Item
  - i. **Deferred to June 15<sup>th</sup> Conference Call**

**Ali MOTION to accept minutes. Dan Danielson Seconds. MOTION CARRIES**

**Meeting adjourned by Mark LeBlanc at 5:47pm MDT**

<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		Completed	
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 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		Completed	
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 <sup>th</sup>			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 4/6/16 - Eric Nelson offered to write letter	
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.			Completed	
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			Completed	
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
4/13/16	Kristen ask April Hunt for advice and draft response to Charlotte. Send draft response to board for review.	Kristen			
4/13/16	Mark will draft a response to advisor request email	Mark			
4/13/16	Board discuss 4 day AAFCO Sampling Training during Seminar Board meeting				