



AAFCO Board Minutes
Thursday, October 20, 2016
8:00am – 5:00pm EDT

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

Absent:

Others Present: Nancy Thiex

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 8:21am EDT

1. Standing reports
 - a. Co-Ag – Nancy
 - i. Beginning of 5th year of funding
 - ii. Summary of past year sent to Board
 - iii. Any states interested in hosting a Sampling Pilot contact Nancy
 - iv. Sampling Working group meeting in St. Paul the week of November 7
 - v. Working on a White Paper that summarizes the successes of the grant
 - vi. Data Acceptance paper published
 - b. Proficiency Testing Program Committee – Brenda Snodgrass
 - i. 2017 Subscriptions Open
 - ii. Working on becoming ISO accredited hoping to submit application by November 1
 - c. Liaison Report
 - i. NASDA – Bob Waltz
 1. **Not available for report**
 - ii. IFIF – Bob Waltz
 1. Richard taking over Bobs liaison position
 2. Richard and Bob to attend January meeting together
 - iii. AFDO – Ali Kashani
 1. Presenting AAFCO update at meeting beginning October 29th
 2. **ACTION:** Look into coordinating meeting with AFDO to overlap during annual Fall FDA Briefing
 3. Need two participants for JAG for reviewing proposals from states on holding training
 - a. **ACTION:** Ali will find out time commitment and follow up with potential candidate at his office
 - b. Stan Cook will participate
 - d. AAFCO FSMA Implementation Taskforce – Linda
 - i. **Not available for report**
 - e. Training Update
 - i. FSPCA Training –Tim Lyons/Richard
 1. Classes available <https://www.ifsh.iit.edu/fspca/fspca-preventive-controls-animal-food>

2. **ACTION:** Jennifer change PC Alliance link on AAFCO regulatory page to Animal Feed Training Page
- ii. IFPTI –Tim Lyons
 1. **Not available for report**
- iii. NEHA – Jacob Fleig
 1. Looking into having Animal Feed Inspector Certification testing onsite at Midyear meeting. Need 10 Inspectors to host testing.
- f. AFRPS – Ali/Tim Weigner
 - i. Publishing 30 day notice. Revised document expected to be published in January.
2. Speaking Engagement/Meeting Reports
 - a. Stan Cook attended NGFA/PFI meeting posted summary to Board Team in BIN
3. New Business
 - a. Approve Annual Committee Reports
 - i. Model Bills and Regulations Committee Recommendation
 1. **Kristen Green MOTION to accept MBRC report. Ken Seconds. MOTION CARRIES**
 2. The Model Bills and Regulation Committee (MBRC) recommends that the AAFCO Board of Directors review Attachment 1 for consideration by the Association membership. **Richard MOTION to accept. Ken Seconds. MOTION CARRIES**
 3. The MBRC recommends that the AAFCO Board of Directors review Attachment 2 for consideration by the Association membership. **Richard MOTION to accept. Ken Seconds. MOTION CARRIES**
 4. The MBRC recommends that the Board of Directors considers the deletion of AAFCO Model Good Manufacturing Practice Regulations for Feed and Feed Ingredients and associated checklist from the AAFCO Official Publication (pages 230-239 of the 2016 hardcopy OP) and replacing the deleted information with a html reference link and a citation to the CGMP's Title 21, CFR part 507.14 – 507.28 and associated checklist (when developed) and forward to the Association membership for consideration. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
 - ii. Ingredient Definitions Committee
 1. **Richard MOTION to accept committee report. Ken Seconds.**
 2. Move the following definitions from tentative to Official:
 - a. T6.17 L-Methionine **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
 - b. T27.9 Deoiled corn distillers dried grains with solubles, solvent extracted **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
 - c. T54.33 Bovine Colostrum **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
 - d. T54.34 Dried Bovine Colostrum **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
 - e. T57.165 Zinc Hydroxychloride **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
 - f. T71.30 Mustard Meal, Solvent Extracted **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**

- g. T73.300 Sodium Salts of Fatty Acids **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
- h. T73.301 Potassium Salts of Fatty Acids **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
- i. T87.29 Yucca schidigera extract **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
- j. T93.9 _____ Wheat Gluten (with edits presented in attachment A) **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
- k. T96.13 Molasses Hydrolyzed Yeast **Ken MOTION to accept recommendation. Erin Seconds. MOTION CARRIES.**
- 2. Publish the following new definitions as tentative in the Official Publication:
 - a. T33.25 Stearic Acid **Richard MOTION to accept recommendation. Erin Seconds. MOTION CARRIES**
 - b. T33.26 Palmitic Acid **Richard MOTION to accept recommendation. Erin Seconds. MOTION CARRIES**
- 3. Publish the following definitions as Official in the AAFCO Official Publication:
 - a. 57.160 Zinc Propionate **Dave MOTION to accept recommendation. Richard Seconds. MOTION CARRIES**
 - b. 57.166 Chromium Propionate **Dave MOTION to accept recommendation. Richard Seconds. MOTION CARRIES**
- iii. Ingredient Definitions Committee eMeeting Report September 30
 - 1. **Richard MOTION to accept report. Ken Seconds. MOTION CARRIES**
 - 2. Publish the new Official Feed Term in the OP for Animal Food. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
 - 3. Modify the current Official Feed Term in the OP for Feed(s). **Richard MOTION to accept recommendation. Ali Seconds. MOTION CARRIES**
 - 4. Publish the new Official Feed Term in the OP for Tracer. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
 - 5. Publish the tentative definition in the OP for T6.12 Taurine. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
 - 6. Publish the new tentative definition in the OP for T73.400 Iron Nickel Tracer. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
 - 7. Publish the new official definition in the OP for: 73.026 Feed Grade Sodium Formate. **Richard MOTION to accept recommendation. Ken Seconds. MOTION CARRIES**
- iv. **Richard MOTION to accept Committee Reports from Pet Food Committee, Lab Method and Services, Proficiency Testing Program Committee, Current Issues and Outreach, Inspection and Sampling, and Strategic Affairs. Ken Seconds. MOTION CARRIES**
- b. Executive support– Mark
 - i. Taskforce formed – Stan, Bob Church, Kristen Green, Ali Kashani, and Bob Geiger.

- ii. **ACTION:** Mark ask if Linda, Chad or Andy would like to participate.
 - 1. **Stan MOTION to create a Taskforce appointed by the president to define the role and scope of the executive director. Provide report no later than the March Board conference call. Ken Seconds. MOTION CARRIES**
- c. Developing Laboratory Centers of excellence
 - i. Bob Geiger will have a report by November board conference call
- d. Materials to distribute at IPPE
 - i. OP's – 20 – 1 box of spiral and 1 box of perfect bound
 - ii. Pet Food Labeling Guides
 - iii. Good Samples Guides
 - iv. Proficiency Testing Program Flyers
 - v. Invoice to become an international member
 - vi. Pet Food Labeling Workshop Flyer
- e. Update from NASDA – Dr. Barb Glen
 - i. Call with their 23 Affiliates in September and will have another one
 - ii. Revised policy book
 - iii. Awarded Animal Food PC Cooperative Agreement
 - 1. Meeting and travel support for AAFCO
 - a. 2-4 face to face meetings
 - 2. Document support and planning support for AAFCO
 - 3. Goals
 - a. Animal Food Safety WG
 - i. Policy representatives
 - ii. Leadership representatives
 - b. Comparable assessment of states regulations
 - c. Develop national framework document on aligning states with rules
 - d. Reviewing authorities and resource needs of states
 - iv. 42 states received funding for Produce Safety Rule
- f. Life Membership
 - i. **Ken MOTION to approve Louise Ogden for Life Membership. Ali Kashani Seconds. MOTION CARRIES**
- g. BIN security – Richard
 - i. Recording will be posted under Chairs of AAFCO Team Library/ Chairs Tool Box folder.
 - ii. **ACTION:** Chairs review recording
- h. Midyear Draft Agenda – Jennifer
 - i. Reviewed
- i. Board Liaisons to Committees and outside associations
 - i. Inspection & Sampling – Bob Church
 - ii. Add Richard Ten Eyck to Codex Liaison
 - iii. Remove John Breitsman from PFP governing council. **ACTION:** Mark follow up on nomination process for new rep.
- j. 2019 Midyear City Selection – Jennifer
 - i. Savannah, GA; Memphis, TN; San Antonio, TX;
- k. PFP Governance Council – Ken
 - i. Mark forward Erin Bubb's nomination to Julianna Wittig
- l. FDA MOU
 - i. Have Ken sign new MOU
- m. Financial Statement

- i. **Richard MOTION to accept 9/30/2016 financial statement as displayed. Kristen Seconds. MOTION CARRIES.**
- n. Review Action Item
 - i. **Reviewed**

Kristen MOTION to approve minutes as displayed. Stan Seconds. MOTION CARRIES

Adjourned 4:35pm

<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, 6/15/16- No Change, 10/20/16- 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	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 6/15/16 – No IDC meeting in April will discuss in	

				August. 10/20/16 – Maybe during January meeting.	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken/ Stan		12/9 – In progress 3/9/16 – Mark to follow up. 6/15/16-no change	
1/20/16	Abe follow up on 20.88	Abe		3/9-16 – In progress – Jennifer in contact with Patrick Clouser from FDA. 6/15/16 – Jennifer to Follow up with Patrick 7/13/16 –Patrick will follow up with next step. 10/20/16- Eric follow up	
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 7/13/16 – Eric will bring letter for Kim at BOD meeting in Pittsburgh	
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		Completed	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress	
7/31/16	Request participation from Pat Alcock to update board quarterly	Ali/Mark		Completed	

7/31/16	Have two hours for EIC before beginning of main conference	Jennifer		Completed	
7/31/16	Quality Assurance working group formed into a subcommittee of Lab Methods and Services Committee Add to website and OP	Jennifer		Completed	
7/31/16	Send out email via Feed BIN to chairs to record committee member and advisor participation at formal meetings.	Jennifer			
8/3/16	Proficiency Testing Committee send updates to Ali via email for revision to the Record Retention Policy	PTPC		Completed	
8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 - Ken will have Bylaws committee review	
8/3/16	Feed Labeling Committee work with EIC on potential label review sharing on a secure site	FLC/EIC		10/20/16 - EIC will put on Midyear agenda on How to share	
8/3/16	Jennifer put a full day for a non-medicated feed labeling workshop at Annual 2018 not the same day as board meeting	Jennifer		Completed	
8/3/16	Board look into more time for EIC when reviewing meeting agendas.	Board/Jennifer		Completed	
8/3/16	Stan and Kristen work with FASS on a proposal for a project manager for the Pet Food Labeling Modernization	Stan/Kristen		On Hold	
8/3/16	Add Contact department for Human Food Facilities (comply with 21CFR117) to state pages on website	Jennifer			
8/3/16	Jennifer send letter to Judy Thompson for Life Membership	Jennifer		Completed	

9/7/16	Jennifer have Jamie Ritter, Executive Director at FASS call in during board meeting. Start discussion with Execs before meeting.	Jennifer		In progress	
9/7/16	Need to appoint to 2 state representatives on PCQI joint advisory committee	Board		Completed – Stan Cook & Caleb James(WA)	
9/7/16	Form group to discuss Inspection and Sampling Committee structure, report back to board in October	Bob Geiger		In progress	
9/7/16	Need agenda for Board meeting and Briefing	Mark/Jennifer		Completed	