



AAFCO Board Minutes
Sunday, January 15, 2017
2:35pm – 5:08pm

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

Absent:

Others Present: Amanda Anderson, Bob Waltz, Jacob Fleig, Meagan Davis, Dave Edwards, Richard Ten Eyck, David Dressler, Raynette Cason, Doug Lueders, Eric Brady, Abe Brown, Tim Lyons, Jennifer Godwin, Dan Danielson, Tim Wiegner

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Ken Bowers at 2:35pm CDT

1. Standing reports
 - a. Liaison Report
 - i. NASDA – Bob Waltz
 1. Attending the meeting, discussion on new administration
 - ii. IFIF – Richard Ten Eyck
 1. Attending meeting at end of January
 - iii. AFDO – Ali Kashani
 1. **No report given**
 - b. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Face to Face meeting Friday, January 13 & Saturday 14th
 - ii. Developing FSMA Implementation plan for states
 1. Assigning chapters using Produce Safety as a guide for Animal Food Safety
 2. Presented draft Chapter headings and work groups
 3. Monthly conference calls planned
 4. Document to be prepared by December 31st
 5. Potential Face to Face Meetings
 - a. Seminar?
 - b. Fall Briefing in October
 - c. Day and a half at beginning of Annual
 - c. Training Update
 - i. Preventive Control Alliance – Bob Waltz
 1. Human Food about 2,000 instructors
 2. Animal Feed about 200 instructors
 - ii. IFPTI –Tim Lyons
 1. Curriculum Competency Survey Results
 - iii. NEHA – Jacob Fleig
 1. **No Report Given**
 - d. AFRPS – Ali/Tim Weigner
 - i. Closing date of 30 day notice was January 12th
 - ii. Request to release new standards on February 1st

1. Standards face to face meeting on Thursday and Friday
2. Speaking Engagement/Meeting Reports
 - a. **None Available**
3. Old Business
 - a. Executive Support Working Group – Mark
 - i. **Tabled to January 18**
4. New Business
 - a. Feed BIN updates
 - i. Document movement notification turned on
 - ii. **ACTION:** Board take R3 assessment
 - b. Public Records Issue – Mark
 - i. **ACTION:** Ali inquire with insurance company on how to proceed
 - c. Kansas State University College of Veterinary Medicine – Ken
 - i. **Tabled to January 18**
 - d. Committee Chair Updates
 - i. Lab Methods & Services
 1. Agenda will have updates from working groups
 2. Requesting funding from Board for new method needs
 3. Lab Sample prep working group writing supplement to GOODSamples guide to cover feed and food.
 4. 4 GOODSampling Trainings planned
 - a. Dallas, Texas 1st week of March
 - b. Albany, New York 1st week of April
 5. Looking to hold 2 day Lab training after manual is written
 - ii. Proficiency Testing Program Committee
 1. ISO 17043 audit first week of January
 - iii. Model Bill and Regulations
 1. Had meeting in October for edits to Model Bill
 - iv. Feed Labeling
 1. Non pet food label guide being updated
 2. Proposing Non-medicated Feed Labeling Workshop
 - v. IDC
 1. GRAS Notification workgroup presenting report
 - vi. Pet Food Committee
 1. Need project manager for Labeling Modernization
 2. Dental control guidelines coming to committee for finalization
 3. Carbohydrate guides being presented
 4. Specialty Pet Language
 5. Discussion on how states are managing nutrient profile changes
 - vii. Current Issues and Outreach Committee
 1. FSMA Communication Plan – Kelsey Luebbe (email forwarded to Board)
 - viii. Finance Committee
 1. Committee Chairs need submit their funding needs for proposed budget
 2. Financial Statements – Wednesday Board Meeting
 - ix. Education and Training Committee
 1. Seminar in Medora May 1-5
 - a. Agenda presented to board in February
 - x. Feed and Feed Ingredient Manufacturing

- 1. Add new business item discussion on adding code date on labels in Model Bill
- xi. EIC
 - 1. Coordinated event discussion
 - 2. Need more committee members
- xii. Strategic Plan Update from Committees– Linda
 - 1. Project in BIN under Projects tab
- e. Review Action Item
 - i. **Tabled to January 18**

Dave Phillips MOTION to adjourn. Bob Church Seconds. MOTION CARRIES

Ken Bowers adjourned meeting at 5:08pm

<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 12/14/16- 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. 12/14/16 - Jennifer will ask Brenda Snodgrass &	

				Louise Ogden for help as well	
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. 12/14/16 – On IDC Agenda	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	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. 12/14/16 – Follow up with Eric at Midyear	
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 12/14/16- Mark will Follow up with Dave Edwards	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress	
7/31/16	Send out email via Feed BIN to chairs to record committee member and advisor participation at formal meetings.	Jennifer		Discuss during Committee Chair/Board meeting before Midyear	
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	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			
10/20/16	Look into coordinating meeting with AFDO to overlap during annual Fall FDA Briefing	Ali		In progress – Ali look into have one afternoon with AFDO	
10/20/16	Chairs review recording of BIN Security	Jennifer			
11/9/16	Jennifer send updated Retention and Destruction Policy document to Linda Morrison to include in	Jennifer		Completed January 11, 2017	

	Procedures Manual with new revision dates.				
11/9/16	Strategic Affairs look into policy on posting eMeeting notices				
12/14/16	Seminar Committee will present budget, registration information, and potential scholarship needs.				
12/14/16	Jennifer & Stan post information on b. AFDO/AAFCO FDA grant portal for FSPCA training on AAFCO website and Feed BIN	Jennifer & Stan		Completed December 2016	
12/14/16	Jennifer put Strategic Plan update from Committees at preconference Committee Chair/Board meeting at Midyear	Jenifer		Completed	
	Bob Geiger work with Nancy on potentially getting licensed as VFP distributor	Bob Geiger			