



**AAFCO Board Minutes**  
**Wednesday, February 8, 2017**  
**1:05pm – 2:55pm**

**BOD Present:** Ken Bowers, Bob Geiger, Kristen Green, Stan Cook, Erin Bubb, Mark LeBlanc

**Absent:** Ali Kashani, Dave Phillips, Bob Church

**Others Present:** Richard Ten Eyck, Dave Edwards, Doug Lueders, Tim Weigner, Tim Lyons, Jacob Fleig, Nancy Thiex, Abe Brown, Austin Therrell,

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 1:05pm CDT**

1. Standing reports
  - a. Liaison Report
    - i. NASDA – Bob Waltz
      1. **Not available for Report**
    - ii. IFIF – Richard Ten Eyck
      1. Kent Kitade and Richard Ten Eyck attended last week
      2. Discussions on FSMA and Antimicrobial resistance
      3. Met with South American Regulators
      4. Passed out OPs and International Membership applications
      5. Next international meeting CODEX in July in Canada
    - iii. AFDO – Ali Kashani
      1. **Not available for Report**
  - b. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
    - i. Face to Face in Mobile
    - ii. Webinar next week to start working on Framework document
    - iii. Face to Face meeting planned for Bellevue, WA August 8 (all day) and August 9 (8 am to noon)
  - c. Training Update
    - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons/Richard
      1. First week of March develop rest of basic inspector training modules with FDA DHRD. Hope to have done by Annual Meeting.
    - ii. NEHA – Jacob Fleig
      1. Concerns about credentialing need 3,000 people to make it worthwhile. Looking at changing to certificate program and AAFCO could potentially maintain test. Credentialing exam removed from website.
      2. Look into potentially running through BITS course?
      3. FDA Standards to look over competencies of exam against AFRPS

4. **ACTION:** Education and Training investigate further report back to board.
- d. AFRPS – Ali/Tim Weigner
  - i. Approved on February 1<sup>st</sup> working on getting posted on website and FOODShield
2. Speaking Engagement/Meeting Reports
  - a. IPPE
    - i. Over 30,000 attendees
    - ii. AFIA Pet Food meeting
      1. Stan gave AAFCO update
      2. Met with Pet Food Committee
        - a. Suggested sending out letter from President in next few weeks for Pet Food WS in August
        - b. Suggested offering scholarships to state regulators
        - c. Gave update on Pet Food Labeling Modernization
        - d. Working with GAPFA, FDA CC'd
    - iii. Recommending sending 6 people next year
      1. Bring Committee Chairs or Investigators to check out the show on AAFCO's funds
3. Old Business
  - a. Executive Support Working Group – Linda/Stan
    - i. Exchange of existing documents from Andy Gray and Chad Linton from past search
    - ii. **ACTION:** Ken work with Linda on getting information sent to all members of group.
4. New Business
  - a. Inspector Certification – Jacob
    - i. Discussed during NEHA
  - b. 2019 Midyear Meeting City Selection – Jennifer
    - i. **Bob Geiger MOTION to select Savannah for Midyear 2019. Stan Seconds. MOTION CARRIES**
  - c. Discussion on recent recall and BPA study
  - d. **ACTION:** Add to March Board meeting: request from Pet Food Label Modernization WG to request funds from Board to hire a firm to conduct survey
  - e. Review Action Item
    - i. **Reviewed**

**Bob Geiger MOTION to accept minutes as stated. Kristen Seconds. MOTION CARRIES**

**Ken adjourned meeting at 2:55pm**

<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 2/8/17-Formed WG in Mobile	

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 2/8/17 – Mark as complete	
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. 2/8/17 – Abe follow up with Patrick	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Eric Nelson/Dave Phillips		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. 2/8/17 – Dave follow up with Eric	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress. 2/8/17 – Dave have give Office of Research Nancy	

				Thiex's information	
8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 – Ken will have Bylaws committee review. 2/8/17 – Ken follow up with Ali	
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		2/8/17 – Work with Richard	
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.			Completed	
12/14/16	Bob Geiger work with Nancy on potentially getting licensed as VFD distributor	Bob Geiger		Working with Eric Nelson - Completed	
1/15/17	Board take R3 assessment	Board		Completed	
1/15/17	Ali inquire with insurance company on how to proceed with public records issue	Ali		Completed	
1/18/17	Ken reach out to Pat Alcott with DHRD regarding training needs.	Ken		Jim Fear and Audrey	

	Ask her to identify someone from her staff to work with Association.				
1/18/17	Stan work with Nancy Thiex regards to AOAC validation of Sugars Method	Stan		2/8/17 – AFIA contributing \$20k, Board \$20k and requesting \$20k from PFI.	
1/18/17	Feedback from Board on FSMA Communication plan to Kelsey Luebbe by March 1st discuss on February call.	Board		2/8/17 – Board send comments back to Kelsey by next week	
1/18/17	Look into theme for meetings and carry the theme in AAFCO 101 reception, opening session, and banquet.	Current Issues/Ali			
1/18/17	Committees review and update Advisor list	Committee Chairs/Stan			
1/18/17	Inspector Certification- Put on February agenda and invite Jacob Fleig			Completed	