

Strategic Affairs Committee Report/Minutes

August 14, 2013
8:00 am – 10:00 am
St. Pete Beach, Florida

COMMITTEE RECOMMENDATIONS:

1. By-Laws amendments regarding “approved food additive petition ingredient listing directly as Official (no tentative)” be moved to the membership for approval.

BOARD RECOMMENDATIONS:

- 1.

ASSOCIATION ACTIONS:

- 1.

Full Committee Members:

Linda Morrison	Paul Bachman	Ken Bowers	Sam Davis
Andy Gray	Roger Hoestenbach	April Hunt	Jamey Johnson
Shannon Jordre	Ali Kashani	Mark LeBlanc	Chad Linton
Dragan Momcilovic	Jenny Murphy	Aaron Price	Richard TenEyck
Nancy Thiex	Judy Thompson	Robert Waltz, Vice Chairperson (Board Liaison)	

Finance Sub-Committee

Ali Kashani, Chair	Ken Bowers	Jamey Johnson	Mark LeBlanc
Chad Linton	Richard TenEyck	Judy Thompson	

By-Laws Sub-Committee

Ken Bowers, Chair	Sam Davis	April Hunt
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Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Kurt Gallagher	Randy Gordon	Kristi Krafka
Ed Rod	Richard Sellers		

Committee Report:

1. Introductions and Agenda Review
 - o Affirmed members and advisors
 - o Committee not ready for Feed Bin not at this time. Continue email communications until Committee can participate via the Feed Bin

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- Review and update Action Items Table – per Committee work August 14th, 2013
 - Request for Agenda item at Mid Year to discuss receipt/readiness of material for all Committees for discussion at meetings
2. Working Group (Roger/Shannon/Bob) :
- Terms and Conditions for Committees, Working Groups etc., (Appendix 1)
 - Finalized draft received for Committee consideration August 9th, 2013. The description for Advisors had been accelerated through a separate Working Group reviewing the Committee processes section of the OP (pages 80-87) (see report item 3: By-Laws Sub-Committee). For consistency the text was replaced to align between the two references (OP and the Procedures Manual)
 - Draft returned to the Working Group to finalize the Advisor text and address the Task Force definition relative to the “panel” Task Force conditions on page 121 of the OP. Revised final to be returned to the Committee by October 1, 2013 for consideration and vote at the Midyear, January.
 - Committee coordination processes - Procedures Manual review
 - Ken added to group to coordinate pp. 80-87 revisions with procedures manual updating
 - First draft will be presented for discussion at Midyear, January
3. Sub-Committee:
- By-Laws: Ken
 - Review regarding approved food additive petition ingredients listing directly as Official (no tentative)
- MOTION: “To accept the By-Laws as amended.” Shannon Jordre / Bob Waltz: Motion passes
- OP procedures revisions (pages 80-87) passed through Model Bill and Regulations August 12th, 2013 and will be moved to the Board. Some minor editing is expected in the language.
- Finance: Ali
 - Audit – internal audit conducted with transition to FASS followed by formal external audit conducted early 2013. Auditor recommended that AAFCO members who are not on the Board be the internal Audit group.
 - Annual budget creation procedure
 - Sub-Committee submitted budget creation procedure report
- MOTION: “To accept the SC report” April Hunt/Bob Waltz: Motion passes
- Next step: Committee to review the report; Sub-Committee Chairs to review and provide recommendations on incorporation into the OP
- MOTION: “Add “Request for budget support of \$ _____ for fiscal year _____ for the

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purpose of _____.” to the committee report template. Nancy Thiex/Shannon Jordre: Motion passes

4. Strategic Plan Priority Activities 2013-16

- Review workplan status for all priority activities: Linda
 - Ali/Jennifer to work on development of outstanding work plans from CIOC with Linda/Bob by the end of October
- Review SAC related work plans – updated documents to be provided by Sept. 30th, 2013
 - Updates provided for Sound financial planning / More cost effective operations: Ali
 - Updates provided for Revenue Generation Plan: Ali
 - Updates provided for Build leaders with AAFCO background who support AAFCO: Jenny and working group

MOTION: “To accept the report, subject to minor edits/formatting.” Ali Kashani/Bob Waltz: Motion passes

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Roger, Shannon, Ali and Ken	Phase 1: Review terms and conditions of Committees, Sub-Committees, Working Groups, Task Forces and Investigators, for more efficient effective work flow	WG submitted draft revisions January 4, 2011. These were presented at the Committee Chairperson meeting January 16, 2011 for discussion. The revised version was presented for SAC review. Another revised version was submitted to SAC August 9, 2013 and discussed at the SAC meeting August 14, 2013.	Draft returned to WG to align text for Advisors and Task Forces with that in the OP (pp. 80-87 and 121 respectively). Revised final to be submitted to SAC by October 1, 2013 and vote at the Midyear meeting, January 2014.
	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	Goal: increased engagement with related Committees such as Model Bill and Regulation to minimize work movement between Committees and the Board as well as minimize double voting with sub-Committees and Committees. Align with Phase 1 timeline. Ken Bowers added to the WG to coordinate with OP pp. 80-87 revisions.	Hold pending completion of Phase 1
Finance Sub-Committee	Building base budget and scenarios for new revenue streams Sub-Committee also needs to develop: - Budget - Long term investment strategy	Charge: "Provide oversight of financial planning for long-term financial stability. Identify and pursue revenue generating opportunities by conducting analyses, sourcing funds and making recommendations to the Board. Further identify productive uses and justification for funding needs." 2013 Budget developed and approved by Board January 21, 2013. Investment strategy developed and implemented May 2013. Budget creation procedure report submitted and accepted by SAC, August 14, 2013.	SAC to review the budget creation procedure. Standardized funding request format will be added to the committee report template.

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Responsible	Item	Action	Timing / Status
Work group: Board of Directors	Strategic Plan and identification of Priority Action Items	Strategic Plan key priorities for 2013-16 completed by Board October, 2012 (Washington, D.C.). Priority goals, outcomes, activities and Committee assignments established and posted on web site. Shared with Committee Chairs for review, work assignment and workplan drafting (November email and December conference call and January 21 st Committee Chair meeting). Reminder sent February 1, 2013 and again in June 2013	Workplans presented at SAC will be updated and shared by the end of September. Outstanding workplans remain, primarily where Current Issues and Outreach Committee has lead. Ali/Jennifer to work with Linda/Bob. Education and Training as well as Feed and Feed and Feed Ingredient Manufacturing Committees each have one outstanding. All workplans to be submitted by the end of October. Develop proposed tracking system with FASS for review at January 2014 Midyear meeting.
Strategic Affairs	Schedule review of Committee structure two years after implementation to make sure re-organization has been of value.		January 2014

DRAFT Functional collective terms for AAFCO working structure (final draft presented August 9, 2013 by working group):

**COMMITTEES, SUBCOMMITTEES, WORKING GROUPS, ADVISORS, COORDINATORS,
INVESTIGATORS, AND TASK FORCES**

Committees may be established by the Board of Directors and members appointed by the president, with the advice of the Board. Committees may have regularly scheduled meetings at the Mid-year and Annual meetings. Priorities and goals should be established at the Annual Meeting. These are to be submitted to the President-Elect after the Annual Meeting. Committees are composed of AAFCO members. Size of the committee may depend on both the duties of the committee and interest in participating in that committee's charges.

Subcommittees are made up of committee members and are "task/topic specific" (e.g., *E-Commerce, subcommittee of Enforcement Issues*), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence and work tends to be a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to address the needs of the committee function. Advisors may be asked to provide input into the subcommittee makeup.

Working Groups may include AAFCO members, Advisors, Academia, or others as needed to function within its charge. Working Groups are "task specific" and are appointed by a committee chair, coordinator, or investigator to address a specific issue. Working Groups have a limited life span and purpose, both of which should be addressed at the time of appointment. Working Groups serve at the discretion of the appointing individual(s).

Advisors

1. **(Roger et. al.)** may be appointed to select committees and are chosen from representatives of various groups, typically, industry, trade or consumer groups/associations, or educational facilities. Individuals not representing a group, association or education facility may not serve as an advisor to a committee. Exceptions to this must be argued before the AAFCO Board of Directors. The numbers of advisors are usually limited by the size of committee. In accordance with Article II of the AAFCO By-Laws, industry advisors cannot vote.
2. **(Ken et. al.)** It is the general practice of AAFCO to request representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups. AAFCO invites these groups to nominate individuals to serve as advisors. Following all nominations, the president, with the advice of the board, may accept or reject these nominations. The president may also choose to appoint other individuals as

advisors to the established bodies. Generally, the board takes into consideration the individual's demonstrated expertise on a given subject matter, their willingness to work with others within AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors may not serve as members of an AAFCO committee, task force or work group, nor will they have a vote in any AAFCO deliberations.

3. **Blend** may be requested to represent industry/trade and consumer groups on AAFCO committees, task forces or work groups. Following all nominations, the president, with the advice of the board, may accept representatives. The president may also choose to appoint other individuals. Generally the president and board take into consideration the individual's demonstrated expertise on a given subject matter, their willingness to work with others in AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. The number of advisors is usually limited by the size of the committee. In accordance with the By-Laws, industry advisors cannot vote.

Coordinators are generally individuals or small groups that serve in place of a committee when the role that needs to be filled is either very limited in scope and would function less effectively as a larger committee (e.g., *Feed Safety Coordinator*).

Investigators are generally individuals that serve in place of a committee within the limited scope of a category of ingredients for the purpose of coordinating the development or modification of Official Definitions and/or Terms used to describe ingredients. Investigators are generally appointed by the chair of the Ingredient Definitions Committee (IDC) and also serve as *de facto* members of the IDC.

Task Forces are utilized to fulfill a need for "specific charges", within a specific and limited time, both of which are established at the time of appointment. Task Forces are appointed by the President and serve at the discretion of the Board of Directors. Membership of the Task Force focuses on expertise in the area to be addressed and may include any individual needed to function within its charge (e.g., *the Canine and Feline Nutritional Expert Task Force*).

Suggest removing the remainder for now since the procedures manual needs to be updated and some of the information is also in the OP with different text

Please review the article on how to conduct a meeting in Section 7, General Information.

A copy of the "Committee Issues" guidelines may be found in section 7, General Information. Committees are to use this as a basis on conducting business.

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An annual committee report, in electronic format, is due to the assistant secretary-treasurer no later than June 15th of each year. A copy of this report should also be sent to all committee members and advisors.