

Strategic Affairs Committee Report/Minutes

January 20, 2016

10:30 am – 12:00 pm

Isle of Palms, South Carolina

COMMITTEE RECOMMENDATIONS:

- 1. **Report acceptance.**
- 2. **Publish the revised Manual of Procedures. Can be done by Board and does not need Association action.**
- 3. **Accept change to By-Laws provisions for quorum for voting by adding:**

ARTICLE VI

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."

- 4. **Accept change to By-Laws provisions for member voting by substituting:**

ARTICLE II

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."

BOARD RECOMMENDATIONS:

- 1. **Report accepted – *add date***
- 2. **Manual of Procedures**
- 3. **By-Laws add Article VI, Section 3**
- 4. **By-Laws substitute Article II, Section 2**

ASSOCIATION ACTIONS:

- 1. **Report accepted – *add date***
- 2. **By-Laws add Article VI, Section 3**
- 3. **By-Laws substitute Article II, Section 2**

Full Committee Members:

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

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), April Hunt

Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Pat Tovey	Kristi Krafka	Ed Rod
Richard Sellers			
* Present at meeting			

Committee Report:

1. Working Group (Bob/Shannon/Ali/Roger/Ken):
 - Procedures Manual Review - Committee coordination processes
 1. Update/review draft Phase 2 work:
 - Final Revisions were made and shared with the Committee prior to the meeting (separate attachment from Committee report).

Motion to accept and publish the revised Manual of Procedures: Bob; second - Shannon; Motion carries.

Motion March 23-25, 2016 to replace the January version with the March version regarding the Procedures Manual edits: Ken; second – Nancy; Motion carries.
2. Sub-Committee activities:
 - By-Laws: Ken
 1. Quorum provisions for Committees:

ARTICLE VI

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."

 - Discussion:
 - Need for better attendance and voting records at Committee meetings.
 - Language is consistent with Roberts Rules of Order.
 - Committee Meetings can proceed but voting will not be possible if quorum voting requirements are not met and would require follow up such as electronic voting.

Motion to accept change to By-Laws, Article VI, Section 3. Voting.: Shannon; second - Judy; Motion carries.
 2. International Membership (Appendix 2)
 - Report shared with Committee for integration into Procedures Manual
 - Change recommended to the By-Laws as follows:

ARTICLE II

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."

Motion to accept report: Richard; second – Judy; Motion carries.

Motion to accept recommendation to change By-Laws, Article, Section 2. Voting.: Richard; second – Judy; Motion carries.

- Finance: Ali
 - Sub-Committee report for SAC approval (Appendix 1)
 - Recommendations have been actioned
 - Motion to accept Sub-Committee report: Shannon; second - Bob; Motion carries.
 - Board (October meeting) has decided that the Finance Sub-Committee will now report directly to the Board as a Committee.

- 3. Strategic Plan (SP) Priority Activities 2013-16 - update
 - Working group (Bob, Jenny, Richard, Linda) report on Integrated Tracking system implementation in FeedBin
 - Project tab is being used. There are currently 3 tabs (Pet Food, FSMA TF, Model Bill harmonization). Strategic Plan information is dated
 - Need updates loaded so we have current information for strategic planning in May.
 - Action: Linda will send update request to Strategic Plan leads
 - Workplan status reviewed and updates provided for priority activities:
 2. Sound financial planning / More cost effective operations: Ali
 - Last meeting: Quantitative aspects in order but need to examine qualitative aspects.
 - Haven't seen a need for changes inasmuch as association finances are sound
 3. Process for new members: Ali
 - Continues on hold due to Committee member changes.
 4. Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - Jenny and Tim were to seek suggestions and return with recommendations. Obtained information from Fertilizer, but no further progress. Jenny will follow up in FDA to see if there is an AAFCO appropriate off the shelf product to use by Annual 2016
 5. Emergency Preparedness Exercise: Judy
 - FFIMC contains report; large exercise planned for Midyear January 2017
 6. Partnership establishment: Ali – complete
 - More actively following up with USDA (October)
 7. Support APHL Grant: Nancy
 - On target with deliverables, monthly reporting to APHL and regular Board reports, annual report completed (posted in the FeedBin/web site)
 8. Enhanced Communications (6 sub-elements): Ali
 - OngoingSP leads continue to be challenged

- 4. Strategic Planning 2017+
 - Will use current Strategic Plan framework, update it, review status of current priorities, integrate FSMA TF priorities and identify limited priorities to manage work load and expectations from implicated committees.
 - Will include Committee Chairs and Board for process to identify priorities for 2017-20 Strategic Plan.
 - Have allocated a full day pre-Seminar, and will try to engage the TF facilitator for consistency
 - Action: Linda will begin organization of planning session and identify budget needs to Board.

- 5. AAFCO FSMA Implementation Task Force (Appendix 3)

- Update and Next Steps from Midyear meeting:
 1. Model Bill: task force report presented and discussed. Next step: WG reconvene to consider feedback. Will post proceedings in the FeedBin and return for final consideration at Annual 2017. IDC will be working on related feed terms.
 - 2.a. FFIMC: GMPs small survey will be complemented with AFIA survey information for consideration in August
 - 2.b. Model guide to be archive
 - 3./4. Waiting on Alliance work product
 5. ISC: Inspector Manual review; have biosecurity work product; considering whether risk based inspection program positioning; next step is more fulsome review of Manual (using AFRPS audit experience) to address conflicts before August Annual
 6. Working to produce newsletter biannually. Also reached out to FDA to help with Communications Plan

6. Other business

- Industry suggestion that guidelines/manuals be made available at a cost (e.g. Inspector Manual).

Action: Nancy Cook to identify potential items not already listed on web site.

- Committee work in progress is supposed to be limited to the relevant group until the group has a product ready to share more broadly. It is felt that information under discussion is being shared prematurely (Pet Food). Comments have been shared with the Board for follow up as appropriate.

Confirm Committee financial needs from the 2016-17 budget:

- Travel for Strategic Planning for 2016-17.
- Need to consider leadership training costs likely for 2018.
- Emergency planning costs expected to come from FFIMC.

Motion: To accept the Strategic Affairs Committee report, subject to minor edits/formatting: Chad; second - Andy; Motion carries.

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	Final draft shared with SAC prior to January Midyear 2016.	Complete: Committee accepted and forwarded to Board.
By-Laws Sub-Committee	By-Laws issues	Quorum provision suggestions finalized and shared for consideration at January Midyear 2016.	Complete: Committee accepted and forwarded to Board.
Working Group: Bob W. (lead), Jenny and Richard	Strategic Plan and Priority Action Item tracking and progress updates	Integrated Tracking system drafted in FeedBin with FASS support for detail input. Updates have not been made by SP priority leads.	Linda will send update request to Strategic Plan leads to inform strategic planning in May 2016.
Strategic Plan 2017-20 (Linda)	Organize planning session pre-Seminar 2016.	Board/Committee Chairs to identify SP priorities for 2017-20.	Linda will begin organization of May 2016 planning session and identify budget needs to Board.
Other business	Industry suggestion that guidelines/ manuals be made available at a cost (e.g. Inspector Manual)	Nancy Cook to identify potential items not already listed on web site.	



Finance Subcommittee Report/Minutes

Tuesday, August 4, 2015

12:15 – 1:30 PM

Denver, Colorado

COMMITTEE RECOMMENDATIONS:

1. No need to invest further in the market at this time.
2. Purchase certificate of deposit for the amount that is above the FDIC limit in bank account.
3. Arrange for external audit with the firm conducted the last, one three years ago.

BOARD RECOMMENDATIONS: None

ASSOCIATION ACTIONS: Previous Board Recommendation of Posting Association's financial statements were completed

Committee Participants:

Members present: Richard Ten Eyck, Judy Thompson, Bob Waltz, Mark LeBlanc, Ken Bowers, Jamey Johnson, Doug Lueders and Ali Kashani.

Member absent: Chad Linton.

Guests Present: Randy Treadwell, Feed & RRT Program Manager, Washington State Department of Agriculture

Committee Report/Minutes:

1. Meeting called to order by Ali Kashani at 12:15 pm CT.
2. Update on investment of AAFCO funds – The sub-committee discussed the investment portfolio and recommended moving additional funds from savings account to a certificate of deposit. Ali will work with FASS to bring the account below the FDIC limit.
3. Official publication (OP) sales and total net income were discussed. Both electronic and paper OP sales have increased during the last two years (by about 25% and 53%, respectively). This information was to be presented at the Strategic Affairs committee meeting on Wednesday, August 5th, as had been requested at their last meeting.

4. A question was asked about the association's budget and investment level related to the status as not-for-profit organization. There appears to be no concern at this point.
5. Discussion of Budget Generating Plan – Discussion of options related to check sample program, meetings, training as potential sources of ongoing/new revenue were briefly discussed in addition to OP sales.
6. AAFCO budget in general (monthly financial statements, invoices, etc.)
 - Discussion of Association's budget and development of documents to track the Association's financial status and activities were discussed. No required changes to fiscal reports were identified.
 - It was recommended that committee chairs be encouraged to submit plans for their committee activities as funds are available to conduct needed activities. This can be done during chair meetings and by emails when secretary treasurer sends budget generation plans during the month of December.
7. Meeting adjourned at 1:30

By-Laws: International Membership:

Summary

The Board created a Task Force (Judy Thompson, Bob Gieger, Ellen Buchanan and Ken Bowers) were given an assignment regarding International Membership and possible ways to engage other countries in AAFCO. The following is a summary of discussions and recommended path forward.

AAFCO was founded to encourage uniformity between the States and this remains a key AAFCO mandate. With Canada and Costa Rico as members, AAFCO is already an international organization though membership is currently limited to the Americas. If we want China to actively participate in AAFCO, the Task Force felt we need to offer them the opportunity to be members. The current AAFCO definition of membership is very broad and the Task Force feels that feed control officials from any country could join now. In over a hundred years, we haven't had a line knocking on our door to become members so the risk is considered minimal.

We discussed the possibility of removing Canada and Costa Rico from the membership, drafting language like NASDA for non-voting members or just inviting others to come and get involved in discussions from the floor but we didn't see any of these options as the right approach. In order to determine the best strategy, we need to think a bit more about why we are inviting others (e.g., China) to participate and how much involvement we want from other countries and what influence they should have on how the US is going to regulate feed.

The Task Force agreed that AAFCO should continue to allow international participation. This would do nothing but help AAFCO and the feed industry. Feed moves globally now so this could be an incentive to invite other countries. We discussed limiting geographic catchment and limiting AAFCO membership to only feed control officials from the Americas. We could also add language for non-voting members from other jurisdictions (e.g, Europe and Asia) that allow them to be on committees in a similar capacity to industry advisors, e.g., no voting privilege. These feed control officials would be international associate members with restrictions on their participation in AAFCO.

The Task Force did not believe that we should have two AAFCO organizations. There are not enough volunteers available to support the management and leadership of two organizations.

The Canadian perspective on participation is to understand what is happening with US feed regulation and contribute so as to not have conflicting systems. Assuming China would be participating for the same reason, there is no risk in letting them vote (e.g.: Canada does not vote on pet food and other issues that are not relevant to them).

Recommendations

1. The Task Force felt that if AAFCO wants to promote international participation, feed control officials from other countries should join as members but we might want to change the By-Laws so that countries, other than the US, would only have one vote in the membership vote (e.g.: Federal only for countries other than US). This would not limit committee participation as often times there are two or more representatives from the same State or FDA on a Committee and they can all participate and vote individually.

- For Committee work, the Task Force didn't see broader participation in committee work as a huge issue because committee work is approved and vetted by the Board and then the entire membership.
- For eligibility to serve on the Board of Directors, The Task Force does not foresee a problem with this but maybe in the future limit number of board members to 1 or 2 that are not US.
- For the By-Laws, a change would be needed. To facilitate this change, *Article II, Section 2. Voting* of the By-Laws would need to be amended as follows:

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.

**FSMA Implementation Task Force
AAFCO Specific Priority Activities 2015-17**

Rev. Item No.	Responsible Committee and Deliverable Description: April 27, 2015	Timing	Status January 20, 2016
1	MBRC – When FSM rules come out in summer of 2015, make recommendations to align Model Bill with needed authorities to implement FSMA.	Fall 2015	Draft language presented and discussed at Midyear. Feedback will be used for additional review by WG. WG will post proceedings in the FeedBin and return for final consideration at Annual 2017. IDC will be working on related feed terms.
2	FFIMC – Livestock feed, pet food and feed ingredients to be included to determine the path forward for: a. AAFCO GMPS; Develop a plan for states that have adopted AAFCO’s model GMPs to make the transition to FSMA GMPs – include MBRC and PFC b. Model Feed Safety Program Plan – include Linda (OP Section) and Bob Waltz (Feed Safety Coord.)	NOW	a. 12 states surveyed, 8 replied and 2 have adopted. Remaining states will be surveyed and AFIA survey information be used to determine action on AAFCO GMPs. b. Remove from OP and archive for historical use. Use AFRPS instead.
3	FFIMC - include Alliance (FSPCA), Enforcement Issues Committee, ISC, IDC and LMSC - To determine the contaminants, hazards, matrix and action levels and enforcement strategies to provide guidance to LMSC to inform method development and priority setting. Integrate collaboratively into current LMSC priorities	NOW	Waiting on Alliance work product
4	FFIMC & ISC - supported by ETC – To verify if training material for feed ingredient manufacturing from the Alliance meets the needs of Inspectors and revise as needed	Fall 2015 pending Alliance	Waiting on Alliance work product
5	ISC - supported by LMSC & ETC – Review and revise the Feed Inspector’s Manual to make sure it supports the implementation of FSMA (notably aseptic sample)	NOW	Have biosecurity work product; considering risk based inspection program position; next step is more fulsome review of Manual (using AFRPS audit experience) to address conflicts before Annual 2016
6	Current Issues and Outreach Committee-supported by SAC a. Develop an AAFCO communication plan to better inform. b. Develop a model communication plan for states to use for outreach to regulated parties.	NOW	Working to produce newsletter biannually. Also reached out to FDA to help with Communications Plan

Reference information:

The Task Force (TF) was formed, with representatives from key Committees, to assess the federal *Food Safety Modernization Act* (FSMA) changes being proposed and to develop an implementation plan for AAFCO affected activities.

The representatives from the key AAFCO Committees are:

Laboratory Methods and Services - Robert Sheridan, Jennifer Mirabile and Teresa Grant

Education and Training - Tim Lyons

Feed and Feed Ingredient Manufacturing - Judy Thompson

Feed Labelling - Jenna Areias

Ingredient Definitions - Richard TenEyck

Inspection and Sampling - Jim True

Model Bill - Doug Lueders

Pet Food - Stan Cook

Current Issues and Outreach - Ali Kashani

The charge for the Task Force is:

Review FDA FSMA and regulations, new CGMP rule and FDAAA to identify the changes and develop a prioritized implementation strategy for activities relevant to AAFCO to:

1. Facilitate and coordinate change within AAFCO.
2. Identify, develop and deliver materials needed by members for implementation.
3. Facilitate policy discussions around new FDA rules. e.g. adopt by reference or rewrite models.
4. Coordinate the implementation process with NASDA.

Time Frame: 2 years