

Strategic Affairs Committee Report/Minutes

January 23, 2019
10:15 am – 12:00 pm
Savannah, Georgia

COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommend:**
 - **Edits to Committee Advisors (2019 OP page 20) to read:**

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees (including subcommittees), task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, ~~task force or work group~~, nor do they have a vote in committee level ~~any AAFCO~~ deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President. The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):
 - **Edits to 2019 OP Page 102 and Procedures Manual page 14 to read:**

Advisors – May be requested by the President to represent industry/trade and consumers groups on AAFCO committees (including subcommittees), task forces, or working 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 question. The number of advisors is usually limited by the size of the committee. ~~In accordance with the By-Laws, advisors cannot vote at the committee level or above.~~ Committee advisors do not serve as members of an AAFCO committee, nor do they have a vote in committee level deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President.
 - **Edits to 2019 OP page 102 and Procedures manual page 14 to read:**

Subcommittees – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), 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 by a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to address the needs on the committee function. ~~Advisors may be asked to provide input into the subcommittee makeup.~~

BOARD RECOMMENDATIONS:

- **Report accepted – add date**

ASSOCIATION ACTIONS:

- **Report accepted – add date**

Full Committee Members:

Linda Morrison	Stan Cook	Nancy Thiex	Dragan Momcilovic
Dan Danielson	Erin Bubb	Jamey Johnson	Doug Lueders
Shannon Jordre	Ken Bowers	Chad Linton	Mark LeBlanc
Jenny Murphy	Kent Kitade	Andy Gray	Ali Kashani (Board Liaison)
Brenda Snodgrass	Richard TenEyck (BIN Coach)		Robert Waltz, Vice Chairperson

By-Laws Sub-Committee

Ken Bowers	Erin Bubb	Doug Lueders	Richard TenEyck
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Committee Advisors

Dave Fairfield	Dave Dzanis	Bob Ehart	Leah Wilkinson
Nancy K. Cook	Kristi Krafka	Ed Rod	

Committee Report:

1. Sub-Committee: By-Laws Update (Ken)

- Clarify member versus advisor participation on committees, task forces or work groups (OP, page 20)

Motion - Bob, second - Erin, passes: to accept sub-Committee report

Motion - Richard, second - Erin, passes: to accept recommended edits (Attachment A, Agenda, excluding (including subcommittees) which was added in a subsequent motion) to Committee Advisors (2019 OP page 20) to read:

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees (including subcommittees), task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, ~~task force or work group~~, nor do they have a vote in committee level ~~any AAFCO~~ deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President. The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):

Motion - Richard, second - Erin, passes: to accept recommended edits (Attachment B, Agenda, excluding (including subcommittees) which was added in a subsequent motion) to 2019 OP Page 102 and Procedures Manual page 14 to read:

Advisors – May be requested by the President to represent industry/trade and consumers groups on AAFCO committees (including subcommittees), task forces, or working 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 question. The number of advisors is usually limited by the size of the committee. ~~In accordance with the By-Laws, advisors cannot vote at the committee level or above.~~ Committee advisors do not serve as members of an AAFCO committee, nor do they have a vote in committee level deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President.

Motion - Ken, second - Stan, passes: to accept recommended edits within Attachments A and B above to insert: (including subcommittees)

Motion - Bob, second - Erin, passes: to accept recommended edits (Attachment C, Agenda) to 2019 OP page 102 and Procedures manual page 14 to read:

Subcommittees – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), 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 on the committee function. ~~Advisors may be asked to provide input into the subcommittee makeup.~~

- AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators

Motion - Bob, second - Erin, motion withdrawn: to accept recommended edits (Attachment D, Agenda) to Procedures manual page 8 to read:

Conflict of Interest

The members of the Board and all AAFCO members/volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. AAFCO Board members, employees, Committee Chairs, and AAFCO Investigators will sign the Association of American Feed Control Officials Conflict of Interest Disclosure Statement annually that affirms such person

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy, and
- Has agreed to comply with the policy.
- ~~Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax exempt purposes.~~

- The Subcommittee feels it would be prudent for Committee leadership (chairs, co-chairs and vice-chairs) and Investigators to sign the COI in addition to the Board. Suggestion that individual states that adjust their COE to include AAFCO could be used in lieu of the AAFCO COI. Committee commented that COI is different when acting on behalf of AAFCO versus conducting regulatory activities for a state. As well, this places additional work on AAFCO, including legal review.

Action: By-Laws will continue deliberation to finalize COI recommendation.

Motion to add “contractors” to those who have to sign COI - Stan, Richard seconds motion tabled until next meeting.

- Attachment D also needs to consider how contractors and contractual employees should be covered with COI provisions. AAFCO currently has a number of contractual agreements. The alternative discussed was to ensure a uniform disclosure statement in contracts in lieu. Group to include Susan.
- The By-Laws currently contains provisions that a quorum for Board deliberations is 3, which was based on 7 Board members. Given there are 9 now, the suggestion is to change from 3 to 5. Could also use at least 50% for quorum and majority for voting purposes. Similarly, quorum and voting provisions should be considered for the Board Executive. Instead of majority, also consider “simple majority”.
Action: Subcommittee to review and return with language for committee consideration.
- There was an additional suggestion that By-Laws consider using “appointed” advisors instead of “committee” advisor in procedures manual references and in OP.

2. Strategic Planning 2017-20

- Key progress has been recorded in Attachment 1: Strategic Plan 2017-20 updates from Midyear 2019. Edits are in purple text.
- The Board decided to begin to action the fourth priority goal from the table. Additionally a fifth priority goal was selected. Key activities for both were drafted by the Board and Chairs at the beginning of Midyear and are expected to be finalized within the next month or so for distribution to relevant chairs to incorporate in committee activities.

3. Strategic Planning 2021-24

- The Board will begin revising the Strategic Plan Goals for 2021-24, at the fall meeting October 2019. Priority goals will also be identified.
- Activities, deliverables and responsibilities will be developed by the Board/Chairs at Midyear 2020.
- Priority goals and activities will be finalized for presentation for member acceptance at Annual 2020 so implementation can begin in 2021.

4. Vision/Mission Discussion update: Stan

- Completed at Fall 2018 Board meeting and accepted by the membership Midyear 2019.

Committee financial needs from the 2019 budget:

- Legal costs associated with By-Laws work will be forwarded to the Board to be covered under their targeted funds.

Additional:

- Committee discussions identified the need for training on how to do Outreach planning which was forwarded to the Board for consideration (will likely be part of Education and Training).

The Committee report was circulated for a 2 week comment period prior to voting, finalization and submission to FASS for posting.

eMotion: To accept the meeting minutes/report, subject to editorial revisions - Chad; Second - Richard; Motion carries.

Attachment 1: Strategic Plan 2017-20 with updates from Midyear 2019

Action Item Table:

Responsible	Item	Action	Timing / Status
Linda/ Committee Chairs	Strategic Plan priorities 2017-20	Update FeedBin. Committee chairs asked to update as they make progress.	Update FeedBin per Midyear 2019 meeting reporting.
Board	Vision/mission statement review	Recommendation to the Board to consider holding a session to review and update the vision/mission statement as appropriate, with a facilitator experienced in this area. The Board met the same afternoon and supported holding a Board session at Seminar.	Finalized at October 2018 Board session and members accepted January 2019. Complete
By-Laws (Ken)	OP, page 20 Committee advisors language	Review "Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations." to better clarify member versus participation on committees, task forces or work groups.	January 2019 Complete
By-Laws (Ken)	AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators	Follow up: 1. Suggestion that individual states that adjust their COE to include AAFCO could be used in lieu of the AAFCO COI. Committee commented that COI is different when acting on behalf of AAFCO versus conducting regulatory activities for a state. As well, this places additional work on AAFCO, including legal review. By-Laws will continue deliberation. 2. Consider how contractors and contractual employees should be covered with COI provisions. AAFCO currently has a number of contractual agreements. Alternative is to ensure uniform disclosure statement in contracts in lieu. Group to include Susan.	August 2019
By-Laws (Ken)	Evaluate adjusting Board and Board Executive quorum/voting provisions	Review and return with language for committee consideration. Instead of majority, also consider "simple majority".	August 2019
By-Laws (Ken)	Advisor language	Consider using "appointed" advisors instead of "committee" advisor in procedures manual references and in OP.	August 2019
Chair (Linda)		Committee discussions identified the need for training on how to do Outreach planning which was forwarded to the Board for consideration (will likely part of Education and Training).	Complete Board meeting January 23 rd and via Committee report.