<table>
<thead>
<tr>
<th><strong>Saturday, August 3</strong></th>
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<tbody>
<tr>
<td>8:00 am–3:00 pm</td>
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<tr>
<td><strong>Board of Directors</strong></td>
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<tr>
<td>3:00 pm–5:00 pm</td>
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<tr>
<td><strong>Board of Directors and Committee Chairs Meeting</strong></td>
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<thead>
<tr>
<th><strong>Sunday, August 4</strong></th>
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<tbody>
<tr>
<td>7:00 am–5:00 pm</td>
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<tr>
<td><strong>Registration Desk Open</strong></td>
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<tr>
<td>8:00 am–3:30 pm</td>
</tr>
<tr>
<td><strong>Food Safety Modernization (FSMA) Conversation Workshop</strong></td>
</tr>
<tr>
<td>Separate registration fee</td>
</tr>
<tr>
<td>6:00 pm–7:00 pm</td>
</tr>
<tr>
<td><strong>AAFCO 101 Welcome Reception</strong></td>
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<table>
<thead>
<tr>
<th><strong>Monday, August 5</strong></th>
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<tbody>
<tr>
<td>7:00 am–8:00 am</td>
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<tr>
<td><strong>Morning Coffee Service</strong></td>
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<tr>
<td>7:00 am–5:00 pm</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>8:00 am–10:00 am</td>
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<tr>
<td><strong>Welcome and Business Meeting</strong></td>
</tr>
<tr>
<td>Guest Speaker: Dr. Steven M. Solomon CVM Update</td>
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<tr>
<td>10:00 am–10:30 am</td>
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<tr>
<td><strong>Coffee Break</strong></td>
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<thead>
<tr>
<th><strong>Tuesday, August 6</strong></th>
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<tr>
<td>7:00 am–8:00 am</td>
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<tr>
<td><strong>Morning Coffee Service</strong></td>
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<td>7:00 am–5:00 pm</td>
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<tr>
<td><strong>Registration</strong></td>
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<tr>
<td>8:00 am–9:00 am</td>
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<tr>
<td><strong>Keynote Speaker: Roxi Beck</strong> Earning Consumer Trust</td>
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<tr>
<td>9:00 am–9:30 am</td>
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<tr>
<td><strong>Coffee Break</strong></td>
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<tr>
<td>9:30 am–5:30 pm</td>
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<tr>
<td><strong>Laboratory Methods and Services Committee</strong></td>
</tr>
<tr>
<td>9:30 am–12:00 pm</td>
</tr>
<tr>
<td><strong>Pet Food Committee</strong></td>
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<table>
<thead>
<tr>
<th><strong>Wednesday, August 7</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 pm–1:15 pm</td>
</tr>
<tr>
<td><strong>Finance Committee</strong></td>
</tr>
<tr>
<td>Closed session</td>
</tr>
<tr>
<td>12:00 pm–1:15 pm</td>
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<tr>
<td><strong>Lunch (on your own)</strong></td>
</tr>
<tr>
<td>1:30 pm–2:30 pm</td>
</tr>
<tr>
<td><strong>Break</strong></td>
</tr>
<tr>
<td>3:00 pm–5:30 pm</td>
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<tr>
<td><strong>Ingredient Definitions Committee</strong></td>
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<tr>
<td>7:00 pm–9:00 pm</td>
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<tr>
<td><strong>AAFCO All Attendee Meet and Greet</strong></td>
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<table>
<thead>
<tr>
<th><strong>Thursday, August 8</strong></th>
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<tbody>
<tr>
<td>7:00 am–8:00 am</td>
</tr>
<tr>
<td><strong>Morning Coffee Service</strong></td>
</tr>
<tr>
<td>8:00 am–9:00 am</td>
</tr>
<tr>
<td><strong>Feed and Feed Ingredient Manufacturing Committee</strong></td>
</tr>
<tr>
<td>9:00 am–10:00 am</td>
</tr>
<tr>
<td><strong>Education and Training Committee</strong></td>
</tr>
<tr>
<td>10:00 am–10:15 am</td>
</tr>
<tr>
<td><strong>Coffee Break</strong></td>
</tr>
<tr>
<td>10:15 am–12:00 pm</td>
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<tr>
<td><strong>Strategic Affairs Committee</strong></td>
</tr>
<tr>
<td>AAFCO General Sessions Adjourn</td>
</tr>
<tr>
<td>12:00 pm–2:00 pm</td>
</tr>
<tr>
<td><strong>Board of Directors and Committee Chairs Meeting</strong></td>
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<tr>
<td>2:00 pm–5:00 pm</td>
</tr>
<tr>
<td><strong>Board of Directors Meeting</strong></td>
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</tbody>
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Please note AAFCO does not generally record discussions during meetings unless formally announced at the start of the meeting. AAFCO prohibits audio or video recordings of any AAFCO meetings without the knowing consent of all individuals present. AAFCO reserves the right to remove, and deny future admittance to, any individual who it suspects is conducting audio or video recordings of AAFCO meetings without the consent of all individuals present.

The AAFCO Annual Meeting will be using Sli-do! This is a great service that gives you a place to ask your questions and respond with your opinions in live polls. To access Sli-do, you can use your smartphone, tablet, or computer. Go to Slido.com and type in the event code #AAFCOA19 to join the conversation in Louisville!
General Session Agenda
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Monday, August 5, 2019
8:00–10:00 am
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/112150990
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 112 150 990#

Agenda
8:00 am  Opening Presidential Remarks
Bob Geiger, Office of Indiana State Chemist

8:05  Introduction and Welcome to Kentucky
Dean Nancy Cox
University of Kentucky

8:20  Keynote Speaker
CVM Update, Dr. Steve Solomon, Director, FDA CVM

Dr. Steven Solomon was appointed Director of the Food and Drug Administration’s Center for Veterinary Medicine in January 2017. Dr. Solomon previously served as the Deputy Associate Commissioner for Regulatory Affairs within the Food and Drug Administration’s Office of Regulatory Affairs. He joined FDA in 1990 as a Veterinary Medical Officer in the Center for Veterinary Medicine, and has served in various policy and leadership positions in the Office of Regulatory Affairs’ Office of Enforcement, Office of Regional Operations, and as the Assistant Commissioner for Compliance Policy. He also served in the Office of Global Regulatory Operations and Policy. Dr. Solomon has a Doctor of Veterinary Medicine from Ohio State University and a Master’s in Public Health from Johns Hopkins University.

8:50  Announcement and Roll Call–Ali Kashani, AAFCO Secretary-Treasurer
Washington State Department of Agriculture
Memorials–Stan Cook, Immediate Past President
Missouri Department of Agriculture

9:15  AAFCO Business Session–President Geiger, Office of Indiana State Chemist
Membership votes on recommendations
Meet the 2019 AAFCO Board of Directors

Bob Geiger, President
Bob graduated from Purdue University with a B.S. in agriculture in 1978. Shortly thereafter, he began his career with the Office of Indiana State Chemist as a field inspector. In 1983, he took over the auditing duties within the office. In 1990 the chief auditor and chief inspector position were combined and the assumed both of those duties. In 1988 he completed his M.S. in Public Policy and Public Administration from Purdue. In 2000, he was promoted to feed administrator. Bob has been active in AAFCO since 1992. In 1994 he hosted the first AAFCO feed inspector training at Purdue. Bob is married to his wonderful wife Melissa. Bob enjoys the outdoors, college football and basketball, collecting animation art and decoy carving.

Stan Cook, Immediate Past President
Since 2011, Stan Cook has managed the Missouri Department of Agriculture Bureau of Feed, Seed and Treated Timber. He holds a Bachelor of Science degree in Business Administration from Lincoln University and is a Graduate of the Agriculture Leadership of Tomorrow, Class I. Prior to the bureau, Stan served as a loan officer for The Missouri Agricultural and Small Business Development Authority. His experience in Missouri Agriculture also includes twenty-five years in commercial livestock production. He served nine years as a member of the Board of Directors of Farm Credit Services serving as Vice Chairman of the Eastern Missouri Farm Credit Board and has served as a member of the Executive Committee of the Central Production Credit Association Board. He has worked as a USDA Certified Market Reporter responsible for a voluntary direct price-reporting program for hogs, pigs and timber and also, as a relief auction reporter. Stan continues to live and work on a sixth generation farm near California, Missouri.

Kristen Green, President-Elect
Kristen Green currently serves AAFCO as President Elect and as Chair of the Pet Food Committee. She has worked with the University of Kentucky as a Registration Specialist for the Division of Regulatory Services since 2012. In her role as a regulator, she is primarily responsible for reviewing and registering all livestock and pet foods sold in Kentucky. Kristen lives with her husband and two children in Lexington, Kentucky. She received her B.A. and M.A. from the University of Kentucky.

Ali Kashani, Secretary-Treasurer
Ali Kashani is Animal Feed Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA). Ali has 32 years of service with WSDA as inspector, supervisor, senior advisor and program manager. Ali’s career also includes seven years on faculty at South Dakota State University (SDSU) and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of the Current Issues and Outreach committee and Finance committee. Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry and statistics from SDSU and Bachelor of Science degree from Sul Ross State University, Alpine, Texas. Ali’s area of research interest was primarily in poultry nutrition while on faculty at SDSU.
Erin Bubb, Director
Erin Bubb received a B.S. in Agricultural Science from the Pennsylvania State University. She started her career with the Pennsylvania Department of Agriculture in 2000 as an Inspector of feed, fertilizer, seed, and pesticide products. Erin became the Program Specialist in 2007 and then the Agronomic and Regional Services Chief in 2011. She also volunteers as the AAFCO Miscellaneous Products Investigator and the Alfalfa Products Investigator. Erin lives with her husband and daughter in south central Pennsylvania.

George Ferguson, Director
George currently works as the Feed Administrator for the North Carolina Department of Agriculture & Consumer Services, where he is responsible for the management of the NC Food and Drug Protection Division's Regulatory Feed Program. While growing up on a small dairy farm in western NC George developed a passion for agriculture that would eventually bring him to NC State, from where he graduated in 1994 with a BS Degree in Poultry Science. While a student at NC State he had the good fortune to have an advisor who had purchased a small feed mill in Fuquay-Varina, where he would get his start in the feed manufacturing business. After graduation he worked briefly for Perdue Poultry in Ahoskie NC, but found himself drawn back into the world of feed where he would spend the next 15 years. From farm store management to dealer development and sales, George worked with independent dealers of numerous feed manufacturing firms to include Southern States, Purina Mills and Blue Seal Feeds. In 2012 George transitioned from industry to regulatory, as he accepted the position of Feed Safety Officer within the NC Food and Drug Protection Division, Animal Feed Program. He has since served as the Divisions Compliance Officer and now serves as the programs Administrator.

Dave Phillips, Director
Dave serves as the Feed Specialist for the North Dakota Department of Agriculture. His responsibilities include overseeing the licensing of businesses manufacturing and/or distributing commercial feeds, registration of all livestock feeds and pet foods, conducting inspections, and sampling activities. An AAFCO member since 2010 he is currently the Vice-Chair of the feed labeling committee and a Grain Products Investigator. A graduate of South Dakota State University with a B.S. in dairy science, he worked for 25+ years associated with the agricultural cooperative CHS Inc. with emphasis on animal feed sales. Dave and his wife live in Bismarck, North Dakota. They have three grown sons. Hobbies include camping, hunting, fishing, and woodworking.

Austin Therrell, Director
Austin currently serves as the Feed Program Coordinator for the South Carolina Department of Agriculture where he is responsible for the supervision of the animal feed regulatory program. He graduated from Clemson University with a BS in Animal and Veterinary Science in 2013. Prior to his time at SCDA Austin worked in sales for a family owned pet food company in the sporting dog industry working one on one with trainers and breeders. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry and form relationships with feed dealers and distributors across South Carolina. Austin has served on AAFCO’s Pet Food Committee, as a Co-Chair of the Feed and Feed Ingredient Manufacturing Committee, and now as a member of the Board of Directors.
Hollis Glenn, Director
With over 10 years of state regulatory experience, Hollis Glenn became the Director of the Inspection and Consumer Services Division at the Colorado Department of Agriculture (CDA) in 2017. In this position, Hollis oversees a number of inspection programs across Colorado. Prior to coming to the CDA, Hollis worked at the Colorado Department of Regulatory Agencies-Division of Real Estate, where he worked his way up from an investigator to Deputy Director. Hollis is a proud Colorado native and earned his MBA from the University of Colorado at Denver.

Susan Hays, Executive Director
Susan Hays is an accomplished Executive Director with a sound association management background. She's worked with agricultural and trade associations as well as foundations as an Executive Director since 1987. Her success supporting senior leaders, board executives and members while expanding the mission and program offerings of the non-profit associations she manages is documented. She brings strong management and leadership experience to AAFCO to improve the value to AAFCO members and industry. She has a BA from the University of Wyoming where she majored in secondary education and French.
Association Business Meeting Agenda
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Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Agenda
1) **Convene Business Session of the Association.** – Bob Geiger, President
   1) Presentation of Awards

2) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Feed Labeling eMeeting 2/19/19; Ingredient Definitions Committee 1/22/19, Ingredient Definitions eMeeting 4/4/19; Inspection and Sampling, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs. –Kristen Green, President-Elect
   (Reports are published on the AAFCO website in the Annual meeting 2019 page, Bottom Right side and in hardcopy distributed to meeting attendees)

3) **Acceptance of Committee Recommendations:** – Kristen Green, President-Elect
   Ingredient Definitions 1/22/19, eMeeting April 4
   Report starts on page 21 of the Committee Report Book
   1) Revise Feed Term “Canned” to read: Canned (Process) a term applied to animal feed which has been processed, commercially sterilized, and sealed according to 21 CFR part 113 in hermetically sealed containers such as but not limited to cans, pouches, tubs and trays. **Board recommends acceptance**
   2) Publish the New Feed Term “Slaughter” to read: Slaughter a process of killing an animal for food or feed. **Board does not recommend acceptance**
   3) Publish the following tentative definitions as Official and remove the existing Official definition, if any.
      a) **T71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal, Solvent Extracted,****, is** the meal obtained after the removal of most of the oil by the prepress solvent extraction of whole seeds obtained from the genus Brassica [Brassica napus, Brassica rapa (formerly B. campestris), or Brassica juncea] from which the oil shall contain more than 2% erucic acid and the solid component shall contain less than 30 micromoles of any one or any mixture of 3-butenyl glucosinolate, 4-pentenyl glucosinolate, 2-hydroxy-3-butenyl glucosinolate and 2-hydroxy-4-pentenyl glucosinolate, and allyl glucosinolates per gram of air dry, oil free solid. It must contain a maximum of 2% erucic acid, a maximum of 12% crude fiber, and a maximum of 30 micromoles of glucosinolates per gram. It is used in the diets of animals as a source of protein, in accordance with good feeding practice. (Proposed 2019)
      Note: ** after an ingredient name means the words “Mechanical Extracted” or “Solvent Extracted” are not required when listed as an ingredient in a manufactured feed. **Board recommends acceptance**

4) Establish and publish in the Official Publication a new tentative definition(s) for **T3.1 Suncured Alfalfa Meal, or Pellets, or Ground Alfalfa Hay.** Leave 3.1 in place:
   a) **T3.1 Suncured Alfalfa Meal, or Pellets, or Ground Alfalfa Hay** is the aerial portion of the alfalfa plant, reasonably free of other crop plants, weeds, and mold, which has been dried by solar means, stored as bales or stacks, and finely or coarsely ground. If it is chopped instead of ground, it must be designated as “Suncured Chopped Alfalfa” or “Chopped Alfalfa Hay”. **If the ingredient is further dehydrated by thermal means after**
being ground, it must be designated as “Dehydrated Suncured Alfalfa Meal, or Pellets”

Board recommends acceptance

5) Modify and publish the following definitions as Official in the Official Publication:

a) 33.17 Gamma-linolenic acid safflower oil:
The food additive, gamma-linolenic acid safflower oil, may be safely used in animal food as a source of gamma-linolenic acid and other omega-6 fatty acids in accordance with the following conditions:

(a) The additive is the oil obtained from whole seeds and/or partially dehulled seeds of a Carthamus tinctorius L. safflower Centennial variety genetically engineered to express the delta-6-desaturase gene from Saprolegnia diclina Humphrey. The 453 amino acid, delta-6-desaturase enzyme converts the fatty acid linoleic acid to gamma-linolenic acid (all-cis-6,9,12-octadecatrienoic acid) during seed development.

(1) The additive obtained from the seeds of the genetically engineered safflower Centennial variety may be blended with oil obtained from seeds of non-engineered oleic acid safflower varieties in order to meet the specifications required for the additive or the blend in paragraph (a)(2) of this section.

(2) The additive or a safflower oil blend containing the additive for use in animal food meets the following specifications:

(i) Crude fat content of the additive or the safflower oil blend is not less than 99.5 percent.

(ii) Gamma-linolenic acid content is between 350 and 450 milligrams (mg) gamma-linolenic acid per gram of the additive or the safflower oil blend.

(iii) Total content of stearidonic acid and cis, cis-6,9-octadecadienoic acid in the additive or the safflower oil blend must not exceed a total of 0.3 percent.

(b) Addition of the additive, or the safflower oil blend, to complete dry adult maintenance dog food must meet the following:

(1) Addition of the additive or the safflower oil blend cannot provide more than 36 mg gamma-linolenic acid per kilogram body weight of the dog per day in more than 86 mg of the additive or the safflower oil blend. This maximum addition rate of the additive, or the safflower oil blend, is 0.3 percent of a complete dry adult maintenance dog food containing 3,600 kilocalories of metabolizable energy per kilogram of food as-fed.

(2) Adjustments must be made for differing concentrations of gamma-linolenic acid and for dog food formulas of different caloric density and/or that are fed to specific weights, breeds, or dogs of different activity levels to meet the requirements of this paragraph.

(c) Addition of the additive, or the safflower oil blend, to complete dry adult maintenance cat food must meet the following:

(1) Addition of the additive or the safflower oil blend cannot provide more than 33 mg gamma-linolenic acid per kilogram body weight of the cat per day in more than 79 mg of the additive or the safflower oil blend. This maximum addition rate of the additive, or the safflower oil blend, is 0.5 percent of a complete dry adult maintenance cat food containing 4,000 kilocalories of metabolizable energy per kilogram of food as-fed.

(2) Adjustments must be made for differing concentrations of gamma-linolenic acid and for cat food formulas of different caloric density and/or that are fed to specific weights, breeds, or cats of different activity levels to meet the requirements of this paragraph.

(d) To assure safe use of the additive, in addition to other information required by the Federal Food, Drug, and Cosmetic Act, the label and labeling of the additive shall bear the following:

(1) The name of the additive, gamma-linolenic acid safflower oil, or GLA safflower oil;

(2) A guarantee for the minimum content of gamma-linolenic acid; and
(3) Adequate directions for use such that the finished animal food complies with the provisions of paragraphs (b) and (c) of this section.

(Proposed XXXXX) 21 CFR 573.492. **Board recommends acceptance**

**b) 73.046 Silicon dioxide:**
The food additive silicon dioxide may be safely used in animal feed in accordance with the following conditions:

(a) The food additive is manufactured by vapor phase hydrolysis or by other means whereby the particle size is such as to accomplish the intended effect.

(b) It is used or intended for use in feed components as an anticaking agent, and/or grinding aid, as follows:

<table>
<thead>
<tr>
<th>Feed component</th>
<th>Limitations (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHT (butylated hydroxytoluene)</td>
<td>2</td>
</tr>
<tr>
<td>Methionine hydroxy analog and its calcium salts</td>
<td>1</td>
</tr>
<tr>
<td>Piperazine, piperazine salts</td>
<td>0.8</td>
</tr>
<tr>
<td>Sodium propionate</td>
<td>1</td>
</tr>
<tr>
<td>Urea</td>
<td>1</td>
</tr>
<tr>
<td>Vitamins*</td>
<td>3</td>
</tr>
</tbody>
</table>

(c) It is used in feed as an anticaking agent in an amount not to exceed that reasonably required to accomplish its intended effect and in no case in an amount to exceed 2 percent by weight of the finished feed.

(d) It is used or intended for use in feed components, as a carrier as follows:

<table>
<thead>
<tr>
<th>Feed component</th>
<th>Limitations (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flavors</td>
<td>50</td>
</tr>
<tr>
<td>Selenomethionine hydroxy analogue</td>
<td>95</td>
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(e) To assure safe use of the additive, silicon dioxide is to be used in an amount not to exceed that reasonably required to accomplish its intended effect, and silicon dioxide from all sources cannot exceed 2 percent by weight of the complete feed.


*Silicon dioxide may be mixed with Vitamin E at levels up to 50%, to produce Vitamin E Supplement for addition to animal feed. Where silicon dioxide is used as a dispersant and/or flow agent to assist with uniform and consistent distribution of the vitamin E supplements in animal feed, silicon dioxide should be declared on the ingredient list of the vitamin E supplement.

**Board recommends acceptance**

6) Publish the following new definition as Tentative in the Official Publication:

a) **T60.118 Ground Juniper:**
is a roughage consisting of the entire aerial portion of the juniper plant (trunk, bark, branches, leaves, and berries), obtained only from Juniperus pinchotii and/or Juniperus ashei. Any plant part below ground level is excluded to avoid contamination with soil and/or rocks. It is ground to pass a screen no larger than 5/8 inches (15.875 mm). The ingredient must be guaranteed for crude protein and acid detergent fiber. Ground juniper is to be fed as a dietary roughage for cattle, sheep, or goats in accordance with good feeding practices. (proposed xxxx) **Board recommends acceptance**

7) Publish the following new definition as Official in the Official Publication:

a) **57.168 Selenomethionine hydroxy analogue:**
Selenomethionine hydroxy analogue \( [R,S-2\text{-hydroxy-4-methylselenobutanoic acid (CAS 873660-49-2})] \) is manufactured by the reaction of elemental selenium with methylithium to form a methyleneseleno salt, which is then reacted with \( R,S-2\text{-hydroxybutyrolactone} \) to form a salt of 2-hydroxy-4-methylselenobutanoic acid. After acidification and purification, the additive consists of not less than 39.5 percent total selenium by weight with a selenomethionine hydroxy analogue content of not less than 98 percent of total selenium. The total organic selenium content of the additive is not less than 99 percent of total selenium.

(1) The selenomethionine hydroxy analogue meets the following specifications:

(i) Arsenic, not more than 2 parts per million (ppm);
(ii) Cadmium, not more than 1 ppm;
(iii) Lead, not more than 1 ppm; and
(iv) Mercury, not more than 1 ppm.

(2) Selenium, as selenomethionine hydroxy analogue, is added to complete feed for chickens, turkeys, and swine at a level not to exceed 0.3 ppm.

(3) To ensure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act, the label and labeling of selenomethionine hydroxy analogue in its packaged form shall contain:

(i) The name, selenomethionine hydroxy analogue;
(ii) Minimum and maximum guarantees for a total selenium content of not less than 2.08 percent (weight/weight) and not more than 2.24 percent;
(iii) Minimum guarantee for selenomethionine hydroxy analogue content of not less than 5.2 percent;
(iv) The following statement, "Storage Conditions: Selenomethionine hydroxy analogue must be stored in a closed package at temperatures not higher than 20°C (68°F)."; and
(v) An expiration date not to exceed 1 year from the date of manufacture.

(4) Selenomethionine hydroxy analogue, shall be incorporated into each ton of complete feed by adding no less than 1 pound of a premix containing no more than 272.4 milligrams of added selenium per pound.

(5) The premix manufacturer shall follow good manufacturing practices in the production of selenium premixes. Inventory, production, and distribution records must provide a complete and accurate history of product production. Production controls must assure products to be what they are purported and labeled. Production controls shall include analysis sufficient to adequately monitor quality.

(6) The label or labeling of any selenium premix shall bear adequate directions and cautions for use including this statement: "Caution: Follow label directions. The addition to feed of higher levels of this premix containing selenium is not permitted."

(Proposed XXXX) 21 CFR 573.920 Board recommends acceptance.

Model Bills:
Report starts on page 45 of the Committee Report Book

1) The Model Bills and Regulations Committee recommends that the following revisions be made to the Statements for Uniform Interpretation and Policy (SUIP) of Chapter 5 in the AAFCO Official Publication, Add the following preamble to the SUIP section of the AAFCO Official Publication:

This section includes Statements for Uniform Interpretation and Policy (SUIP) of the AAFCO Model Bills and Regulations. In general, AAFCO SUIPs do not establish legally enforceable responsibilities. Instead, these SUIPs describe AAFCO’s current thinking on a topic and should be viewed only as recommendations, in the absence of specific regulatory or statutory requirements. There are many pathways for statements to be published in Chapter 5, one of which is by recommendation from the AAFCO Model Bills and Regulations Committee to the AAFCO Board of Directors as a means of further clarification and interpretation. These statements should shall be reviewed every two years on odd number years at the AAFCO Mid-Year Meeting by a subgroup of the Model Bills and Regulations Committee to determine relevancy and applicability, then deleted or moved to the appropriate section of the Official Publication when such actions are warranted. Board recommends acceptance.

2) The Model Bills and Regulations Committee recommends deleting SUIP 10:

Brand Names - The registration of feeds under the same brand name by two or more registrants shall be discouraged. This shall apply also to products with brand names so similar in character that such are likely to be confused by the purchaser. Whenever the same brand name, or one very similar, is offered by another firm, the registration official shall acquaint both firms with the facts so that confusion associated with duplication may be avoided. (Adopted 1958, Amended 1963)

Board recommends acceptance.
3) The Model Bills and Regulations Committee recommends Moving SUIP 15 – Raw Leather Residue to Regulation 10 – Adulterant of the Model Regulations under the Model Bill by adding the following language:

   10(a)(6) Raw leather residue from tanning or leather manufacturing.

   **Board recommends acceptance.**

4) The Model Bills and Regulations Committee recommends deleting SUIP 15 if Regulation 10(a)(6) is approved. **Board recommends acceptance.**

5) The Model Bill and Regulations Committee recommends adding Regulation 8(b) language to the Model Regulations under the Model Bill based on SUIP 19 regarding Feeding or Use Directions for Feeds Containing High Levels of Non-Protein Sources of Nitrogen and moving current Regulation 8(b) and (c) items to Regulation 8(c) and (d) respectively.

   8(b) Feeding or use directions for those feeds in which more than 50% of the protein content is derived from non-protein nitrogen sources should include recommendations as to providing adequate supplies of drinking water, sources of energy, forages being fed, minerals, adaptation ("warm-up") periods and stress conditions when necessary.

   **Board recommends acceptance.**

6) The Model Bills and Regulations Committee recommends deleting SUIP 19 if Regulation 8(b) is approved. **Board recommends acceptance.**

7) The Model Bills and Regulations Committee recommends Regulation 4 – Expression of Guarantees of the Model Regulations Under the Model Bill be revised:

Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees

Add: (c) (8) Products labeled with a quantity statement (e.g. tablets, capsules, granules, or liquid) may state vitamin guarantees in milligrams per unit (e.g. tablets, capsules, granules, or liquids) consistent with the quantity statement and directions for use.

Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees

Revise (g) as follows:

   (g) Guarantees for microorganisms shall be stated in colony forming units per gram (CFU/g) when directions are for using the product in grams, or in colony forming units per pound (CFU/lb.) when directions are for using the product in pounds. A parenthetical statement following the guarantee shall list each species in order of predominance.

   (g) Guarantees for microorganisms shall list each **genus and species** in order of predominance, and shall be stated and conform to the following:

   (1) Colony forming units per gram (CFU/g) or per pound (CFU/lb.) consistent with the directions for use; or

   (2) Colony forming units per pound (CFU/lb.) consistent with the directions for use; or

   (2) CFU per unit (e.g., tablets, capsules, granules or liquids) consistent with directions for use and the quantity statement or weight equivalent (e.g., 1 fl. oz. = 28 grams) for liquid products.

Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees

Revise (h) as follows:

   (h) Guarantees for enzymes shall be stated in units of enzymatic activity per unit weight or volume, consistent with label directions. The source organism for each type of enzymatic activity shall be specified, such as: Protease (Bacillus subtilis) 5.5 mg amino acids liberated/min./milligram. If two or more sources have the same type of activity, they shall be listed in order of predominance based on the amount of enzymatic activity provided.

   (h) Guarantees for enzymes shall be stated and conform to the following:

   (1) Units of enzymatic activity per unit weight or volume consistent with the directions for use; or
(2) Enzymatic activity per unit (e.g., tablets, capsules, granules, or liquids) consistent with the directions for use and the quantity statement or weight equivalent (e.g., 1 fl. oz. = 28 grams) for liquid products.

(3) The source organism for each type of enzymatic activity shall be specified, such as: protease (Bacillus subtilis) 5.5 mg amino acids liberated/min./milligram. If two or more sources have the same type of activity, they shall be listed in order of predominance based on the amount of enzymatic activity provided.

**Board recommends acceptance.**

8) The Model Bills and Regulations Committee recommends Regulation PF4 – Expression of Guarantees of the Model Regulations for Pet Food and Specialty Pet Food Under the Model Bill be revised

The “Guaranteed Analysis” shall be listed under the heading “Guaranteed Analysis” in the following order and format unless otherwise specified in these Regulations:

(1) A pet food or specialty pet food label shall list the following required guarantees;
   A. Minimum percentage of crude protein;
   B. Minimum percentage of crude fat;
   C. Maximum percentage of crude fat, if required by Regulation PF10;
   D. Maximum percentage of crude fiber;
   E. Maximum percentage of moisture; and
   F. Additional guarantees shall follow moisture...

**Board recommends acceptance.**

9) The Model Bills and Regulations Committee recommends Regulation PF9 – Statements of Calorie Content of the Model Regulations for Pet Food and Specialty Pet Food Under the Model Bill be revised:

(a) The label of a dog or cat food, including snacks, treats, and supplements, shall bear a statement of calorie content and meet all of the following:

(1) The statement shall be separate and distinct from the “Guaranteed Analysis” and appear under the heading “Calorie Content”;

(2) The statement shall be measured in terms of metabolizable energy (ME) on an “as fed” basis and must be expressed, including either the words ‘metabolizable energy’ or the abbreviation ‘ME,’ both as “kilocalories per kilogram” (”kcal/kg”) of product, and as kilocalories per familiar household measure (e.g., cans or cups) or unit of product (e.g., treats or pieces); and

(3) The calorie content is determined by one of the following methods:

**Board recommends acceptance.**

**Strategic Affairs:**

**Report starts on page 66 of the Committee Report Book:**

1) The Strategic Affairs Committee recommends edits to 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):

   **Board recommends acceptance.**

2) The Strategic Affairs Committee recommends edits to the 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.

**Board recommends acceptance.**

3) The Strategic Affairs Committee recommends 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 recommends acceptance.**

4) **Old Business**

5) **Nomination Committee 2020 Board of Directors**
   President: Kristen Green, KY
   Past President: Bob Geiger, IN
   Secretary Treasurer: Ali Kashani, WA
   President Elect: Erin Bubb, PA
   Director: George Ferguson, NC
   Director: Austin Therrell, SC
   Director: Hollis Glen, CO
   Director: Eric Brady, TN
   Director: Joshua Arbaugh, WV

   This concludes committee and board recommendations needing membership approval.

6) **Credential Report – FASS**
   Number of Voting Members Represented
   Number of States in attendance
   Number of Countries
   Number of FDA Representatives
   Number of Life Members
   Total Meeting Attendance

   **Notes**
Current Issues and Outreach Committee
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Monday, August 5, 2019
10:30–11:30 am
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/831083028
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 831 083 028#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Ali Kashani, chair
Ali Kashani is Animal Feed Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA). Ali has 32 years of service with WSDA as inspector, supervisor, senior advisor and program manager. Ali’s career also includes seven years on faculty at South Dakota State University (SDSU) and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of the Current Issues and Outreach committee and Finance committee. Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry and statistics from SDSU and Bachelor of Science degree from Sul Ross State University, Alpine, Texas. Ali’s area of research interest was primarily in poultry nutrition while on faculty at SDSU.

Agenda
10:30 Welcome & Opening Remarks
   Ali Kashani, Committee Chair
   Washington State Department of Agriculture
10:35 Committee Updates
   Jennifer Combs, University of Kentucky
   Jo Lynn Otero, New Mexico Department of Agriculture
10:45 Refrigerated and Frozen Pet Food: Estimating Risk Factors and Analyzing Regulatory Authority, IFPTI Project
   Ashlee-Rose Ferguson, RS, Washington State Department of Agriculture
11:15 Topics for Future Meetings
11:30 Adjourn

Notes
Model Bills and Regulations Committee
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Monday, August 5, 2019
1:00–2:00 pm
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/638614431
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 638 614 431#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Doug Lueders, chair
For the past 16 years Doug has been the manager of the Minnesota Department of Agriculture’s Commercial Feed Program and a member of the MDA Incident Management Team. Doug is a past-President of AAFCO, chairs the Model Bills and Regulations Committee and serves on the Feed and Feed Ingredient Manufacturing Committee, Finance Committee, Strategic Affairs Committee, By-Laws Subcommittee and FSMA Implementation work group. Other professional volunteer work includes being a member of the FDA FSMA Implementation Team, the FDA Partnership for Food Protection, the FDA Animal Food Safety System, the AFRPS development team and the FDA Preventative Controls curriculum development team.
In his spare time Doug volunteers as a youth firearms safety training instructor, tends his vineyard and along with grandma, spoils their two grandchildren, Hudson and Olivia who are 9 and 7.

Agenda
1) Welcome and Committee Member Introductions
2) Savannah Minutes (approved as written on 3/27, posted on AAFCO web-site and in the Feed BIN, summarized in the General Session packet)
3) Sub-committee and working-group reports
   a) SUIP Working Group Report, Cathy Alinovi SUIP #3 (Attachment A)
   b) SUIP Working Group Report, Cathy Alinovi SUIP #17 (Attachment B)
4) Old Business
   a) Tabled from Savannah SUIP #3
   b) Tabled from Savannah SUIP #17
   c) Proposed Revision to Section 7. Adulteration (Attachment C)
5) New Business
   a) PF3(e) Statements of Calorie Content (Attachment D)
   b) PF4(g) Expression of Guarantees (Attachment E)
6) Assignments/homework for annual meeting
7) Adjourn

Attachment A – Proposed Revision to SUIP 3
Recommends moving SUIP 3 - Trade or Proprietary names - to the deleted list. The rationale is that AAFCO Ingredient Definitions Committee (IDC) has already incorporated this language into the update to the Guide for New Ingredient Submissions.

Attachment B – Proposed Revision to SUIP 17
Recommends adding Regulation 6(h) language regarding Carriers (as below) to Regulation 6 of the Model Bill. Move SUIP 17 – Carriers – to the deleted SUIP list if/when 6(h) is approved by the AAFCO membership.

6(h) Each carrier shall be listed in the ingredient statement on the label unless it meets the criteria for an incidental ingredient [21 CFR 501.100(a)(3)].
Attachment C – Proposed Revision to Section 7. Adulteration

A commercial feed shall be deemed to be adulterated:

(a) If it bears or contains any poisonous or deleterious substance which may render it injurious to human or animal health; but in case the substance is not an added substance, such commercial feed shall not be considered adulterated under this subsection if the quantity of such substance in such commercial feed does not ordinarily render it injurious to human or animal health; or

Attachment D – Proposed Revision to PF3(e)

**Background:**
PF3(e) has been in the AAFCO OP since the 70s or 80s. Subsequently, many changes have been made to PF(3), including the addition of the "with" regulation and further refinement of the flavor and other regulations in this section. In the 90's there was a complete rework of the regulations although the working group was told not to change the intent of the regulations. The workgroup at that time was not sure of the intent of PF3(e), so they left it in the PF Regulations.

It appears that PF3(e) was meant as a catch all but has outlived its usefulness. Regulators and industry have yet to identify a situation under which it might be valid to use today.

**PFC Recommendation:** Remove PF3(e)

(e) The product name of the pet food or specialty pet food shall not be derived from one or more ingredients unless all ingredients are included in the name, except as specified by Regulation PF3 (b) or (c); provided that the name of an ingredient or combination of ingredients may be used as a part of the product name if:

1. The ingredient or combination of ingredients is present in sufficient quantity to impart a distinctive characteristic to the product or is present in amounts which have a material bearing upon the price of the product or upon acceptance of the product by the purchaser thereof; or
2. It does not constitute a representation that the ingredient or combination of ingredients is present to the exclusion of other ingredients.

Attachment E – Proposed Revision to PF4(g)

**Background:**
"Guarantees for crude protein, crude fat, and [emphasis added] crude fiber are not required when the pet food or specialty pet food is intended for purposes other than to furnish these substances or they are of minor significance relative to the primary purpose of the product, such as a mineral or vitamin supplement."

There is an opinion that PF4(g) should not be interpreted as an all or none requirement for an exclusion for the three guarantees. Rather PF4(g) should allow for exclusion of one, two, or all three of the guarantees according to whether the product is not intended to, and in fact does not, provide significant amounts of one or more of the three nutrients. Examples, a fat/fatty acid supplement composed of triglycerides for dogs does not provide much, if any, protein of crude fiber, so guarantees for fat and crude fiber should be allowed to be excluded from the guaranteed analysis on that product’s label. Another example would be a fiber supplement for, say, specialty pets like rabbits or guinea pigs that is made from wheat stalks. The product would not be intended to, and would not, provide much crude fat or crude protein, and in my opinion should not be required to make guarantees for anything other than crude fiber and moisture.

So there are two possibilities here:

1. The regulation was poorly written and needs to be amended if my interpretation of its intent is correct; or,
2. The regulation was intended to be an all or none exemption from the requirement for crude protein, crude fat AND crude fiber guarantees.

A proposal in typical AFFCO editing format (strike through for deleting, underline for new words to be added) for clarifying PF4(g) is:
PFC Recommendation: PF4(g) CLARIFICATION - Regulation PF4 (g) Guarantees for crude protein, crude fat, and or crude fiber are not required when the pet food or specialty pet food is intended for purposes other than to furnish one or more of these substances or they one or more are of minor significance relative to the primary purpose of the product, such as a mineral or vitamin supplement.”

Notes
Brenda Snodgrass, chair, is the Assistant Laboratory Director of the Oklahoma Department of Agriculture, Food & Forestry. She began working in the Oklahoma Agricultural Lab as a Feed & Pesticide Chemist in 1996 and became the agency’s first full-time Laboratory Quality Manager in 1999. At that time Brenda became active in AAFCO as a member of the Laboratory Methods & Services Committee (LM&SC). While serving on the LM&SC, she was a contributing member of the Quality Assurance Workgroup, helping to revise & update the AAFCO Quality Assurance/Quality Control Guidelines for Feed Laboratories for both the 2007 & 2014 Editions.

Brenda holds a BSc. in Analytical Chemistry from Southwestern Oklahoma State University. She is a native Oklahoman whose family still actively farms & ranches in southwestern Oklahoma.
Miriam W. Johnson, chair, is the Compliance and Inspection Programs Lead Compliance Officer for the North Carolina Department of Agriculture and Consumer Services. She Graduated from North Carolina State University with a BS in Animal Science and minors in Nutrition and Agricultural Business Management. She started her career working for Murphy-Brown, LLC, a Division of Smithfield Foods, in the commercial swine production division for 4 years before coming to the North Carolina Department of Agriculture & Consumer Services as the Feed Compliance Officer. She held this position for 7 years before accepting a position as a Feed Field Inspector for Southeastern North Carolina. She worked as a field inspector for 3 years and then returned to Raleigh after accepting her current position as the lead compliance officer for the Animal Feed Program and supervisor for field inspection and compliance staff. She has worked for NCDA & CS for 13 years. Miriam has been involved with AAFCO as the Feed Labeling Committee Co-Chair from 2011-2013, the Inspection and Sampling Committee Chair from 2017 to present, and as a member of the training cadres for AITS and BITS. Miriam and her husband, Benton, also operate a small family century farm in eastern North Carolina where they raise swine, cattle and muscadine grapes.

Agenda
2:00 Welcome & Opening Remarks
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services

2:05 AAFCO Feed Inspector’s Manual – FSMA Review
Discuss final revisions from workgroup reviewing AAFCO Feed Inspector’s Manual for updates pertaining to FSMA. Voting to accept the updates to the manual is anticipated.
Kevin Klommhaus: FDA

2:20 AAFCO Feed Inspector’s Manual – Aseptic Sampling Section Review
Progress update from workgroup developing Aseptic Sampling additions and guidance to AAFCO Feed Inspector’s Manual.
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services

2:35 AITS & BITS
1) 2019 BITS Atlanta, GA preview
   Brett Groves: Office of Indiana State Chemist
2) AITS Curriculum Standardization: update of Implementation and Execution
   Miriam Johnson: North Carolina Department of Agriculture & Consumer Services
   Jessica Gore: North Carolina Department of Agriculture & Consumer Services
3) 2019 AITS Montgomery, AL update and overview
   Jessica Gore: North Carolina Department of Agriculture & Consumer Services

2:50 AAFCO Sampling Study Request for Proposal
Request for Proposal to conduct Sampling Study Progress & Update.
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services

Other Topics for Discussion/New Business
- “Recap” of Food Safety Modernization Conversation workshop held August 4, 2019
  Austin Therrell: South Carolina Department of Agriculture

3:00 Adjourn
Keynote Speaker Roxi Beck:  
Earning Consumer Trust  
2019 AAFCO Annual Meeting  
Marriott  
Louisville, Kentucky  
Tuesday, August 6, 2019  
8:00–9:00 am  
Marriott 5–6 Ballroom  
To view meeting via WebEx register here: https://zoom.us/j/297428017  
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 297 428 017#  
Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19  

An active speaker, trainer, facilitator and a trusted advisor to food system thought leaders, Roxi Beck helps audiences think differently about earning trust. As consumer engagement director for The Center for Food Integrity and vice president at Look East Consulting, Beck brings more than 15 years of experience working with clients across the food system, directing strategy and activities for consumer-facing food and agriculture initiatives. Whether working with registered dietitians, toxicologists, corporate executives, communication directors, restaurateurs, farmers, non-profit leaders, even consumers, Beck connects the dots on the varied pressure points that shape today’s food system, and helps organizations incorporate transparency principles and trust-growing approaches into their culture.  
Beck received bachelor’s degrees in psychology and public relations from Coe College. She currently serves on the board for Iowa State University’s Agricultural Entrepreneurship Initiative, is a graduate of the Greater Des Moines Leadership Institute and is past-president of the National Agri-Marketing Association’s Iowa Chapter.  

Presentation summary: How do we connect with the general public who is increasingly interested in, yet highly skeptical of, industries important to their daily life? Pulling from a decade of consumer research, Roxi Beck, Consumer Engagement Director at The Center for Food Integrity will share insights related to trust building. The presentation will uncover why consumers trust in mistrust, highlight CFI’s latest consumer research, dig into a peer-reviewed and published model for trust-building and empower you with tools and understanding to engage meaningfully in an effort to earn the trust of today’s consumers.  

Notes
Laboratory Methods and Services Committee
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Tuesday, August 6, 2019
9:30 am–5:30 pm
Marriott 7–8 Ballroom

Adobe Connect (morning):
https://foodshield.connectsolutions.com/raoulitbnrys/?session=breezbreez6gsof8ckzpuhupt9&proto=true
Adobe Connect (afternoon):
https://foodshield.connectsolutions.com/rbe8i8wuqkgo/?session=breezbreez6gsof8ckzpuhupt9&proto=true
Conference Call Line: 1-800-944-8766, Passcode: 51184#

**Kristi McCallum, co-chair**
I have worked for the State of Colorado, Department of Agriculture for 20 years. My current position is Deputy Laboratory Manager for CDA-BCL. During my 20 years at CDA, I have validated and implemented testing for *Salmonella*, *Shigella*, pathogenic *E. coli*, *Listeria*, and toxins such as *Staphylococcus* enterotoxins, plant toxins, and mycotoxins in foods and feeds by rt-PCR and ELISA. Research work I have been involved in includes pathogen testing in fresh produce, Norovirus rt-PCR analysis in foods, and developing methods for detection of bio-threat agents in foods.

**Dr. Sharon F. Webb, co-chair**, is the Director of Quality at the University of Kentucky, Division of Regulatory Services (UKDRS). During her undergraduate education, she had the opportunity to work at the National Center for Toxicological Research on 2 projects. Upon receiving her Bachelor of Science in Chemistry, she was admitted to Auburn University as a Ph.D. student receiving a full Graduate Assistance in Areas of National Need for Physical Chemistry. After graduation, she became the Manager of the Mass Spectrum Facilities at the University of Alabama, where she was part of a team that was working in proteomics, examining products of ionizations of small proteins. She is currently the Director of the Quality Program at the University of Kentucky’s Division of Regulatory Services. In addition to her volunteer work with AAFCO, she is an active member in the Association of American Plant Food Control Official’s (AAPFCO) Magruder Check Program Committee, Terms and Definitions Committee, and is the Vice-Chair of their Laboratory Services Committee. She has been an active Leader of the Mineral and Trace Metals Group of the Methods Forum, associated with AAPFCO, and the study champion for the Association of Official Analytical Chemists International (AOACI) Official Method, 2017.02. She has been married to Ken Webb for 25 years; has three children, Symantha, Matalyn, and Jacob; and three poodles, one in each size. She loves word games, quilting, and sewing in her free time. She is a life-time fan of University of Kentucky Men’s Basketball and loves meeting members of the Big Blue Nation when she travels.

**Agenda**
All agenda times—including public comment and adjournment—are subject to change.

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<th>Welcome, Introductions, &amp; Adoption of Agenda</th>
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<td>FDA Cooperative Agreement Update</td>
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<td>Working Group Updates:</td>
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<td>• CTC (15-20 min)</td>
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<td>Method Needs Updates/Summary of Lab Surveys</td>
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<td>• Update from QA Working Group</td>
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**Notes**
Pet Food Committee
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Tuesday, August 6, 2019
9:30 am–12:00 pm
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/186418021
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 186 418 021#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Jason Schmidt, co-chair, received a BS in biology and an MS in animal sciences from Louisiana State University (LSU). He has served as the administrative coordinator for the agricultural chemistry division of the Louisiana Department of Agriculture and Forestry since 2013. For 15 years prior, Jason performed research, animal husbandry, and teaching duties for the LSU School of Veterinary Medicine and the LSU School of Animal Sciences with emphases first on wildlife rehabilitation (Vet Med), then on non-ruminant nutrition, reproduction, and animal behavior (SAS). He has volunteered for AAFCO since 2013 and serves as co-chair of the Pet Food Committee. Schmidt lives with his wife and two young sons in Baton Rouge, Louisiana.

Liz Beckman, co-chair, is a Feed Advisor with the Washington State Department of Agriculture, Animal Feed Program. Liz’s duties currently include Country of Origin reviews, Animal feed standards and Commercial feed Licensing. Liz is also responsible for collection and auditing of inspection fees. Liz has served on various AAFCO committees. Liz is a cat and dog lover, she has two cats and one dog. In her free time Liz enjoys gardening, hunting and fishing and spending time with her niece.

Agenda
This is a reminder that this meeting is being recorded.

1) Introduction of Pet Food Committee Members and Advisors
2) Modifications to the agenda
3) Reports from the PFC Working Groups
   a) Human Grade – Caitlin Price, NC
   b) Pet Food Forum Booth & Workshop –
      i. Update from the booth – Stan Cook
      ii. Update from the workshop – Katie Simpson
   c) Reviewing AAFCO Feeding Protocols (to account for growth of large size dogs) Workgroup – Dr. Bill Burkholder, FDA-CVM
   d) 95% Claims review of public comment – James Embry, TX
   e) Chews, treats and bones SUIP – Lizette Beckman, WA
   f) AAFCO Website Review Workgroup - Lizette Beckman, WA
4) Discussion of Veterinarian Directed Therapeutic Pet Foods – Louise Calderwood, AFIA
5) NCWM Quantity Statement update – Pat Tovey, PFI, Lizette Beckman, WA, & Jason Schmidt, LA
   NOTE: It is the intention of the PFC to address as many of the items above in the first portion of the meeting. The final portion of the meeting is reserved for the items below.
6) Pet Food Label Modernization Discussion/Consumer research – Sue Hays, AAFCO Exec Director
David Dressler, chair, has worked with the Pennsylvania Department of Agriculture for 12 years, with 10 of those years involved in the animal feed program. Prior to starting his career with the PA Department of Ag, David received a Bachelor’s Degree in Agricultural Science from Penn State University. In May 2014, David attended his first AAFCO meeting, the Feed Administrator’s Seminar in Big Sky, MT and became the voting Control Official for Pennsylvania in January 2015. David assumed his first leadership role in AAFCO by becoming the Chair of the Feed Labeling Committee in August 2016.

Agenda
Welcome, Introductions & Opening Remarks
- David Dressler: Pennsylvania Department of Agriculture
- Dave Phillips: North Dakota Department of Agriculture

Genetically Modified Organisms
- Should there be labeling requirements for GE, GMO, or Non-GMO in the OP?
- Should these terms be defined?

Maximum levels for nutrients with toxicity levels.
- Continued discussion on requiring maximum guarantees for certain elements.
- Vitamin D.

Livestock Treats Working Group
- Workgroup update.

Blue Bird Labels for Human By-Products
- Develop blue bird labels for the OP
- Working Group?

Responsible Labeling of DFMs
- Storage Instructions
- Expiration Dates

Strategic Affairs Commitments
- Need to promote ODI
  - Encourage states to use.
  - Have industry provide ODI report with label submissions?

Feed Labeling Workshop
- 2020 Annual Meeting in Baltimore
- Workgroup

Other Topics of Discussion?
Ingredient Definitions Committee
2019 AAFCO Annual Meeting
Marriott
Louisville, Kentucky
Tuesday, August 6, 2019
3:00–5:30 pm
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/887952859
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 887 952 859#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Richard Ten Eyck, chair (pronounced ten ike)
Born and raised in Oregon. Richard holds a B.S. in Animal Science from Oregon State University. His 33 years in the feed industry has covered all sides of the business including ingredient buying, farm store sales, nutrition, formulation and state regulatory. He is a past President of the Association of American Feed Control Officials (AAFCO). He has served on several working groups that prepared comments on the FSMA rules and is involved with the NASDA implementation team for the Animal Food Framework for states.

He is currently the Feed Safety Specialist with the Oregon Department of Agriculture. The one-person state program regulates 300 mills making 5000 products. He volunteers with Association of American Feed Control Officials (AAFCO) as chair of the Ingredient Definitions Committee and member of the Feed Labeling Committee.

Richard lives on the historic family farm in Sandy, Oregon raising goats, Christmas trees and hay. He has been married to his wife Kim for 35+ years and has two adult daughters. He’s a grandpa and a Leader of the local 4-H livestock club.

Agenda
Documents supporting the agenda are posted in the BIN library / Ingredient Definitions / Investigator Recommendations -or- contact the person listed on the agenda with questions.

1) Role call of Committee members (5 min)
   (Please let the chair know prior to the meeting if you’d like on or off the committee. Non-participation affects our ability to form a quorum to conduct business.)

2) Addition of new Table 90.26 to add Vitamin common names for dog and cat finished foods – Tom Phillips (15 min); document is in the BIN

3) 54.33 and 54.34 Editorial Addition of note on Colostrum Products. – Kent Kitade (5 min) Proposed wording of footnote:

   "A product labeled for treating “failure of passive transfer (FPT)” in newborn calves is not a feed ingredient but a USDA veterinarian biologic, legally distributed under a US veterinary license or permit pursuant to 9CFR 113.499. Product labeling for the treatment of FPT must include the US veterinary license or permit number and product code per 9CFR 112.2. Labeling guidelines for the colostrum veterinarian biologic product can be found in USDA Veterinary Services Memorandum No. 800.54.

4) Editorial change to a 36.14 Direct Fed Microbial list Pediococcus cerevisiae (damnosus) -Maggie Faba (5 min)

5) Editorial change to 84.71 Soybean Meal, add back in the fiber guarantee – Bob Church (5 min)

6) Move Tentative Definitions to Official (25 min)
   a) 33.25 Stearic Acid – no recommendation yet -Brett Boswell
   b) 33.26 Palmitic Acid - no recommendation yet -Brett Boswell
   c) 57.167 Manganese Hydroxychloride – Stays Tentative - Jennifer Kormos
   d) 69.8 Oat Fiber - move to Official - Steve Gramlich
   e) 73.311(A) Hydrogenated Glycerides – move to Official - Richard Ten Eyck
f) 73.401 Colored Graphite Tracer – move to Official - Richard Ten Eyck

g) 73.450 Cashew Nut Shell Liquid – move to Official - Richard Ten Eyck

h) 87.50 Cashew Nut Shell Extract – move to Official - Richard Ten Eyck

7) New feed term Bison – Brett Boswell (10 min)

8) New feed term Water Buffalo - Brett Boswell (20 min)

9) New feed term “treat” – Ali Kashani (5 min) “Treat: a food provided occasionally for enjoyment, training, entertainment, or other purposes, and not generally intended or represented to be a complete feed or supplement.”

10) Revise Feed Term “carrier” – Ali Kashani (5 Min) “Carriers – Materials suitable for use in animal food to which ingredients such as but not limited to vitamins and minerals are added to facilitate uniform incorporation of the latter into feeds. The active particles are absorbed, impregnated, or coated into or onto the materials in such a way as to physically carry the active ingredient.”

11) Revise Feed Term “______ Stabilized” – Ali Kashani (5 min) “Stabilized (Process) – When an ingredient which may deteriorate has been processed to improve stability, the expression “stabilized”, “stability improved” or “with improved stability” may appear following the ingredient in the statement of ingredients. The process used is to be specified. e.g. heat stabilized”

12) Non-Defined workgroup update - Kent Kitade (10 min)

13) Hemp Update (5 min) Bob Church

14) Limestone workgroup update – Jennifer Kormos (5 min)

15) GRAS verification workgroup update - Richard (5 min)

a) Goal is established

b) Verification process document is being drafted. It’s in the BIN.

16) Next Meeting (Proposed): Thursday, September 26, 2019 11:30 AM Eastern via Webinar

Notes
To view meeting via WebEx register here: https://zoom.us/j/133790839
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 133 790 839#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Austin Therrell, co-chair, currently serves as the Feed Program Coordinator for the South Carolina Department of Agriculture where he is responsible for the supervision of the animal feed regulatory program. He graduated from Clemson University with a BS in Animal and Veterinary Science in 2013. Prior to his time at SCDA Austin worked in sales for a family owned pet food company in the sporting dog industry working one on one with trainers and breeders. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry and form relationships with feed dealers and distributors across South Carolina. Austin has served on AAFCO’s Pet Food Committee, as a Co-Chair of the Feed and Feed Ingredient Manufacturing Committee, and now as a member of the Board of Directors.

Eric Brady, co-chair, is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, Eric has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. Eric has been involved with AAFCO as the co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, Eric was the Stormwater Coordinator for the City of Crossville. Eric holds a Master’s degree in Agriculture and Natural Resource Systems Management from the University of Tennessee. In his spare time he enjoys cattle farming and hunting.

Purpose Statement
Working cooperatively with the Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, develop science- and risk-based regulations. Such regulations would support the implementation of effective inspection and compliance strategies as well as be useful in providing education and information to stakeholders. The overall goal is to minimize the presence of chemical, microbiological and physical hazards in animal feeds to the levels necessary to protect human and animal health.

Agenda
1) Welcome and Committee Member Introduction (Austin Therrell/ Eric Brady)
2) Review Action Items/Reports from Working Groups and Liaisons
   Working Group 3 – Contaminant and Hazard Lab Strategy – Waltz
   *Follow up from Annual Meeting with FDA resuming activity.
   Working Group 4 – Inspector Training for Ingredient Manufacturing Inspections – Brady
   *Follow up with report from AITS
   Mineral Guidelines Working Group
   *Follow up with FDA
3) Committee Charge Workgroup
4) Canadian Regulatory Update (Laura Scott)
5) Industry Stakeholder Updates
6) FSMA workshop recap - Therrell
7) Provide update from Trace back Workgroup (Call and Tool Review)
8) Other Business

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<th>Responsible</th>
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<tr>
<td>FSMA Implementation Task Force – Working Group 3</td>
<td>Hazard &amp; Contaminant Action Levels and Enforcement Strategies</td>
<td>Work with FSPCA, EIC, ISC, IDC and LMSC to develop a prioritized list of method development once list of contaminants and hazards has been identified by the FSPCA and FDA. A plan of action should be created by the working group to determine the processes of implementing the decision making and method development.</td>
<td>Update August 2019</td>
</tr>
<tr>
<td>FSMA Implementation Task Force – Working Group 4</td>
<td>Inspector Training Development</td>
<td>Gap Analysis performed on FSCPA training to determine if there is any missing education that should be provided to inspectors whom perform feed ingredient manufacturing inspections</td>
<td>Update August 2019</td>
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Notes

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**Education and Training Committee**  
2019 AAFCO Annual Meeting  
Marriott  
Louisville, Kentucky  
Wednesday, August 7, 2019  
9:00–10:00 am  
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/133790839  
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 133 790 839#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCO19

![Marissa Kost, chair](image)

**Marissa Kost, chair,** was born and raised in Ohio prior to moving to North Carolina to attend college. She graduated from North Carolina State University with a B.S. in Animal Science and Poultry Science. She continued her education at NCSU to receive her M.S. in Poultry Science with a minor in statistics. She has worked with the North Carolina Department of Agriculture & Consumer Services in the Animal Feed Program for almost 2 years as an Agricultural Compliance Officer. Marissa attended her first AAFCO meeting in January 2018 in Ft. Lauderdale, FL. She has been a member of the Education and Training Committee since 2017 and has served as committee chair since May 2019. In her spare time, she enjoys traveling, cooking, and spending time with friends and family.

**Agenda**

**Welcome, Introductions & Opening Remarks**  
Marissa Kost, Committee Chair

**Workgroup Updates**  
Training Calendar – Jeff Scallan, LA  
State Training Needs Survey – Marissa Kost, NC

**Training Availability Update**  
FDA OTED Training Update – FDA OTED  
BITS and AITS – Miriam Johnson, NC  
Industry Training – Scott Ringger, AFIA

**Workshop Calendar Request Update**  
A day is kept available at each Annual and Midyear meeting to host training. ETC is still coordinating with other committees to put together an advanced list of training requests for those available dates.

**LMS (DigitalChalk) Update/Demo**

**New Business**

**Adjourn**

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**Notes**
Strategic Affairs Committee  
2019 AAFCO Annual Meeting  
Marriott  
Louisville, Kentucky  
Wednesday, August 7, 2019  
10:15 am–12:00 pm  
Marriott 5–6 Ballroom

To view meeting via WebEx register here: https://zoom.us/j/133790839  
and/or to listen to meeting Conference Call Line: US TOLL 646-876-9923, access code: 133 790 839#

Questions and live polling through Slido: Go to www.slido.com and type in event code #AAFCOA19

Linda Morrison, chair, has post-graduate education in Animal Science from Macdonald College of McGill University. She has almost three decades experience managing the Feed Program in Canada and was the Director of the Animal Feed Division, Canadian Food Inspection Agency (CFIA) (1982-2012). Linda also worked with the CFIA’s Inspection Modernization Office to develop the Integrated Agency Inspection Model for a common approach to inspecting food, animal and plant health. Linda has been an active AAFCO member since 1986. She has served as Chair of the Strategic Affairs Committee for many years and led Strategic Planning activities. She has served on the Board of Directors and was President in 1998-99. Linda retired from the CFIA in 2016 whereupon she became a Life Member to continue to support AAFCO.

Agenda
1) Introductions and Agenda Review
2) Sub-Committee:
   • By-Laws: Ken
     ◦ AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators
       ■ Consider examples of potential conflicts that are open but don't preclude other issues.
       ■ By-Laws investigate whether COI is needed where state/federal members have already signed COI with their respective employers. FDA will follow up where there are investigators that are FDA employees who have also signed COI.
       ■ By-Laws: clarify whether it is COI that prohibits versus disclosure for evaluation and more education/awareness of AAFCO members who will be asked to sign COI.
     ◦ Review quorum language for the Board given there are 9 now instead of 7.
       ○ Consider using “appointed” advisors instead of “committee” advisors.
3) Strategic Planning 2017-20
   • Update from Responsible Committees
   • Addressing more priority goals
4) Strategic Planning 2021+
5) Other business
   • Procedures Manual edit to Travel Procedures (referred from Board)

Action Item Table

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<tr>
<th>Responsible</th>
<th>Item</th>
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<tbody>
<tr>
<td>Linda/Committee</td>
<td>Strategic Plan priorities</td>
<td>Update FeedBIN. Committee chairs asked to update as they make progress.</td>
<td>Update Feed BIN per Midyear 2019 meeting reporting.</td>
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<td>Chairs</td>
<td>2017-20</td>
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<tr>
<td>By-Laws (Ken)</td>
<td>AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators</td>
<td>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.</td>
<td>January 2019</td>
</tr>
<tr>
<td>By-Laws (Ken)</td>
<td>Evaluate adjusting Board and Board Executive quorum/voting provisions</td>
<td>Review and return with language for committee consideration. Instead of majority, also consider “simple majority”.</td>
<td>August 2019</td>
</tr>
<tr>
<td>By-Laws (Ken)</td>
<td>Advisor language</td>
<td>Consider using “appointed” advisors instead of “committee” advisor in procedures manual references and in OP.</td>
<td>August 2019</td>
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**By-Laws Subcommittee report 5/30/19**

**Subcommittee Recommendations to SAC:**

1) Recommend AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators.
2) Recommend edits to Procedures manual page 8 regarding COI. See Attachment A
3) Recommend contractors sign a uniform disclosure statement within the contract with AAFCO.
4) Recommend further subcommittee discussion on establishing language in the bylaws to describe the executive committee authority and membership. By-laws Article IV.
5) Recommend leaving BOD quorum language as-is for now until after discussion on executive committee.
6) Recommend leaving committee advisor language as-is and not changing to appointed advisors.
7) Recommend discussion in SAC regarding whether AAFCO board can kill a committee recommendation? Can the BOD amend a committee recommendation?

**Subcommittee Participants present during call on 5/30/19:**

Erin Bubb – PA, Richard Ten Eyck – OR, Ken Bowers – KS.
Doug Lueders – MN absent

The by-law sub-committee discussed the AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators. It was decided to recommend that committee chairs and investigators sign the COI. When
on an AAFCO committee with governing board-delegated powers or serving as an investigator the person is representing AAFCO.

Also discussed whether By-laws Article IV is clear enough regarding executive committee authority and membership. This discussion also relates to the Quorum discussion.

Discussed board actions available on committee recommendations. Discussed possible fix to adoption of the “Guidelines for requesting a new definition” as recommended by the IDC.

By Law committee does not think proposed language in new guidelines violates the bylaws but that the process could be clearer.

Proposed Language:

“Once accepted by membership for publication as a tentative definition the definition will move to Official status six months later without further action by the IDC, Board or Membership. This action can be stopped or modified by the IDC in consultation with the investigator. “

RT will draft amendment language for the BOD to offer on the “Guidelines for requesting a new definition” document. Erin will request it get on BOD agenda for June.

Call was adjourned about 90 minutes in.

Attachment A

Procedures manual page 8

Insert language 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

a. Has received a copy of the conflict of interest policy,
b. Has read and understands the policy, and
c. Has agreed to comply with the policy.

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### Strategic Planning 2017–2020

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<th>Updated Goals 2017-2020</th>
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<tr>
<td><strong>Strengthen organizational infrastructure</strong></td>
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**Promote and enhance membership participation (internal)**

| 7** | Identify opportunities to increase member agency participation |
| 8* | Develop and provide professional development and technical training opportunities in support of feed programs |
| 9* | Enhance collaboration, communication and cooperation among regulatory agencies |
| 10** | Communicate and document AAFCO benefits and accomplishments |

**Emphasize feed and food safety**

| 11 | Continue developing member feed safety programs in alignment with FSMA and IFSS |
| 12* | Promote and support laboratory technology, methods, quality systems and collaboration |
**Top 3 priority goals**

**Adequate progress was made on the first three; Goal 7 was initially identified as a fourth goal. The Board/Chairs subsequently added goal 10 October 2018 - January 2019.**

***Board priority action completed February 2018

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**Top 3 Priority Goals [FSMA TF activities integrated]**

*Updated text: italics and bold*

**Group 1: Mark Leblanc, Nancy Thiex, Ken Bowers, Meagan Davis, and Dave Dressler**

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<thead>
<tr>
<th>Outcome</th>
<th>Activity</th>
<th>Resources Needed</th>
<th>Timeline</th>
<th>Responsibility</th>
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<tr>
<td><strong>Strategy: Emphasize feed and food safety</strong> Goal 12: Promote and support laboratory technology, methods, quality systems and collaboration</td>
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<td>12.1 <strong>Fund AOAC method development and validation</strong></td>
<td>Review list, remove those that aren’t relevant and prioritize the remainders. Identify resources to clear out analytical method needs backlog. Use existing strategy to identify method needs and prioritize them to continuously identify new needs (includes sample preparation)</td>
<td>Funds People</td>
<td>Methods needs survey completed (vitamins top). General priority list established. Vitamin and mineral workgroup in progress. Will require review of the methods list together with the hazard list to reprioritize. Need to identify resources to address backlog thereafter. 3-5 years to address backlog. August 2018: Sugars and fructans methods submitted for ERP at AOAC Aug. 2018. Vitamin and Mineral group still in progress and have some funding requests. FDA hazard guidance published January 23, 2018 that was insufficient for use. Hold pending hazard identification priority needs from 12.2. <strong>January 2019 Update:</strong> Combined with 12.3 (below)</td>
<td>LMSC with ISC support</td>
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<p>| Combined with 12.3 (below) | Identify resources to perform additional (field) sample collection studies | Funds Equipment People | 6 months to identify resources. 1 year to develop adequate protocols. 3 years to perform additional sample collection studies | 1. ISC 2. LMSC |</p>
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<tr>
<td>12.2 *** FSMA TF Item 3: priority setting and method development for contaminants/hazards (Combined with activity 9.2 in FFIMC WG)</td>
<td>Determine the contaminants, hazards, matrix and action levels to provide guidance to LMSC to inform method development. Integrate collaboratively into current LMSC priorities</td>
<td>Subject matter experts Funds Equipment</td>
<td>Alliance decided not to develop specific hazard guidance information. FDA assumed the work and published hazard guidance January 23, 2018. Next steps: complete method needs statement for LMSC. Up to 3 years for subsequent method development and validation (dependent on whether there is existing method). Bob Waltz is lead (including LMSC representation). August 2018: WG report - FDA guidance doesn’t contain a hazard specific list or action levels. Levels are critical to inform method development. Group will deliberate refocusing to identify what can be done (e.g. identify hazards from those suggested that are higher risk (toxicity/likelihood/impact) for which levels were used for regulatory action in prior incidents. Once guiding principles established, WG could transition to Sub-Committee to formally interface with LMSC to guide ongoing method needs (new or improved). January 2019 Update: Reinvigorating efforts.</td>
<td>FFIMC lead, EIC, ISC, IDC and LMSC</td>
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<td>12.3 ** Validation of sampling methods</td>
<td>a) Perform field sampling method validation including sampling equipment and sample type. b) Establish sampling methods needs statement (Complete). Identify resources and develop adequate protocols to perform additional (field) sample collection studies.</td>
<td>Funds Equipment People Time</td>
<td>a) Activities: needs statement, RFP, contract, evaluation. Expect it will take 2 years. b) 6 months to establish sampling method needs statement. 6 months to identify resources 1 year to develop adequate protocols. 5 years to perform sampling method validation. Will flow from 1.1 Complete June 2018: Laboratory sampling guideline. Work group established (ISC and LMSC reps) to develop RFP. August 2018: RFP development in progress Starting with bag/probe sampling and several types of feed (particle sizes), analytes (e.g. protein, fat, fiber, Ca, P, Zn) under consideration need to include high, middle and low concentration as well as residue levels; will be consulting with Andy to address statistical validity. January 2019 Update: RFP approved by Board December 2018 and will be issued immediately after meeting with 60 day submission time.</td>
<td>ISC with LMSC support</td>
</tr>
<tr>
<td>12.4 ** Collaboration between feed programs and laboratories that perform feed sample analysis and laboratory participation in AAFCO</td>
<td>Encourage participation and attendance by state labs by programs and encourage communication between labs/programs. Reach out to states to encourage laboratory participation (letter/email) in AAFCO.</td>
<td>Time People</td>
<td>November 2017: Letter from President (Ken) to state Directors/Commissioners. LMSC WG for outreach to states and federal laboratories that are not attending to work on increasing participation (especially AFRPS). August 2018: Ongoing effort by LMSC to develop initiatives to increase collaboration. Complete</td>
<td>AAFCO Board (President) LMSC EIC</td>
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<td>Outcome</td>
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<tr>
<td><strong>Strategy: Promote and enhance membership participation (internal)</strong>&lt;br&gt;<strong>Goal 9: Enhance collaboration, communication and cooperation among regulatory agencies</strong></td>
<td><strong>9.1 ** Share compliance letters/ enforcement actions. Coordination of enforcement action.</strong>&lt;br&gt;9.1 ** Share compliance letters/ enforcement actions. Coordination of enforcement action.<strong>&lt;br&gt;9.1 ** Share compliance letters/ enforcement actions. Coordination of enforcement action.</strong></td>
<td>Categorize Listserv topics to Feed BIN&lt;br&gt;Being done as part of Food Shield (next item)</td>
<td>Administrative support Feed Bin</td>
<td>Archive Listserv is searchable. Categorization of active Listserv North Carolina also has a “mini” Listserv. It is informal, but has national data. Membership for regulators is vetted in order to control access. Made a component of item below.</td>
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<td>Share compliance letters and enforcement actions <em>(State and Federal)</em></td>
<td>Guidance from subject matter experts</td>
<td>Call January 2018: Need searchable and secure IT solution; can be done fairly easily and quickly according to Food Shield IT expert. Confidential company info release could be an issue for states. August 2018: WG, Surveyed 700 members, 44 responded (6%) regarding needs. RFP developed and sent to 4 companies. Three responded with proposals. WG turnover necessitated change in members. George Ferguson, Erin Bubb and Richard Ten Eyck were to review the 3 proposals to make recommendation to EIC. <strong>January 2019 Update: Food Shield proposal accepted and Board approved proceeding. Search features are being adjusted. Expect to be functional within 6 months.</strong></td>
<td>EIC to designate lead with FASS support</td>
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<tr>
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<td>Share Division of Animal Feed letters Being done as part of Food Shield (item above)</td>
<td></td>
<td>Made a component of item above.</td>
<td>EIC to designate lead and coordinate with FDA as necessary; FASS to support</td>
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<td></td>
<td>Enforcement Issues Committee can pick up topics – coordinate and enhance committee action</td>
<td></td>
<td>No action due to lack of members willing to lead. January 2019 Update: New leadership will be seeking ideas/suggestions for coordinated enforcement activities</td>
<td>EIC to designate lead with FASS support – Members</td>
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<td></td>
<td>Consider development of core report (similar to that of FDA) (frequency to be determined)</td>
<td>Listserv EIC IDC Any committee</td>
<td>January 2019 Update: Action pending</td>
<td>EIC to designate lead with FASS support</td>
</tr>
<tr>
<td>9.2 *** FSMA TF part of Item 3: Enforcement strategy for contaminants/hazards (Combined with activity 12.2 in FFIMC WG)</td>
<td>Determine the contaminants, hazards, matrix, action levels and enforcement strategy to provide guidance to LMSC to inform method development and priority setting.</td>
<td></td>
<td>Alliance decided not to develop specific hazard guidance information. FDA has assumed the activity; work product published January 23, 2018.</td>
<td>FFIMC lead, EIC, ISC, IDC and LMSC</td>
</tr>
<tr>
<td>9.3 ** Enhanced use of Feed BIN</td>
<td>Identify activities to enhance use</td>
<td>Financial support</td>
<td>Complete January 2017 (activities detailed in Feed BIN)</td>
<td>CIOC</td>
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<tr>
<td>9.4 ** Coordinate with NASDA to develop a framework for state feed programs to deliver FSMA implementation</td>
<td>Provide data and information for NASDA grant application (AAFCO is subcontractor) and subject matter experts to support framework development.</td>
<td>AAFCO subject matter experts</td>
<td>Grant application successful and SME identified. Framework developed and finalized late 2018. Will be tracked via grant reporting obligations. Complete 2018</td>
<td>NASDA-AAFCO-FDA FSMA Steering Committee (AAFCO reps: Linda, Ali, Bob W., Richard)</td>
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<tr>
<td>9.5 *** FSMA TF Item 1: Align Model Bill with needed authorities to Implement FSMA</td>
<td>Make recommendations to align the Model Bill with needed authorities to implement FSMA</td>
<td></td>
<td>Complete January 2017</td>
<td>MBRC</td>
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| 9.6 *** FSMA TF Item 2: Transition AAFCO GMPs to FSMA GMPs and convert AAFCO Model Feed Safety Program Plan to AFRPS | a. Develop a plan for states that have adopted AAFCO’s model GMPs to transition to FSMA GMPs.  
b. Remove Model Feed Safety Plan from OP (archive for historical reference) and use AFRPS instead | | Complete August 2016 | a. FFIMC with MBRC and PFC  
b. FFIMC with OP section editor and Feed Safety Coordinator |
| 9.7 *** FSMA TF Item 6: Develop communication plan for AAFCO specific FSMA implementation activities | a. Develop an AAFCO Communication Plan to better inform  
b. Develop a model communication plan for states to use for outreach to regulated parties | Framework developed (activities detailed in Feed BIN). 2017 initiated biannual newsletter. Draft plan developed February 2017 included both generic and ongoing activities. August 2018: Revising to make generic. Ongoing activities will be part of CIOC regular work. Expect to finalize for Board/member approval January 2019. January 2019 Update: | CIOC |

Group 3: Dan Danielson, Ali Kashani, and Tim Weigner

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</table>
| Strategy: Promote and enhance membership participation (internal)  
Goal 8: Develop and provide professional development and technical training opportunities in support of feed program | Extract all resource (training) needed to meet Standard 2  
Crosswalk to IFPTI; AITS/BITS; ORAU; CVM, FEMA  
Identify gaps and approach land grant universities | Subject matter experts. Potential travel for non-Co-Ag contract states | Work group formed. Covers 8.1 and 8.2. Document finalized. Need mechanism to keep updated, likely via George’s group. Developed training calendar in FeedBIN and been adding to calendar. Point of contact and ongoing addition - Jeff; also seeking industry input so their training can be input. WG disbanded. Complete Spring 2018 See 8.2 | ETC together with ISC |
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<tr>
<td>8.2 ** Directory/ listing of trainings available**</td>
<td>Once training needs and model training plan are done (above), catalogue courses and categorize as basic and advanced</td>
<td>FASS support</td>
<td>Work group formed. Covers 8.1 and 8.2. Catalogued and categorized (per vote 8.1 above). Basic/Advanced terminology means different things for AAFCO (BITS/AITS), IFPTI and potentially individual states. Decided that categorization would also contain disclaimer allowing state discretion in courses they require for their inspectors. **Complete Spring 2018: See 8.1 In Feed BIN. WG disbanded. August 2018: Not on Strategic Plan, but identified via ETC. Investigating software program that could track training of AAFCO members (Learning Management System). Considered 5 firms, including Knowledge Vault who declined. Selected 2 (Litmos and DigitalChalk (also used by NGFA)) for full demonstration. Both met all needs. DigitalChalk favoured and most price effective: $8.4K for 500 active users. Recommendation/motion approved: move forward to Board to proceed with RFP (especially the 2 firms) to acquire a system.</td>
<td>ETC</td>
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<td>8.3 ** Model training framework</td>
<td>Develop model document for joint inspection (OJT – on the job training) for feed. <strong>Develop model training plan.</strong> Not “developing model training plan” per follow-up conversation with Tim W., Dan D. and Ali K.</td>
<td>Subject matter experts. Potential travel for non-Co-Ag contract states</td>
<td>Work group formed. Drafted (3 part: policy overview, training plan (modified yearly for employee) and forms). ISC supplied material to ETC who drafted document. (Jim True interface as he is on both committees). August 2018: Comments back from ISC and incorporated, no additional comments - presented final model training manual to committee; audited against animal feed standards (2 and some of 3, as well as sampling and work planning). Recommend use and revisions thereafter. Document has been shared with the Committee throughout the process. Committee approved August 2018 and Board/members accepted January 2019. <strong>Complete.</strong></td>
<td>ETC (George F. lead) and ISC</td>
</tr>
<tr>
<td>8.4 *** FSMA TF Item 4: Develop training material not covered through Alliance work product</td>
<td>Verify if training material for feed ingredient manufacturing from the (FSPCA) Alliance meets the needs of inspectors and revise as needed and include in directory of training material</td>
<td>Subject matter experts. Potential travel for non-Co-Ag contract states</td>
<td>Evaluated the GMP inspection of feed manufacturers against feed ingredient manufacturers and feel the general manufacturing training is adequate for both. Next step will be assessment respecting hazard analysis by August 2018. August 2018: Eric to work with Jenny FDA to move forward with draft by January 2019. <strong>January 2019 Update:</strong> Some material is being trialed at AITS, June 2019. Will need to have formalized material completed and consider incorporating it into the inspector manual.</td>
<td>FFIMC &amp; ISC supported by ETC</td>
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<td>8.5 *** FSMA TF Item 5: Review and revise the Feed Inspector’s Manual to support FSMA implementation</td>
<td>Review and revise the Feed Inspector’s Manual to make sure it supports FSMA implementation</td>
<td>Subject matter experts. Potential travel for non-Co-Ag contract states. FASS support for publication, including printing/Feed BIN costs.</td>
<td>August 2018: FDA (Kevin K.) continues to edit as information is received. Expect to complete within 60 days for ISC to approve by January 2019. <strong>January 2019 Update: Finalized. Due to formatting issues it was sent to FASS to clean up. Final review thereafter and expect it to be ready for evote March 2019.</strong></td>
<td>ISC supported by LMSC and ETC</td>
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** Top 3 outcomes identified at May 2nd, 2016 planning session

*** FSMA TF outcomes integrated into 2017-2020 Strategic Plan
Additional 2 Priority Goals

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<tr>
<td>7.1 <strong>Conduct survey of membership needs supplemented with direct communication</strong></td>
<td>Develop survey to identify who (member and person) is not participating and why. Individuals to conduct direct communication are identified based on relationship. Develop talking points to support conversations (standard language, script, news/updates, specific asks (e.g. committee members), identify state specific needs). Group results by similar circumstances. Identify needs. Target inactive AFRPS states (talking points - how AAFCO supports AFRPS, offer CEU, offer AFRPS session at meetings). Develop recruiting strategies (What we can do for them and them for us), action plan and implement.</td>
<td>$$ for CEU courses, time at meetings</td>
<td>Active member list supplied by FASS for working group review. Report on survey results and needs. Recruiting strategy. Action Plan Implement, track and report.</td>
<td>Board CIOC ED CEU specific committee ETC</td>
</tr>
<tr>
<td>7.2 <strong>Mentoring</strong></td>
<td>Hold new member session during meeting Follow up to encourage engagement. Regionally, active states contact inactive states with news, updates and invites. Targeted scholarships. Hold meetings in states/regions with decreased participation. Support mentorship/mentor (e.g. sub-committee) to host training/workshops</td>
<td></td>
<td>Develop list of target states and person responsible. Develop list of mentors to match with mentees. Talking points. Scholarship program. Mentoring engagement plan. Implementation tracking and reporting</td>
<td>CIOC Board</td>
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<td>7.3 Provide events at Mid Year and Annual to inspire all member agencies to attend and participate</td>
<td>Events established based on membership survey and ongoing intelligence gathering. Events should consider needs of both large and small agencies (determine what these are). Design events that lead to innovation and nontraditional solutions. Increase opportunities for ideas to be heard and let them know ideas are welcome. Schedule events in the middle of the meeting versus front/back of regular meeting. Increase professionalism of meetings (Committees are prepared and actively conduct work at meetings). Offer more education/training at meeting (identify needs, consider AFRPS/new outside groups (USDA))</td>
<td>Speaker funding</td>
<td>Ongoing intelligence gathering established (e.g. post meeting evaluation, outreach to states) Needs list developed, actioned and tracked.</td>
<td>ETC with technical support from relevant committees</td>
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<td>7.4 Formulate and communicate positions on emerging issues (e.g., hemp, ICG) (Transferred to 10.1)</td>
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<tr>
<td><strong>Strategy: Promote and enhance membership participation (internal)</strong>&lt;br&gt;<strong>Goal 10: Communicate and document AAFCO benefits and accomplishments</strong></td>
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<td><strong>10.1 Enhance Communication tools.</strong>&lt;br&gt;Integrated 10.2, 10.3, 10.4 and 10.5</td>
<td>Strengthen Current Issues and Outreach Committee&lt;br&gt;Develop relevant talking points with cohesive message, not just listing top benefits of committees (ask at seminar, ask members what they think the bullet point messages should be). Formulate and communicate positions on emerging issues (e.g., hemp, ICG). Communicate benefits of AAFCO for Lab group (e.g. AAFCO support for ISO), success and relevance of proficiency testing program. Develop and publicize resolutions to support the AAFCO feed/food safety vision and goals. Collect case studies of AAFCO’s successes and how they increased feed safety (e.g. BSE regs, botanicals, proficiency testing protocol ISO certification, ingredient definitions, early development of model regulations, good samples). Identify target audience, as message will vary. Identify delivery format (handout/pamphlet, newsletters, website, Feed BIN, social media). Develop schedule to keep Website content updated. Issue shorter newsletters more frequently (monthly). Maintain electronic list of upcoming meetings. Identify communication tools to utilize (dashboard, surveys). Facebook page: start with monthly newsletter, AAFCO press releases (increased frequency), communicates big items (consider activist comments). Consider having FASS post, someone else puts together content/format and review comments (ask COSDA for help). Consider contracting social media management firm.</td>
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<td>CIOC&lt;br&gt;New Technology Committee?&lt;br&gt;Issue specific Committee (technical input)</td>
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<td>10.2 Newsletters 10.3 Website kept updated 10.4 Feed BIN</td>
<td>Shorter more frequent issuance (monthly), (?)</td>
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<td></td>
<td>CIOC Board New Tech Committee?</td>
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<td>10.2 Communicate individuals accomplishments (awards, recognition) directly to their supervisors/commissioners via recognition letter</td>
<td>Each individual supplies names and contact information for supervisor, commissioner and other important senior managers to copy. Create a capture form that aligns with recognition/award. Capture contact information from all program employees (title, role, etc.), way for person to update and verify as well as sign up for AAFCO notices by preference. Automate process to generate thank you letter to identified key member directors/commissioners after each meeting (Annual/Midyear) that promotes key successes at meeting and thanking them for supporting program employee attendance and participation.</td>
<td>George Ferguson offered to provide support</td>
<td></td>
<td>CIOC</td>
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<tr>
<td>10.3 Promote ODI to feed label reviewers/generators</td>
<td>Encourage states to use to help industry buy in (e.g. require ODI report with label; promote industry use to generate labels pre-market (benefit is increased OP sales and revenue to improve AAFCO)</td>
<td></td>
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<td>CIOC Feed Labeling Committee New Technology Committee ongoing support</td>
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<td>10.4 How to distribute Spotlight On (Internal)</td>
<td>Utilize press releases/surveys Draft language for mini ListServ (Board/Kristen start) and see if picked up; if not outreach is next step).</td>
<td></td>
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<td>CIOC Pet Food Committee New Technology Committee</td>
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**Participants:**

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<tr>
<th>Name</th>
<th>Priority voting pre-meeting</th>
<th>Attended May 2, 2016</th>
<th>AAFCO role</th>
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<tr>
<td>Mark LeBlanc</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Ken Bowers</td>
<td>✓</td>
<td>✓</td>
<td>Board/Chair Subc.</td>
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<tr>
<td>Richard Ten Eyck</td>
<td>✓</td>
<td>✓</td>
<td>Board/Chair</td>
</tr>
<tr>
<td>Ali Kashani</td>
<td>✓</td>
<td>✓</td>
<td>Board/Chair</td>
</tr>
<tr>
<td>Dan Danielson</td>
<td>✓</td>
<td>✓</td>
<td>Board/Co-Chair</td>
</tr>
<tr>
<td>Stan Cook</td>
<td>✓</td>
<td>✓</td>
<td>Board/Chair</td>
</tr>
<tr>
<td>Erin Bubb</td>
<td>✓</td>
<td>✓</td>
<td>Board</td>
</tr>
<tr>
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<tr>
<td>Robert Geiger</td>
<td></td>
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<td>Board</td>
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<tr>
<td>Kristen Green</td>
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<tr>
<td>Eric Nelson</td>
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<td>FDA advisor</td>
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<td>Dave Edwards</td>
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<tr>
<td>Abe Brown</td>
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<td>Tim Lyons</td>
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<td>Meagan Davis</td>
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<tr>
<td>Dave Dressler</td>
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<td>Chad Linton</td>
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<tr>
<td>Nancy Thiex</td>
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<td>Aaron Price</td>
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<td>Doug Lueders</td>
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<td>Linda Morrison</td>
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<td>Feed Safety Coord.</td>
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<tr>
<td>Kelsey Luebbe</td>
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