

Strategic Affairs Committee  
2022 AAFCO Annual Meeting  
Hilton St. Louis at the Ballpark  
St. Louis, Missouri  
Saturday, August 6, 2022  
8:00 – 10:00 AM CT  
Grand Ballroom

1. Introductions and Agenda Review
2. Strategic Planning 2017-20
  - Update from Responsible Committees
3. Strategic Planning 2022+
  - Update
4. Procedures Manual
  - Draft **Privacy Policy** update (Erin, Sue, Jacob, Scott, FASS)
    - Board charge: the Strategic Affairs Committee will review drafted language for the AAFCO Privacy Policy and consult with the Attorney to come up with a proposed policy and report back to the Board of Directors.
    - First draft developed with assistance from FASS and legal. Counsel provided suggestions to bring into compliance with GDPR; FASS have also commented.
    - Work Group: Erin, Sue, Jacob (Technology Comm. Rep), Scott, FASS rep
    - Identify placement in Procedures Manual.
    - Timeline: Merged document to WG by mid-February; revise for SAC comment and discussion Annual 2022.
    - Update:
  - BOD Minutes Review (**Appendix 1**)
    - Board charge to SAC: Review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Work Group should direct requests for assistance from legal counsel through the Board Executive Committee.
    - Work Group: Austin (lead), Sue, Stan, Dave, Ken, Leah
    - WG report appears in Appendix 4
  - Life Member privileges (**Appendix 2**)
    - Board charge: Examine the life membership nomination process and

procedures to specifically focus on conflict of interest and make recommendations to changes to the By-Laws and Procedures Manual and any subsequent procedures.

- Need to consider modifications to Life Member privileges where the Life Member is engaged by and representing regulated industry at meetings. Considerations for modification should include the By-Laws, Official Publication and Procedures Manual.
- Background: An AAFCO Life Member has been asked to be an Advisor. Given the information that AAFCO Life Members are privy to, this could potentially be a Conflict of Interest. A potential solution could be suspension of Life Membership privileges while serving as a Committee Advisor. Another consideration is requiring the completion of an annual Conflict of Interest Affidavit for continued Life Member privileges. If a Life Member becomes an Advisor, Feed BIN access, voting in Committee Meetings, complimentary meeting registrations must all be considered. Additional language may be required in the Life Membership award letter to help clarify AAFCO's expectations of Life Members.
- Work Group: Erin (lead), Doug, Eric
- Timing: Recommendation for SAC consideration by Annual 2022

#### 5. Deferred business

- Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
  - The WG will:
    - Focus on defining what information is maintained in each of the three. Reduce overlap and duplication. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
    - Conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
  - WG: Ashlee-Rose, Kent, By-Laws SC, Linda, Stan and Sue
  - Timing: Develop plan by Annual and updates/report out by Midyear 2023
- Resolutions Policy (Hollis, Stan, Erin, Ashlee-Rose)(Appendix 3??)
  - Develop guidance on drafting resolutions (WG) and implementation (CIOC/Philosophy?)
  - Timeline: Guidance and implementation recommendations for Annual 2022
- Common Food Index (Kent) update

#### 6. Other business

Action Item Table:

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, + By-Laws Sub Committee, Linda, Stan	Procedures Manual/By-Laws/Official Publication update	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update) then proceed with ST, ED and AMF review	Develop plan by Annual and updates/report out by Midyear 2023
WG: Erin, Jacob (Technology Comm. Rep), Scott, FASS rep	Privacy Policy	Merge legal and FASS comments for review by WG; consult with legal to finalize.	Merged document to WG by mid-February; revise for SAC comment and discussion Annual 2022.
WG: Stan, Erin, Hollis, Ashlee-Rose	Resolutions Policy	Review AFDO policy and consider for AAFCO; Draft policy developed for discussion Midyear 2022	Policy Complete; Draft guidance to develop and implement resolutions at Annual 2022.
WG: Austin (lead), Stan, Dave, Ken, Leah	Board Minutes availability	Review the necessity of publishing the BOD minutes on the AAFCO website	Recommendation for SAC consideration by Annual 2022
WG: Erin (lead), Doug, Eric	Life Member privileges	Examine life membership nomination process and procedures to specifically focus on conflict of interest	Recommendation for SAC consideration by Annual 2022

## Board Minutes Review Working Group

**Workgroup Members:** Austin Therrell, Leah Wilkinson, Sue Hayes, Stan Cook, Dave Edwards, Ken Bowers

### **Charge:**

The AAFCO BOD moves to charge the Strategic Affairs Committee to review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Workgroup should direct requests for assistance from legal counsel to the executive committee.

### **Background:**

BOD minutes were taken down in July of 2021

Why? – concerns with documents being used outside of their intended purpose

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### **Call #1 – (2/2/22)**

- Bylaws – post to membership - ok
- Committee guidelines – post to AAFCO website – conflicting with procedures manual
- Procedure’s manual – post to Feed Bin - ok
- Remove names from minutes? – need more training
- Build the business meeting agenda throughout the year and post to next meeting page

### **Recommendation to SAC:**

The workgroup recommends to the Strategic Affairs Committee to edit the row “***Post Approved Minutes***” in **Table 4 BOD Postmeeting Deadlines and Responsibilities** on P. 100 of the 2022 AAFCO Official Publication to read “***Post approved minutes in FEED BIN***” “***From: DRAMF***” “***To: Members***” in order to match the language in **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2021 AAFCO Procedures Manual on P. 15.

The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate.

The workgroup also recommends providing training on best practices for capturing minutes for meetings for all that are taking minutes.



**Life Member Privileges Working Group Report June 16, 2022**

**Workgroup Members:** Erin Bubb, Eric Nelson and Doug Lueders

The working group drafted some proposed language in the guidelines for Life Membership found in the OP. This will hopefully assist the association with some guidance when a Life Member chooses to represent industry or other external stakeholders outside of the public official credentials they once held.

We also decided it could be handled well enough in the guidelines so the By-Laws would not have to be modified. We agreed that changes to by-laws should be minimum and limited to just those that are absolutely necessary.

Excerpt from the OP with suggested changes (Guidelines, Page 106, 2022 Hard copy of OP):

To qualify for life membership a candidate must have met the following criteria or have performed meritorious service to the association or to the principals of animal feed control determine by the AAFCO BOD to be equivalent of these criteria:

1. The candidate shall have completed a min of 8 years active committee, investigator, seminar, task force or officer service; or a min of 15 years tenure in a member agency with semi active in individual service to the association.
2. The candidate shall have terminated his or her tenure as a feed control official and shall not have accepted a position in any feed control regulated business, trade or professional association servicing the animal feed industry.

**Nomination Procedure: (unchanged)**

**Assessment of Life Membership Nomination: (unchanged)**

The BOD shall, when considering a candidate for life membership, evaluate the merits under which prior memberships were awarded; avoid awards which tend to disenfranchise the values of life membership; disregard personal friendships, personalities, and social factors, and protect the past, present and future of the honor of Life Membership.

**Pause of Benefits:**

*If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.) the life member must notify the President of AAFCO. The President will suspend the privileges of life membership until such time the life member is no longer representing the external stakeholder.*

*If the life member refuses to suspend their privileges, the BOD may choose to suspend or revoke until such time as the individual again meets the condition of life membership as stated.*

**Notification:**

Life member nominees approved by the BOD, shall be notified in writing, by the President within 10 days of the decision and will be included in the list of Life Members in the next version of the OP. Life Members have the right to vote in committee meetings and workgroups but not the association's general business meetings.