

DRAFT AGENDA
Strategic Affairs Committee
August 6, 2022 8:00-10:00am

1. Introductions and Agenda Review
2. Strategic Planning 2017-20
 - Update from Responsible Committees
3. Strategic Planning 2022+
 - Update
4. Procedures Manual
 - Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update) (Appendix 1 ?? - draft plan?)
 - 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
 - Draft Privacy Policy review (Erin, Sue, Jacob, Scott, FASS)(Appendix 2??)
 - 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.
 - 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
 - BOD Minutes Review (Appendix 4)
 - 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 5??)
 - 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. Other business

Action Item Table:

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Sue, 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, Sue, 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), Sue, 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

APPENDIX 1

Pending: Procedures Manual - Official Publication - By-Laws: Plan to Review and Define Linkages

APPENDIX 2

Pending: Privacy Policy

APPENDIX 3

Pending: Resolution Policy Guidance

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

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.

Pending: Life Member Privileges