

Strategic Affairs Committee Report/Minutes

July 27, 2014
8:00 am – 10:00 am
Sacramento, CA

COMMITTEE RECOMMENDATIONS:

- 1. Report acceptance**
2. Accept the Chairperson, Vice and Co-Chairperson definitions (Appendix 1) and move them to the membership for acceptance and insertion into the OP, Committee Guidelines

BOARD RECOMMENDATIONS:

- 1. Report accepted – date**
- 2. Recommendation accepted - date**

ASSOCIATION ACTIONS:

- 1. Report accepted – date**
- 2. Recommendation accepted - date**

Full Committee Members:

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

Finance Sub-Committee

Ali Kashani, Chair	Ken Bowers	Jamey Johnson	Mark LeBlanc
Chad Linton	Richard TenEyck	Judy Thompson	

By-Laws Sub-Committee

Ken Bowers, Chair April Hunt

Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Kurt Gallagher	Kristi Krafka	Ed Rod
Richard Sellers			

Committee Report:

1. Working Group (Bob/Shannon/Ali/Roger/Ken) :
 - Review of draft definitions for Committee Chairperson, Co-Chairperson and Vice Chairperson (Appendix 1)
 - Motion:** Accept the definitions and move them to the Board and membership for acceptance and insertion into the OP, Committee Guidelines by Ken Bowers; second Richard TenEyck. Motion carries.
 - Procedures Manual Review - Committee coordination processes (Appendix 2 – separate document)
 - Update/review draft Phase 2 work – Committee comments:
 - add person responsible
 - edit in Committee (not Board)
 - rule of thumb - write procedures once and just reference in other association documents (e.g. either OP or procedures manual but not both)
 - move procedures more fully into manual from OP as it is more available on web site but keep timelines in OP
 - e-voting to include minimum 2 week discussion provision
 - clarify committee quorum and voting procedure (very detailed in e-vote but not in-person voting) (notably differentiation when voting, if all members present aren't voting, e.g. majority of those present or majority of those voting – refer to Robert's Rules)
 - Action:** Edit and share electronically with the Committee by October 1 with view to presenting final version for acceptance and forwarding to the Board (vote)/membership (presented for information) in January 2015.
2. Sub-Committee activities:
 - By-Laws:
 - Nothing for the meeting
 - Action:** Review quorum provisions for Committees in the By-Laws for consideration in January 2015.
 - Finance:
 - Nothing for the meeting.
3. Strategic Plan Priority Activities 2013-16
 - Working group (Bob, Jenny and Richard) report on Integrated Tracking system implementation in FeedBin
 - Roughed out a workplan in the FeedBin,
 - Action:** Share with the Chair and webinar last half of September. Hope to have basic system ready by January 2015.
 - Workplan status reviewed for all priority activities:

- Sound financial planning / More cost effective operations: Ali
 - Need to update the workplan and final report if complete
 - Revenue Generation Plan: Ali
 - Need to update the workplan and final report if complete
 - Process for new members: Katie/ Ali
 - Early work to be further developed by January 2015
 - Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - Next step is course identification/costing by January 2015
 - Emergency Preparedness Exercise: Judy
 - States surveyed (those with EP), leader change to Darlene. Looking to update OP and table top planning exercise for discussion in January 2015
 - Partnership establishment: Katie/ Ali
 - Actively working with key partner FDA (PFP, 50 state, AFSS), NASDA, AFDO (regional) and reinvigorated USDA collaboration
 - Support APHL Grant: Nancy
 - On target with deliverables, monthly reporting to APHL and regular Board reports, annual report completed (annual and Mid-Year posted in the FeedBin/web site)
 - Enhanced Communications (6 sub-elements): Katie/ Ali
 - Leader change. Will review/prioritize activities and establish time lines
- Action:** All SP priority leads to update workplans and submit to SAC for tracking purposes by October 1, 2014.
4. Committee structure review (Mark (lead), Judy and Richard) (Appendix 3)
- Draft workplan reviewed with Committee
- Action:** Update workplan with Committee comments and append to report.

Committee has no specific financial needs from the 2014-15 budget.

Motion: To accept the Strategic Affairs Committee report, subject to minor edits/formatting by Bob Waltz; second Sam Davis. Motion passes.

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 1: Review terms and conditions of Committees, Sub-Committees, Working Groups, Task Forces and Investigators, for more efficient effective work flow	Committee recommendation accepted by Board/membership August AGM 2014	Complete
	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	WG draft Procedures Manual shared at August AGM 2014	Edit and share electronically with the Committee by October 1 with view to presenting final version for acceptance and forwarding to the Board (vote)/membership (presented for information) in January 2015.
Working Group: Ken and Judy	Create definitions for Committee Chairperson, Co-Chairperson and Vice Chairperson	Draft provided for consideration at the August AGM 2014	Committee accepted and forwarded to Board/membership for acceptance January 2015.
By-Laws Sub-Committee	By-Laws issues	Review quorum provisions for Committees	Present draft for consideration in January 2015.
Work group: Bob W. (lead), Jenny and Richard	Strategic Plan and Priority Action Item tracking and progress updates	Strategic Plan key priorities for 2013-16 completed by Board October, 2012. Committee Chairs drafted workplans which were reviewed and accepted by the Board of Directors (with adjustments requested of CIOC (slight re-structure and addition of timelines)). Integrated Tracking system drafted in FeedBin with FASS support for detail input.	Share tracking system with the Chair and hold webinar last half of September. Hope to have basic system ready by January 2015. All SP priority leads to update workplans and submit to SAC for tracking purposes by October 1, 2014.
Strategic Affairs: Mark (lead), Judy and Richard	Schedule review of Committee structure two years after implementation to make sure re-organization has been of value.	Proposed workplan presented at August AGM 2014. Suggestion is to start with survey of Committee chairs, advisors and members.	Update workplan with Committee comments and append to report.

DEFINITIONS

Committee

A group of members and advisors officially delegated to administer, discuss, or make reports concerning a subject on which its members are authorities.

Committee Chairperson

The presiding officer of a committee who ensures the committee is properly managed and functioning effectively.

Vice Chairperson

A member of a committee designated as immediately subordinate to the chairperson who serves as the chairperson in the event of their absence or indisposition and assists the chairperson as required.

Committee Co-Chairperson

One of two or more presiding officers of a committee who share the responsibility for the proper management and effective functioning of a committee.

Responsibilities – Committee Chairperson

The chairperson's duties and responsibilities include, but are not limited to, the following:

- Ensure meetings are called and held in accordance with AAFCO's mandate, terms of reference or by-laws
- In consultation with committee members and advisors establish and confirm an agenda for each meeting
- Ensure the meeting agenda and relevant documents are circulated to the members and the advisors in accordance with the timelines identified by AAFCO's terms of reference or by-laws
- Officiate and conduct meetings
- Provide leadership and ensure committee members and advisors are aware of their obligations and that the committee complies with its responsibilities
- Ensure there is sufficient time during the meeting to fully discuss agenda items
- Ensure that discussion on agenda items is on topic, productive and professional
- Ensure committee minutes and reports are complete and accurate, reviewed and submitted in accordance with the timelines identified by AAFCO's terms of reference or by-laws

Committee Structure Review
Workplan

Workgroup on Organizational Structure (ORG).

Reports to Strategic Affairs. est 1/7/14

Task: Survey if changes made in 2010 to AAFCO Organizational structure were effective and recommend any further changes needed.

Members: Judy Thompson, Mark Leblanc, Richard Ten Eyck

ORG Workgroup Report 7/1/14

Workgroup met by webinar 6/18/14 and developed survey questions reflected below. SA reviewed & edited at annual meeting.

-- work plan is to develop survey, review survey with SA in July, share survey on the BIN with chairs by 11/10/14, committees to discuss survey in January 2015, chairs to provide comments by 3/1/14ish (same day as minutes due), final report from workgroup to SA 4/1/15 (build in BIN planning tool-rt)

-- For workgroup final report, put in what additional changes we had to make to implement the original committee changes, i.e. ETC restructure with vice chairs handling areas of importance. Recognize PFC still having struggles with volume of questions. Give current status of training event communications. Include budget communication process and current finance functions.

Preface for the AAFCO Committee Structure Survey:

In 2010 AAFCO combined several committees. Part of the process was to come back and verify if the organization restructure increased our effectiveness. We'd like your input and suggestions.

The committee structure changes recommended in 2010 were:

- Combined Enforcement issues with E-Commerce task force and Federal State relations (part of their tasks to move to Outreach)
- Combined Communications and State and Industry Relations
- Combined Feed Manufacturing and Feed Contaminants
- Created Strategic Affairs by combining Bylaws, Finance & Long Range Planning
- Created Education and Training and placed seminar committee in it

Please focus on the current structures not the initial structure set out in the reorganization.

Questions for the AAFCO Committee Structure Survey:

Work Process Change Questions:

1. Is the process of running new language through the model bill committee for placement and check for conflicting language necessary?
2. Is the lateral movement of motions between committees with board knowledge working for your committee?

Organizational Structure Change Questions:

3. Are the changes we made in 2010 working for your committee?
4. Do you have time to address all the issues brought to the combined committee?
5. Did the combination add value or efficiencies to AAFCO?
6. Is there any other changes to committee structure that would be useful? for example:
 - a. With National Pet food labeling regulations on the horizon do we need to maintain a separate Feed Labeling committee and a Pet Food committee or could we combine them?
 - b. Should the Finance subcommittee be housed under the BOD instead of strategic affairs?
7. Other comments?