

DRAFT – **AGENDA** - DRAFT
Strategic Affairs Committee

January 20, 2016
10:30 am – 12:00 pm
Isle of Palms, South Carolina

1. Introductions and Agenda Review
2. Working Group (Bob/Shannon/Ali/Ken) :
 - Committee coordination processes - Procedures Manual review
 - Update Phase 2 work
3. Sub-Committee:
 - By-Laws: Ken
 - Quorum provisions for Committees:
ARTICLE VI
Section 3. "Voting. For committee work, one-half of the members of any committee are required to be present or represented by proxy (in person or by phone) to conduct a vote. A majority of those voting must vote in the affirmative for the motion to pass. Only the Chair or Co-Chairs/Vice-Chairs may preside over a vote."
 - Update
 - Finance: Ali
 - Sub-Committee report (August 2015) for SAC approval (Appendix 1)
 - Update
4. Strategic Plan Priority Activities 2013-16
 - Working group (Bob, Jenny and Richard)
 - Update on Integrated Tracking system implementation in FeedBin
 - Review SAC related work plan progress with responsible Committee Chairs
 - Sound financial planning / More cost effective operations: Ali
 - Process for new members: Ali/Vice Chair CIOC
 - Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - Emergency Preparedness Exercise: Judy
 - Partnership establishment: Jennifer G./ Ali
 - Support APHL Grant: Nancy
 - Enhanced Communications (6 sub-elements): Jennifer G./ Ali
5. Strategic Planning 2017+
 - Update

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	Additional revisions were shared with SAC immediately prior to August AGM 2015.	SAC comments requested by end of September. WG will re-review and share final draft by mid-December for committee consideration at January 2016 Midyear meeting.
By-Laws Sub-Committee	By-Laws issues	Quorum provision suggestions discussed.	Proposal to be shared with Committee by end of September so it can be integrated into Procedures Manual.
Working 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. SAC chair provided feedback. Exploring both FASS and Bin for tracking. No updates received from SP priority leads to update workplans for tracking purposes. WG expect to have a recommendation for the Committee by 2015 August Annual meeting.	No action.
Strategic Plan 2017-20 (Linda)	Organize planning session pre-Seminar 2016.	Board/Committee Chairs to identify SP priorities for 2017-20. Prepare funding needs for travel.	



Finance Subcommittee Report/Minutes

Tuesday, August 4, 2015

12:15 – 1:30 PM

Denver, Colorado

COMMITTEE RECOMMENDATIONS:

1. No need to invest further in the market at this time.
2. Purchase certificate of deposit for the amount that is above the FDIC limit in bank account.
3. Arrange for external audit with the firm conducted the last, one three years ago.

BOARD RECOMMENDATIONS: None

ASSOCIATION ACTIONS: Previous Board Recommendation of Posting Association's financial statements were completed

Committee Participants:

Members present: Richard Ten Eyck, Judy Thompson, Bob Waltz, Mark LeBlanc, Ken Bowers, Jamey Johnson, Doug Lueders and Ali Kashani.

Member absent: Chad Linton.

Guests Present: Randy Treadwell, Feed & RRT Program Manager, Washington State Department of Agriculture

Committee Report/Minutes:

1. Meeting called to order by Ali Kashani at 12:15 pm CT.
2. Update on investment of AAFCO funds – The sub-committee discussed the investment portfolio and recommended moving additional funds from savings account to a certificate of deposit. Ali will work with FASS to bring the account below the FDIC limit.
3. Official publication (OP) sales and total net income were discussed. Both electronic and paper OP sales have increased during the last two years (by about 25% and 53%, respectively). This information was to be presented at the Strategic Affairs committee meeting on Wednesday, August 5th, as had been requested at their last meeting.

4. A question was asked about the association's budget and investment level related to the status as not-for-profit organization. There appears to be no concern at this point.

5. Discussion of Budget Generating Plan – Discussion of options related to check sample program, meetings, training as potential sources of ongoing/new revenue were briefly discussed in addition to OP sales.

6. AAFCO budget in general (monthly financial statements, invoices, etc.)
 - Discussion of Association's budget and development of documents to track the Association's financial status and activities were discussed. No required changes to fiscal reports were identified.
 - It was recommended that committee chairs be encouraged to submit plans for their committee activities as funds are available to conduct needed activities. This can be done during chair meetings and by emails when secretary treasurer sends budget generation plans during the month of December.

7. Meeting adjourned at 1:30