

***AGENDA***  
**Strategic Affairs Committee**

January 23, 2020  
10:30 am – 12:00 pm

1. Introductions and Agenda Review
2. Sub-Committee
  - By-Laws: Ken
    - AAFCO Conflict of Interest (COI) versus disclosure/non-disclosure terminology for contracts. Investigate if and when these conditions should be used for vendors. Draft language for Procedures Manual as appropriate.
    - Update on discussion regarding need for language in By-Laws to describe executive composition and authority.
    - Review quorum language for the Board (9 now instead of 7), if executive discussion resolved.
    - Investigate Board authority to kill or amend a committee recommendation and need for any By-Law amendment to clarify this.
3. Strategic Planning 2017-20
  - Update from Responsible Committees
  - Addressing more priority goals
4. Strategic Planning 2021+
  - Update on revised priority goals October 2019
5. Procedures Manual
  - Travel procedures and Executive Director edits
6. Independent Conclusion of GRAS
  - Survey results
7. Other business

**Action Item Table:**

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
By-Laws (Ken)	AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators	Follow up: 1. Suggestion that individual states that adjust their COI 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.	1. Complete  2. January 2020
By-Laws (Ken)	Board Executive and Board quorum/voting provisions	Consider defining executive group. Review Board quorum/voting giving change in number of Directors. Instead of majority, also consider "simple majority".	January 2020
By-Laws (Ken)	By-Laws authority regarding Committee recommendations	Investigate whether AAFCO board can kill/amend a committee recommendation (By-Laws, Article VII)	January 2020
Strategic Affairs (Linda)	Procedures Manual	Consult with Board about making additional edits to the Procedures Manual regarding to travel procedures and Executive Director duties	January 2020
SAC and IDC (Linda and Richard)	Independent Conclusion of GRAS program	Redo survey with updated questions to add to conversation and confirm continued work on ICG	January 2020