

AAFCO BOD Minutes
Friday, August 3, 2012
Marriott Indianapolis Downtown, Indianapolis, IN

Present:

Board: Robert Waltz, Tim Darden, Chad Linton, Doug Lueders, Richard Ten Eyck, Ken Bowers, Mark LeBlanc
Ricky Schroeder, Ali Kashani

FDA: Anita MacMullan, Shannon Jordre

AAFCO Members: Ben Jones, Roger Hoestenbach

Chairs: Linda Morrison, Judy Thompson, Glo Dunnavan, Jan Jarman, Nancy Thiex, Vicki Siegel, Andy Thompson,
Aaron Price, Nate Bartz,

FASS: Jamie Ritter, Jenna Stoia

1. Past Minutes Approval (April Seminar, July 10)
 - a. April Seminar: Ali: Motion to adopt. Richard: second
 - a. Issues arose with section of the minutes concerning Monographs. Edits made.
 - b. Richard: Move to table to afternoon. Chad: Second. Motion passed
 - b. July 10: Richard: move to accept. Chad: Second. Vote unanimous. Minutes adopted.
2. Tonnage Tax Connectivity Project – AgGateway
 - a. Ag Industry Consortium that is a nonprofit association (membership dues, subscriptions, activity fees)
 - b. Each state doesn't have to pay member fees – associates of AgGateway can participate at no cost.
3. FASS Operations:
 - a. Transition went smoothly thanks to all involved; larger project than predicted; Jenna, Jeremy and Donna did bulk of the work
 - b. Jenna will now be primary contact and will coordinate with other FASS staff as needed
 - c. AAFCO sold office items in order to streamline
 - d. Changed fiscal accounting
4. FASS Budget Report: Jamie Ritter
 - a. Accrual basis switchover complete
 - b. FASS issues monthly financial statement and charges the 15th of each month to Ali
 - c. the BOD has a week to review and provide comments to Ali
 - d. CDs maturing – Bob doesn't want to be the sole signatory
 - e. Audit should be done every 2-3 years
 - i. Usually Treasurer, immediate Past President, President elect and pp, incoming pp and someone with technical expertise, not necessarily an accounting expert
Action: Treasurer, immediate Past President, President Elect and FASS to develop new audit protocols and revise Procedures Manual as appropriate
 - ii. Audit report will be presented at Midyear
 - iii. FASS did quick formal audit (not in-depth) to make sure the basic finances were in good order at transition; Firm that did the audit was company employed by FASS in Oxford – new firm to be used in the future
5. Procedures Manual is very outdated – needs to be revised
 - a. First: technical editing (determine a committee or workgroup under by-laws to manage this)
 - b. Second: FASS drafts and manages
6. Official Publication
 - a. Jenna will be contact point for updates

- b. BOD to provide direction and ensure all documents are submitted on time
Action: Chad, Richard, Ricky to work with Jenna and Susan P. to update OP
 - i. General format: consider things that can be taken out and posted online
 - ii. Investigate and provide recommendations about going electronic with the full OP
 - 1. Options to consider: print on demand, 24 hour access, Word-searchable
 - 2. Ensure that we do not lose past documents/past OPs
 - 3. Update the OP on a regular schedule (annually at present); updates throughout the year could get expensive and would be difficult to manage
 - 4. The Definitions section needs to be a living document, perhaps it should be posted online (as a searchable database). However, it must be clear that this is still a part of the OP (because some states cite 'ingredients as approved in the OP')
 - iii. Include a summary page of what was removed and posted on the website
- c. OP Edit Process
 - i. Section editors (investigators each have a section) need to be contacted regarding changes
 - 1. A few sections need someone identified
 - ii. Committee reports from August need to be included in next OP
 - iii. Deadline: September 15 and to printer by October 30
- d. OP Shipping: Currently shipped by media mail
Ricky: motion to change shipping process from media mail to first class for the remainder of 2012. AAFCO would absorb the fees. Chad: Second. Unanimous vote. Motion passes.

7. Grants

- a. Concern about taking on too many grants; there are costs associated with grants – applying, performing the grant activity and reporting, etc
- b. FDA Small conference grants: October 15 deadline, \$25K
 - i. Go for a four year grant so we don't have to apply every year (budget report each year)
 - ii. Each PI has to have a separate eRA commons account (Jenna to just be PI)
 - iii. FDA grants cannot be used to pay for food
 - iv. Need an SOP process set up to develop the procedures
- c. FDA Lab grants
 - i. APHL, AFDO, AAFCO. APHL will be the primary contact. AFDO and AAFCO will be subcontracting
 - ii. Getting labs into ISO compliance, training equipment
 - iii. Check sample program – will help generate more revenue
- d. FDA funded AAFCO survey
 - i. FDA needs to assess what the States are doing in their programs; FDA limited to 9 entities for survey
 - ii. Would like AAFCO to be involved in facilitating survey, getting it to the states, and providing information to FDA
 - iii. No timeframe yet

8. FDA update

- a. FDA-AAFCO MOU
 - i. Extension being signed today for one year. Will need to be included in the OP
- b. FDA Rapid Response Teams Review Project
 - i. Released July 15 w/ August 1 deadline (Richard is reviewing several chapters)
- c. Animal Feed Regulatory Program Standards: Ken, Mark, and Tim: Reviewers
 - i. Once everyone agrees on content, it goes through the approval process before being published
- d. Preventative Controls – industry training : David Fairfield, Kim Young. Mike Davidson, from FFIM Committee, is the AAFCO representative
 - i. Working on template at this meeting (hazards, preventative controls, what verification is needed, other requirements of the legislation)
 - ii. Education and Training Committee interested in being involved
- e. Partnership for Food Protection Workgroups reporting

- i. On PFP website
 - ii. Put link on the AAFCO website so people can find it easily
 - f. Assigned members to review the consumer representative issue
9. "Advisors" need to be more clearly defined; The By-Laws provide for advisors to Committees on approval by the President. They have traditionally been invited to bring technical expertise to discussions. Advisors have included representatives of associations. Other interested parties are welcome at open meetings.
10. Strategic Planning
- a. The strategic plan priorities for 2010-12 no longer appear on website and need to be reposted.
 - b. Many of the key priorities have been completed.
 - c. The Board agreed to maintain the high level objectives and establish priority goals and activities for 2013-16.
 - d. A one day planning meeting will be held in conjunction with the October FDA Briefing Meeting.
11. Monograph Plans: Evaluating whether AAFCO has funds/skill set for the project
- a. The monograph would be a compilation of existing standards and updates thereafter.
 - b. IDC is currently working on the feasibility plan – hopefully to present at Midyear

12. **Committee Reports**

- a. Need to remind/inform Chairs that standardized format is to be used (**Action item: Jenna to discuss with Linda M.**)
- b. Given there are votes at both Mid-Year and Annual, committees need to provide two reports a year. Committee minutes could be substituted with reports only.
- c. **Ricky: motion to formally accept all the committee reports. Tim second. Vote unanimous. Motion carries.**

Ingredient Definitions Committee

- a. **Ricky: motion to accept recommendation to move tentative definitions to official and send to membership for a vote. Ken second. Unanimous vote. Motion carried.**
- b. **Ricky: motion to accept recommendation to add new tentative definitions. Tim second. Unanimous vote. Motion passed.**
- c. **Ricky moved to accept recommendations to edit tables and listings. Mark: second. Unanimous vote. Motion carries.**

Model Bill and Regulations Committee

- a. Recommended Model Bill: New Section XX on Certificates (see attached) be inserted into the OP
 - i. MBRC could not reach a consensus – wants BOD advice on where it should be placed
 - ii. **Richard: motion to accept attachments B&C as section 12 and renumber other sections. Ricky second. Unanimous vote. Motion carries**
- b. Recommend that Model Bill section 8(g) as amended (see attachment) be inserted into the OP

Pet Food Committee

- a. Revised purpose statement. Voted and approved on a conference call
- b. **Ricky: Motion to accept recommendation on revised Affidavit of Dog or Cat Food Calorie Content (editorial, not content changes) and move to the MBRC. Mark Second. Unanimous vote. Motion carries.**
- c. Withdraw proposed changes to Model Regulation PF10(c) until PF9 is taken care of.
- d. **Richard: Motion to put AAFCO statement in the uniform policy section, number 29. Ricky second. Unanimous vote. Motion carries.**

Feed and Feed Ingredient Manufacturing Committee

- a. **Chad: Motion to move mycotoxin binders issue to Enforcement Issues Committee. Ken second.**
Voted 5-3 (Ali abstain). **Motion carries.**
Tim, Mark, Ken, Doug, Chad: Yes
Bob, Ricky, Richard: No
- e. **Richard: Motion to accept the recommendation as outlined by the committee (Guidance/Framework for BMPs). Ricky: Second. Unanimous vote. Motion carries.**

Nominating Committee

Past President: Bob Waltz

President: Tim Darden

President-Elect: Doug Lueders

Senior Director: Richard Ten Eyck

Senior Director: Mark LeBlanc

Junior Director: Ken Bowers

Junior Director: Dan Danielson

Junior Director: Linda Morrison

Secretary/Treasurer: Ali Kashani

Ricky: Motion to accept the report and move to membership. Chad second. Unanimous vote. Motion carries.

13. AAFCO Certificate Program

- a. BOD confirmed they are interested in a certificate program. Needed for Education and Training Committee planning
- b. Training/certificate program needs to be standardized
- c. Until AITS and BITS are standardized, they can't be a part of the certificate program
 - i. Must meet 80% of standardized training
- d. Feed job task analysis: Focus group needed from the States to determine if the JTA fits the regs.
- e. Agency has to develop the standards but they don't have to be the sole administrator. Anyone can submit a course for approval.