

AAFCO 2013 Midyear Meeting
Board Meeting Draft Minutes
January 21, 2013

Present: Jamie Ritter, Jenna Stoia, Tim Darden, Ali Kashani, Richard Ten Eyck, Mark LeBlanc, Ken Bowers, Doug Lueders, Dan Danielson, Bob Waltz, Linda Morrison, Sharon Benz, Glo Dunnavan, Claudia Coles

Absent:

1. Pet Food Institute –

- a. Pat Tovey introduced staff and provided staffing changes for various AAFCO committees

2. AAFCO Audit 2012 – Bob/Jamie

- a. FASS did a review of AAFCO finances; all in order
- b. Waited to do an audit until the end of FY12/start of FY13 (July 1)
- c. FASS will pass audit results to BOD when complete

3. Budget: 2013 Draft Budget review – Jamie and Ali

- a. Draft budget presented
- b. Board asked that Midyear/Annual meetings be priced to make between \$100-\$150 per attendee. Jenna will take this into account when budgeting for future meetings

Ali: motion to accept 2013 Budget. Mark second. Unanimous vote. Motion carries.

4. AAFCO Investment Strategy – Ali (Chair) and Finance Sub-Committee (FSC)

- a. Sub-Committee: Bob Waltz, Ken Bowers, Richard TenEyck, Judy Thompson
- b. Funds currently not drawing much interest (single bank, CD); FASS suggests working with Morgan Stanley – Bill Gleason (VP).
- c. Ali requested and received a proposal for investments for FSC review
 - i. Gleason/Morgan Stanley do not work for other associations that would create a conflict of interest
 - ii. FSC will examine transaction fees, relative distribution invested versus available funds using a conservative investment approach
 - iii. FSC recommends creating an investment policy

Doug: motion to move \$250K out of our current bank and into two different banks. Mark second.

Richard: motion to authorize the Finance Sub-Committee to work with \$200K investment and obtain Gleason/Morgan Stanley recommendations. Dan second. Unanimous vote. Motion carries.

- iv. In the interim, FASS can put AAFCO funds into money market and savings accounts.
- v. FSC will come to Seminar with investment plan recommendations, including investment policy.

5. FASS-AAFCO –

- a. eOP – Richard and working group continue to work on this

6. Meetings

- a. Seminar 2013: registration form expected to be ready early February
- b. Annual 2013: FASS meeting with Fertilizer/Weldon to discuss
- c. BITS 2013: planning work underway – contract needs to be signed

7. Training/Meetings

- a. BOD interest in pursuing webinar options to help people participate who don't have funding to travel to meetings

- b. AAFCO and FDA can work together on PowerPoints, training videos, etc
- c. Education and Training Committee (ETC) needs to play a key role in coordinating/supporting meetings and developing a repository of training materials.
 - i. ETC is currently working out the details for a certificate program with standardized training that can be completed as a set of courses with a test at the end. A certificate of participation would be provided to those who pass the tests.
 - ii. ETC needs to work with those plan to hold training sessions
 - iii. ETC could work with FDA, APHL, AFDO, IFPT, etc regarding joint courses that provide credit
 - 1. Recording sessions and utilizing webinars
 - 2. Making training available to those who cannot travel

8. Membership

- a. Reinstating fees and suggested pricing – Tim/Bob
 - i. AAFCO has learned that as a 501 (c) (5), we can't give it away for free. If we do not charge for membership, AAFCO will no longer be a membership association
Doug: motion to have membership dues be set at \$200 per member organization (state, federal, etc) and collected annually at Mid Year registration. Richard second. Unanimous vote. Motion carries.

Richard: motion to have FASS invoice members for \$200 for 2013 calendar year membership (send invoices ASAP). Ken second. Unanimous vote. Motion carries.

- b. First time attendees
ACTION: Education and Training Committee will work on First Time Attendee booklet for the 2013 Annual Meeting

Doug: motion that for one of the following meetings (Mid Year, Annual, or Seminar), AAFCO will waive the registration fee for first time regulatory official attendees and provide them with a complimentary OP. This would only be for their first meeting – not for all three. Mark: Second. Unanimous vote. Motion carries.

9. Scholarship/Travel policy for meetings discussion – Tim/Bob

- a. Seminar policy extension to other meetings and budget adjustments – deferred to January 24, 2013 BOD meeting

10. Official Publication

- a. Current sales review – Jenna
 - i. Control Official Perfect Bound: 78 (\$3,800)
 - ii. Control Official Spiral Bound: 91 (\$5,005)
 - iii. Industry Perfect Bound: 308 (\$25,120)
 - iv. Industry Spiral Bound: 297 (\$26,910)
 - v. Foreign copies sold: 7 (\$755)
- b. 2014 edits – Richard T.
 - i. Richard sent Bob and Tim a list of items to be removed (e.g.: Pages 196-326 (Model GMPs and Feed Safety, VSIP, Enforcement Guidelines, Biosecurity, Emergency preparedness, AVs, contaminant levels in minerals, medicated feed, enzyme) and placed on the AAFCO website.
Richard: motion to take this item (removal from OP and placement on website) to MBRC for consideration in an open forum discussion. Ken second. Unanimous vote. Motion carries.
 - ii. OP editing process is outlined on page 86 of 2013 OP

11. FAO –

- a. FAO is posting sections of the OP – there are copyright and royalties issues – Tim/Jamie
- b. Posting from the 1988 and 1990 OP
ACTION: Tim to work with FASS to draft a letter to FAO regarding unauthorized use of OP material for February BOD conference call.

12. Investigator training travel request - Richard

- a. Jan has volunteered to take over some of Mika's sections and is travel/hours etc. to get onsite training. Richard encourages this as FDA have provided technical support which Jan needs to understand

Richard: motion to support Jan's travel to meet with Mika. Mark second. Unanimous vote. Motion carries.

13. Committee Reports

Linda: motion to accept the Committee Reports with no recommendations. Doug second. Unanimous vote. Motion carries.

Ingredient Definitions

Richard: motion to accept IDC report. Mark second. Unanimous vote. Motion carries.

- a. IDC actions:
 - i. Page 18: three definitions to move from tentative to official
Richard: motion to move three definitions from tentative to official. Doug second. Unanimous vote. Motion carries.
 - ii. Page 19 recommendation.
Richard: motion to accept. Doug second. Unanimous vote. Motion carries.
 - iii. Page 20-22: edits to the enzyme table, organism list, etc.
Richard: motion to accept. Doug second. Unanimous vote. Motion carries.
 - iv. Page 23: tentative definitions
Richard: motion to add tentative definitions. Mark second. Unanimous vote. Motion carries.

Model Bill and Regulations

Doug: motion to accept MBRC report. Richard second. Unanimous vote. Motion carries.

- a. PF9 – has been contentious and has worked through MBRC process. Concern that implementation timeframe is too long given length of time to develop this.
Doug: motion to move PF9 forward for membership vote (p 33-34) less any implementation guidelines (currently the last two sentences). Mark second. Unanimous vote. Motion carries.

Bob: motion that the BOD recommends that PF9 required statements of caloric content not be enforced until 18 months after acceptance by the membership for new products in development (June 2014) and three years for existing products (January 2016). Mark second. Unanimous vote. Motion carries.

Strategic Affairs

Linda: motion to accept report and addendum. Mark second. Unanimous vote. Motion carries.

- a. By-laws: BOD doesn't need to vote on this; only requires membership vote (requires acceptance by 2/3 of those present).

14. APHL request for AAFCO as Fiscal Agent – Tim/Nancy

- a. Request for approval to cover financial needs until APHL grant reimburses it. APHL has reviewed and will reimburse. (ANSI- ISO training program)

Richard: motion to approve. Ali second. Unanimous vote. Motion carries.

15. AFDO Update - Claudia Coles and Dave Reid

- a. Annual conference in Louisville, KY – week of June 8
 - i. IFPTI-AFDO toolkit training course taking place onsite Saturday before conference
- b. Lab accreditation session (AFDO has funding for 50 individuals)
- c. Focus group session – invitation only (AFDO has funding for 15 individuals)

- d. Now have Smartphone apps
- e. AFDO springboard meeting in FL – early April
- f. Part of food safety summit in Baltimore – end of April

16. FDA updates

- a. Reorganization is done but staffing positions still pending
- b. May be some impact in the office of partnerships – less FDA attendees.
 - i. State liaisons and AAFCO members should reach out to their FDA district offices for collaboration/training
- c. FSMA and proposed rules still in process