

**AAFCO Board Meeting  
Monday, 6 May 2013  
8:00am-6:00pm MST  
320 Guest Ranch, Gallatin Gateway, MT**

**BOD Present:**

Tim Darden  
Doug Lueders  
Richard Ten Eyck  
Linda Morrison  
Ali Kashani  
Ken Bowers  
Dan Danielson  
Mark Leblanc

**Regrets:** Bob Waltz

**AAFCO Members:** Jamey Johnson, Miriam Johnson, Chad Linton

**Recorder:** Jennifer Roland, FASS

**Guest:** Mike Hunter, Knowledge Vault

**Board Meeting Called to order by Tim Darden 8:28am**

**1. APHL Update – Nancy**

- a. Board received reports

**2. FASS Update/Upcoming Meetings – Jennifer Roland**

- a. Presented draft budget for Annual Meeting St. Pete Beach, FL August 11<sup>th</sup>-14<sup>th</sup>, 2013
  - i. Contract Signed
- b. Midyear Meeting January 6-10, 2014 in New Orleans
  - i. Contract Signed needs modification per below item: Jennifer
  - ii. **ACTION:** Changed dates to Jan 7-10, 2014 with no workshop
  - iii. **ACTION:** Jennifer: to contact hotel to move room block forward one day. Research past midyear meeting room counts and to possibly increase room block above the highest by ten.
- c. Annual Meeting July 25-28, 2014 Sacramento, CA
  - i. Contract Signed
    - A. No time available for Medicated Feed Labeling workshop: would have to be considered for January of 2015
    - B. **ACTION:** Board Liaison Tim Darden and Ken Bowers to notify Feed Labeling and Education & Training Committees respectively.
- d. Proposed 2015 sites for Midyear Meeting
  - i. Austin, TX
  - ii. San Antonio, TX
  - iii. Phoenix, AZ

- A. **ACTION:** Jennifer: Investigate sites and prices in later half of January.
  - e. Proposed 2015 sites for Annual Meeting
    - i. Northeast locations
      - A. **ACTION:** Jennifer: to contact Joe Slater regarding sites
      - B. Need good airport access
      - C. Investigate Boston prices
  - f. Establish dates for Montana Seminar 2014 and Kentucky Seminar 2015
    - i. **ACTION:** Jennifer: to contact Ranch regarding 2014 and Jennifer to contact Meagan Davis & Jennifer Godwin regarding Seminar 2015.
  - g. **ACTION:** Jennifer: Follow up with Tim Darden, Jennifer Godwin and Ali Kashani regarding expense allocation between small conference grant and AAFCO funding.

### 3. Other Upcoming Meetings

- a. BITS Setup LA – September 16-20, 2013 Baton Rouge, LA
  - i. Webpage: <http://www.aafco.org/Meetings/AITSBITSSeminars/2013.aspx>
  - ii. FASS roles/responsibilities
    - A. Registration cannot exceed registration from previous meeting due to room limits.
    - B. **ACTION:** Jennifer: to follow up with Meagan regarding putting registration on AAFCO website.
  - iii. Agenda
    - A. Same as April meeting reverse feed & fertilizer times on Wednesdays Field Day
- b. AITS - Wilmington, North Carolina, June 18-21 – Jennifer/Meagan/Chad
  - i. Budget
  - ii. Needs
    - A. **ACTION:** Dan: to liaise with Inspection and Sampling Committee to insure budget needs are addressed with FASS.
- c. Other Training/Meetings 2013
  - i. FDA Briefing Meeting with Board Update – October
    - A. **ACTION:** Tim: to work with Eric Nelson, FDA on dates, agenda and need to establish wither FDA is paying for any of travel expenses.
    - B. **ACTION:** Jennifer: to establish hotel contract for meeting when dates are set.

### 4. AFRPS (Animal Feed Regulatory Program Standards) – Any updates? AAFCO/FDA

- a. Still in FDA approval process and clearness
- b. FDA are interested in support marketing the standards: standards are available for manufacture food and retail but not feed yet
  - i. Ali: Emailed work group charge to board for reference

- c. FDA have asked for a couple more AAFCO representatives from the Education and Training Committee: AAFCO will consider and identify appropriate representatives
- d. **ACTION:** Board will consider and identify appropriate representatives by next board conference call.

#### 5. Committee and BOD Deadlines in OP Procedures – Ken

- a. Deadlines for BOD meetings (including conference calls)
  - i. Ten Days before meeting submit items for consideration to AAFCO president and FASS
  - ii. Seven Days before meeting President issues agenda to FASS
  - iii. Five Days before meeting FASS puts agenda on website
  - iv. **ACTION:** Jennifer: to have FASS IT establish a tab under board of directors on external website for minutes.
- b. Deadline for publishing BOD meeting minutes
  - i. Five Business Days to circulate draft minutes to board
  - ii. Five Business Days for board to review
  - iii. Five Business Days for board to approve
  - iv. Two Business Days FASS to post on website, send to all committee chairs and notify committee chairs of action items
- c. Meeting minutes and Committee reports
  - i. Remain the same
- d. Committee meeting operating procedures
  - i. Twenty Five Business Days before meeting all agendas need to be submitted to FASS
  - ii. Twenty Business Days before meeting complied agendas need to be posted on AAFCO website and email to all registrants and committee chairs
- e. IDC Operating Procedure
  - i. Thirty Business Days for investigator reports to IDC Chair before meeting
- f. **ACTION:** Modify the procedures for committee reporting so that only one document is approved per meeting. The summary report and recommendations will appear at the top followed by the minutes of the meeting including voting records.
- g. **ACTION:** Template for committee reporting to be created by FASS/Bylaws and circulated to all committee chairs.
- h. OP edit and removal policy
  - i. Revise to indicate that all OP edits resulting from committee/board/membership vote does not need any further process to modify the OP.
  - ii. All other OP edits
    - A. Board publishes suggested changes for comment 45 Business Days before the meeting. Email advisors and membership
    - B. Ten Business Days before meeting board makes recommendations available to members and committee advisors for voting at the meeting
    - C. **ACTION:** Section editor to prepare draft for board consideration by next conference call.
    - D. Next steps forward to model bill to address and have ready for vote by general members at Annual meeting.

**6. Budget Review 2013-2014 Budget – Ali**

- a. **ACTION:** Richard: to send updated numbers on OP publication to Ali & Jennifer
- b. **ACTION:** Mark: to send updated numbers on AITS & BITS to Ali & Jennifer
- c. Board to forward any other items by June 1<sup>st</sup> for budget adoption during next conference call.
- d. **ACTION:** Ali: to get budget information from Nancy on APHL Grant

**7. Finance Subcommittee Investment Policy Statement and proposed asset allocation– Ali**

- a. What are the recommendations?
  - i. Putting half of fund balance into investment portfolio
- b. Potential actions?
  - i. **Linda: MOTION move accept the investment policy statement and proposed asset allocation of \$400,000 with balance remaining in CDs/Cash equivalent: Mark Second. Unanimous vote. Motion passes**
  - ii. **Linda: MOTION Ali to proceed with Bill Gleason of Morgan Stanley and FASS to continue with CDs/Cash Equivalent of remaining funds: Doug Second. Unanimous vote. Motion passes**

**8. Preventative Controls –**

- a. Feed Preventative Controls will be released sometime in the near future. AAFCO must decide how to respond (comment, no comment, encourage states to comment, design a template response for states, etc)
- b. Have not had response for comments on Preventative Controls for Food Facility request.

**9. Membership renewals – This needs taken care of immediately as nothing went out**

- a. Renewal site is up: <http://www.aaftco.org/MembershipInfo.aspx>
- b. Membership Update: Only 50% have paid – Jennifer Roland
  - i. **ACTION:** Tim: needs to write a presidential letter reminding states to pay membership due.

**10. FAO Copyright Issues**

- a. **ACTION:** Jennifer to follow up to see if letter was sent by Bob Waltz

**11. FASS review**

- a. Bob and Ali lead collection of input of board to prepare review of performance items with FASS suggested timing in June to coincide with Knowledge Vault training June 19<sup>th</sup>: Dates to be confirmed with Bob Waltz and Jamie Ritter. All documents to be shared with board
  - i. **ACTION:** Input from board requested by June 1<sup>st</sup>

**12. Electronic OP – Richard**

- a. **Richard: motion to draft a contract with Knowledge Vault through 12/31/2014 per the proposal: to go to Ali, legal review and then sign off with a copy to the board: Mark Second. Unanimous vote. Motion passes**
- b. **Richard: motion to approval implementation plan for eOP and other services: Mark Second. Unanimous vote. Motion passes**
  - i. **ACTION:** Jennifer: Forward updated documents to all board members

- c. **Linda: motion to refer establishment of a uniform policy statement regarding the version of the OP to be recognized by states (online version synchronization with print version) to model bill committee: Richard Second. Approved: Richard & Linda; Against: Ken, Mark, Dan, Doug; Abstains: Ali. Motion Failed**
- d. **Richard: motion to accept 2014 OP pricing and special provisions for remainder of 2013(see proposal): Linda Second. Unanimous vote. Motion passes. (Attachment #1)**
- e. Electronic OP – Updates from Richard
  - i. **ACTION:** Richard: During next conference call identify OP editor

### **13. Knowledge Vault presentation AAFCO (1hr) - Mike Hunter**

- a. Q/A on eOP recommendations ( 15 Min) –Tim
- b. Board Decision on eOP deployment and pricing (15min)-Tim

### **14. Consumer Advisors – Tim/BOD**

- a. **ACTION:** Tim to follow up with legal regarding what guidelines are necessary for recognition of a consumer association/group to become a committee advisor.

### **15. Ingredient Definitions Task Force – Richard**

- a. **ACTION:** Richard to invite Kent Kitade to next conference call to discuss.

### **16. PFI copyright of 2008 presentation: is this resolved – Tim**

- a. Deferred until Bob Waltz is present

### **17. Committee Structure– Tim**

- a. Process for training requests and budgeting
  - i. Refer to OP page 86
  - ii. **ACTION:** Tim and Mark to lead development of a procedure for scheduling and budgeting for training and request: Ken needs to be informed for OP section changes.

### **18. Meeting Minutes – Linda**

- a. Board received old minutes – including some minor changes Richard sent out to the Board.
  - i. **ACTION:** Board members: to review and comment on minutes August 3<sup>rd</sup>, September 11<sup>th</sup>, November 13<sup>th</sup> minutes and locate August 6<sup>th</sup> Minutes and identify if any action need to be addressed: review and provide feedback to adopt minutes
  - ii. **ACTION:** Linda: Remaining minutes from January will be edited by Linda and circulated to board for same follow up by May 10<sup>th</sup>.
  - iii. **ACTION:** Jennifer: to see if FASS have records of February 12<sup>th</sup> and March 25<sup>th</sup> conference calls and email to board.
  - iv. **ACTION:** Jennifer/FASS: to check what board meeting minutes are available January 2012 to August 2012 locate and poste on website.

**MOTION to accept minutes. First: Richard & Ken; Second: Ken. Unanimous vote. Motion passes**

**Meeting Adjourned 5:33pm**

**AAFCO Board Meeting**  
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**ACTION ITEMS**

1. Board: Changed dates to Jan 7-10, 2014 with no workshop. Jennifer: to contact hotel to change dates. (page 1, item #2b)
2. Jennifer: to contact hotel to move room block forward one day. Research past midyear meeting room counts and to possibly increase room block above the highest by ten. (page 1, item#2b)
3. Board Liaison Tim Darden and Ken Bowers to notify Feed Labeling and Education & Training Committees respectively. (page 1, item #2c)
4. Jennifer: Investigate sites and prices in later half of January. (page 2, item #2d)
5. Jennifer: to contact Joe Slater regarding sites. (page 2, item #2e)
6. Jennifer: to contact Ranch regarding 2014 and Jennifer to contact Meagan Davis & Jennifer Godwin regarding Seminar 2015. (page 2, item #2f)
7. Jennifer: Follow up with Tim Darden, Jennifer Godwin and Ali Kashani regarding expense allocation between small conference grant and AAFCO funding. (page 2, item #2g)
8. Jennifer: to follow up with Meagan regarding putting registration on AAFCO website. (page 2, item #3a)
9. Dan: to liaise with Inspection and Sampling Committee to insure budget needs are addressed with FASS. (page 2, item #3b)
10. Tim: to work with Eric Nelson, FDA on dates, agenda and need to establish wither FDA is paying for any of travel expenses. (page 2, item #3c)
11. Jennifer: to establish hotel contract for meeting when dates are set. (page 2, item #3c)
12. Board: will consider and identify appropriate representatives by next board conference call. (page 3, item #4d)
13. Jennifer: to have FASS IT make a tab under board of directors on external website for minutes. (page 3, item #5a)
14. Modify the procedures for committee reporting so that only one document is approved per meeting. The summary report and recommendations will appear at the top followed by the minutes of the meeting including voting records. (page 3, item #5f)
15. Template for committee reporting to be created by FASS/Bylaws and circulated to all committee chairs. (page 3, item #5g)
16. Section editor to prepare draft for board consideration by next conference call. (page 3, item #5h)
17. Richard: to send updated numbers on OP publication to Ali & Jennifer. (page 4, item #6a)
18. Mark: to send updated numbers on AITS & BITS to Ali & Jennifer. (page 4, item #6b)
19. Ali: to get budget information from Nancy on APHL Grant (page 4, item #6d)
20. Tim: needs to write a presidential letter reminding states to pay membership due. (page 4, item #9b)
21. Jennifer: to follow up to see if letter was sent by Bob Waltz. (page 4, item #10a)
22. Input from board requested by June 1<sup>st</sup>. (page 4, item #11a)
23. Jennifer: Forward updated documents to all board members. (page 5, item #12b)
24. Richard: During next conference call identify OP editor. (page 5, item #12f)
25. Tim: to follow up with legal regarding what guidelines are necessary for recognition of a consumer association/group to become a committee advisor. (page 5, item #14a)
26. Richard: to invite Kent Kitade to next conference call to discuss. (page 5, item #15a)

- 27.** Tim and Mark: to lead development of a procedure for scheduling and budgeting for training and request: Ken needs to be informed for OP section changes. (page 5, item #17a)
- 28.** Board members: to review and comment on minutes August 3rd, September 11th, November 13th minutes and locate August 6th Minutes and identify if any action need to be addressed: review and provide feedback to adopt minutes. (page 5, item #18a)
- 29.** Linda: Remaining minutes from January will be edited by Linda and circulated to board for same follow up by May 10<sup>th</sup>. (page 5, item #18a)
- 30.** Jennifer: to see if FASS have records of February 12th and March 25th conference calls and email to board. (page 5, item #18a)
- 31.** Jennifer/FASS: to check what board meeting minutes are available January 2012 to August 2012 locate and poste on website. (page 5, item #18a)

## Attachment #1, page 5, item #12d

<b>Pricing Plan for 2014 OP items 5/7/13 with exception of Price for online OP for remainder of 2013</b>	
<b>Member:</b>	Price each
Paper OP	\$50
Online secure searchable OP	\$70
Online OP Plus PDF download of Terms & Definitions	\$80
Combo: Paper, Online & Download	\$110
Training sign-in (included inside registration fee)	\$50
Meeting technology fee if No OP (include inside registration fee)	\$50
Voting Member Annual Dues (includes one online OP access)	\$200
<b>Non-Member:</b>	
Paper OP (1-3 copies)	\$100
Online secure searchable OP	\$125
Online OP Plus PDF download of Terms & Definitions	n/a
Combo: Paper & Online OP **	\$200
Workshop sign-in if no online OP	\$85
Meeting technology fee if no online OP	\$85
Paper OP (4-20 copies)	\$95
Paper OP (over 20 copies)	\$85
Foreign Orders Paper OP	\$115
Public short term electronic subscription -1 week entire OP	\$20
Spiral binding for paper OP's	\$8
**2013 online OP prorated price.	\$70
User would make contact through AAFCO.org and pay for item they want. FASS will collect the money and issue a user name and password for online products.	