

**AAFCO Board Meeting
Tuesday, 23 July 2013
Conference Call #1-800-944-8766, Passcode 70236#
11:00am-12:00am MDT**

BOD Present: Tim Darden, Mark LeBlanc, Doug Lueders, Linda Morrison, Richard Ten Eyck, Bob Waltz, Ken Bowers, Dan Danielson

Absent: Ali Kashani, Eric Nelson, FDA;

Others Present: Scott MacIntire, FDA; Sharon Benz, FDA;

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Tim Darden at 12:05 pm CST

1. FASS Update – Jennifer Roland

- a. Membership Renewal Update
 - i. 40 out of 53 have paid. Jennifer contacted 4 out of 13 who have not paid and they stated payment is in the works.
- b. Annual Meeting
 - i. 261 Registered Attendees
 - ii. Jamie Ritter from FASS attend the Annual Meeting
 1. She should attend only once a year at Midyear Meeting to report on general finances.
 - iii. Meeting Signage
 1. **ACTION:** Jennifer: Contact Ali and get his approval to order 3 signs from FASTSIGNS for future meeting use.
- c. Midyear Meeting 2015 – Pick City
 - i. Board picked San Antonio
 1. **ACTION:** Jennifer: Conduct a site visit in San Antonio in the fall.
- d. FDA Briefing
 - i. **ACTION:** Jennifer: Follow up with Eric Nelson regarding the Crowne Plaza in Rockville to see if it is an acceptable hotel.

2. Life Membership for Kent Kitade

- a. **ACTION:** Richard: Contact Kent and have him send an email to board stating his current employment status.
- b. **Linda: MOTION: Approve Kent Kitade's Life Membership awaiting written confirmation from Kent on his current employment status. Doug Seconds. Unanimous vote. Motion Passes**

3. Life Membership for Tony Claxton

- a. **ACTION:** Tim: Contact Stan Cook and have him contact Tony regarding his employment status.
- b. **Linda: MOTION: Approve Tony Claxton's Life Membership awaiting written confirmation from Tony on his current employment status. Ken Seconds. Unanimous vote. Motion Passes**

4. Committee Advisors – Tim/BOD

- a. Ken/ByLaws Draft
 - i. **ACTION:** Tim and Ken will continue to write the policy on appointing and removing advisors and have a draft ready for the Annual Meeting Board Meeting.
- b. PFI Discussion

5. AAFCO FEED BIN – Richard TenEyck

- a. Board approved giving complimentary access to Committee Chairs, Board of Directors, and Investigators to Feed BIN and Online OP.
 - i. **ACTION:** Richard: To notify members and get them access.

6. Meeting Minutes – Tim

- a. Board: to review August 3, 2012; September 11, 2012; November 13, 2012; December 12, 2012; January 21 & 24, 2013 minutes and vote electronically
 - i. **ACTION:** Richard & Jennifer: Build a survey in the Feed BIN to vote on past meeting minutes.
 - ii. **ACTION:** Board vote and make comments on minutes.

7. Agenda for Annual Meeting

- a. BOD Agenda
 - i. **ACTION:** Jennifer: circulate whole action item table to board before Annual Meeting Board Meeting so board members can update list.
- b. Committee Chairs meeting
 - i. Spend most of meeting time training on Feed BIN

8. Committee and BOD Procedures – Ken

- a. Committee Guidelines OP pg 80-87
 - i. In Model Bills and Regulations Committee for discussion

9. Education and Training Committee – Tim

- a. **ACTION:** Tim: contact Glo and Judy regarding adding Tim Lyons to the Education and Training Committee.

10. AFRPS – Tim/BOD

- a. Need to recruit members for marketing.
 - i. **ACTION:** Dan: recruit a few AAFCO members to respond in a letter of support to AFRPS
 - ii. **ACTION:** Bob: to attend NASDA conference in the fall and discuss AFRPS with members
- b. Does AAFCO need to submit comments again?

11. Leadership training – Bob

- a. Need a statement of approval or disapproval from board
 - i. Documents look good Strategic Affairs and Education & Training committees move forward with implementation

Call Adjourned 2:23pm CST

Ongoing Action Items Table

5/6/2013	Contact Joe Slater with AAPFCO regarding sites for 2015 Annual Meeting	Jennifer		In progress: Will send RFP after Annual Meeting	
5/6/2013	Contact 320 Ranch regarding 2014 Seminar Contract	Jennifer		In progress: awaiting Carla from Ranch to return signed contract	
5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: considered Shaker Village might be too small for meeting need board to decide if we will cap registration at 50 for seminar to book at Shaker Village	
5/6/2013	Establish hotel contract for October FDA meeting when dates are set	Jennifer		In progress- Asked Eric Nelson about Crowne Plaza	
5/6/2013	Consider and Identify appropriate AFRPS representatives	Board	Next Meeting	Incomplete	
5/6/2013	Needs to write presidential letter reminding states to pay membership dues	Tim		Completed	June 2013
5/6/2013	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer		In progress: Sent letter to Tim to fill in Presidential information and send to FAO	
5/6/2013	Lead development of a procedure for scheduling and budgeting for training request. Tim needs to be informed for OP section changes	Tim & Mark		?	5/6/2013
5/6/2013	Review and comment on Minutes August 3rd, September 11th, November 13th	Board		Incomplete	5/6/2013
6/21/2013	Turn in Travel Authorizations for Annual Meeting	Tim & Dan		Completed	July 2013
6/21/2013	Present summary of Midyear 2015 city	Jennifer	Next Meeting	Completed	

	comparisons to Board				
6/21/2013	Price compare hotels for FDA Briefing	Jennifer	Next Meeting		
6/21/2013	Send out email to states that have not paid membership dues. Tim will review before sending	Jennifer		Completed	June 2013
6/21/2013	Liaise to Kent Kitade to have him send summary of Monograph Pilot Project to Board	Richard		Richard Notified did Kent send summary??	
6/21/2013	Research Kent Kitade's employment status with California	Doug		Completed	June 2013
6/21/2013	Research if Kent Kitade qualifies for Life Membership	Jennifer		Completed	July 2013
6/21/2013	Send list of eOP Implementation Team to Board	Richard	Next Meeting	Completed	June 2013
6/21/2013	Write policy regarding appointing advisors to committees	Ken & Bylaws Committee			
6/21/2013	Review August 3, 2012; September 11, 2012; November 13, 2012; December 12, 2012; January 21 & 24, 2013 minutes and vote electronically	Board	Next Meeting		
7/23/2013	Contact Ali and get approval to buy 3 signs to be used for future meetings from FASTSIGNS	Jennifer	Next Meeting	Completed	July 2013
7/23/2013	Conduct a site visit in San Antonio, TX for Midyear Meeting 2015 in Fall	Jennifer			
7/23/2013	Contact Eric Nelson regarding the Crowne Plaza hotel in Rockville to see if it is acceptable for FDA briefing in October	Jennifer		In progress: Emailed Eric he is out of the office till August 6th	

7/23/2013	Richard contact Kent Kitade regarding his current employment status. Need status in writing.	Richard	Next Meeting	Completed	July 2013
7/23/2013	Contact Stan Cook from Missouri regarding Tony Claxton's employment status for Life Membership	Tim			
7/23/2013	Tim and Ken will continue to write the policy on appointing and removing advisors and have a draft ready for the Annual Meeting Board Meeting.	Tim & Ken			
7/23/2013	Richard to setup and notify Committee Chairs and Investigators regarding complimentary access to Feed BIN	Richard		Completed	July 2013
7/23/2013	Build a survey for voting on past meeting minutes in Feed BIN	Richard & Jennifer		Completed	July 2013
7/23/2013	Board vote and make comments to past minutes in Feed BIN	Board	Next Meeting		
7/23/2013	Circulate complete board action item table to Board before Annual Meeting so members can update list.	Jennifer	Next Meeting		
7/23/2013	Contact Glo & Judy Thompson regarding adding Tim Lyons to the Education & Training Committee	Tim			
7/23/2013	Recruit a few members of AAFCO to respond in a letter of support to AFRPS	Dan			
7/23/2013	Attend NASDA conference in fall and discuss AFRPS with members	Bob		In progress: Bob's travel request submitted & approved	