

**AAFCO Board Meeting
Sunday, 11 August 2013
8:00am-2:30pm EDT**

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

Absent:

Others Present: Sam Davis, Glo Dunnavan, Scott MacIntire, FDA; Eric Nelson, FDA

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by Doug Lueders at 8:26am EDT

1. Old Business

- a. Action Item Table
 - i. **ACTION:** Jennifer: Add old action items from prior to May 6, 2013 board meeting to action item table.
 - ii. **Linda: MOTION to accept revised Committee Advisor representation, Attachment A. Mark Seconds. Motion passes**
- b. Past Minutes
 - i. **Richard: MOTION to pass past minutes August 3, 2012; September 11, 2012; November 13, 2012; December 12, 2012; January 21, 2013; January 24, 2013. Doug Seconds. Motion passes**

2. FASS Update – Jennifer Roland

- a. Membership Renewal Update
 - i. **ACTION:** Jennifer: Email Scott and Eric membership renewal form for FDA.
- b. Midyear Meeting 2015
 - i. Site visit to San Antonio in late September
- c. FDA Briefing
 - i. Booking space at the Crowne Plaza in Rockville, MD.

3. Seminar Discussion – Tim & Doug

- a. **ACTION:** Coordination of Seminar needs to be reinforced through Education and Training Committee. ETC has been asked (Chair in attendance at board meeting) to formalize a seminar work group to be responsible for completing seminar needs (Per information requirements on page 86 & 87 of the Official Publication). Once done ETC will present the finalized budget and agenda to the board for approval.

4. Life Membership for Teresa Crenshaw, DE

- a. **Doug: MOTION to approve. Bob Seconds. Motion carries.**

5. APHL Update – Nancy Thiex

- a. Presented Update

6. Committee and BOD Procedures – Ken & Doug

- a. Committee Guidelines OP pg 80-87
 - i. To be deliberated by MBRC and finalized for membership vote
 - ii. Outcome of MBRC meeting to be discussed at August 14th board meeting.

7. Committee Reports

- a. **Linda: MOTION to accept committee reports without board recommendations Current Issues & Outreach, Education & Training, Inspection & Sampling, Lab Methods & Services, Strategic Affairs, and Finance Subcommittee. Ali Seconds. Motion Carries**
- b. **Linda: MOTION to accept Collaborative Check Sample. Doug Seconds. Motion Carries.**
- c. **Richard: MOTION to edit recommendations into the body and accept Feed Labeling Committee Report. Ken Seconds. Motion Carries.**
- d. **Richard: MOTION to accept Model Bill and Regulations Committee Report. Linda Seconds. Motion Carries.**
- e. **Richard: MOTION to accept Model Bill and Regulations recommendation Policy for Live Plants and Animals. Mark Seconds. Motion Carries.**
- f. **Richard: MOTION to accept Pet Food Committee Report. Dan Seconds. Motion Carries**
 - i. **Doug: MOTION to not accept Recommendation 1. Richard Seconds. Motion Carries.**
 - ii. **Recommendation 2 withdrawn at the request of the Chair**
 - iii. **Recommendation 3 no board action necessary. Recommendation has been sent to MBRC for review.**
- g. **Richard: MOTION to accept IDC Committee Report. Ali Seconds. Motion Carries.**
 - i. **Richard: MOTION to accept Recommendation A. Mark Seconds. Motion Carries.**
 - ii. **Richard: MOTION to accept Recommendation B. Doug Seconds. Motion Carries.**
 - iii. **Richard: MOTION to accept Recommendation C. Mark Seconds. Motion Carries.**
 - iv. **Richard: MOTION to accept Recommendation D. Mark Seconds. Motion Carries.**

8. Budget – Ali/BOD

- a. AAFCO Talks Pet Food – RT
 - i. Richard briefed board
- b. Monograph Pilot Project Proposal
 - i. **ACTION:** Linda to revise proposal language and present at August 14th Board meeting.
- c. **Linda: MOTION to accept proposed budget for 2013-14. Dan Seconds. Motion Carries.**

9. Parliamentarian/Roberts Rules Discussion – BOD and Jim True

- a. **Jim confirmed interest in providing support to committees and will pass out information to committee chairs.**

Linda: MOTION to accept board meeting minutes. Ali Seconds. Motion Carries.

10. Official Publication

- a. **Tabled to August 14th Board Meeting**
- b. Removals
- c. Additions
- d. Policy – Which takes precedence the e-OP or Print?

11. Practices to Help Standardize State Product Registration – Ali

- a. **Tabled to August 14th Board Meeting**
- b. Request from PFI
- c. Form Workgroup?

12. Education and Training Committee – Tim

- a. **Tabled to August 14th Board Meeting**

13. AFRPS – Tim/BOD

- a. **Tabled to August 14th Board Meeting**
- b. AAFCO comments/support letter

14. Upcoming Industry Meeting Requests

- a. **Tabled to August 14th Board Meeting**
- b. The 4th annual NGFeedA/PFI Joint Feed and Pet Food Conference - Sept. 24-26
Indianapolis, IN
- c. International Poultry Expo - January 28-30, 2014 in Atlanta, GA

Ongoing Action Items Table

<u>Action Item Number From 8/11/13</u>	<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
1	5/6/2013	Contact Joe Slater with AAPFCO regarding sites for 2015 Annual Meeting	Jennifer		In progress: Will send RFP after annual meeting	
2	5/6/2013	Contact 320 Ranch regarding 2014 Seminar Contract	Jennifer		In progress: awaiting Carla from Ranch to return countered signed contract, Bob Church call Carla	
3	5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: Book Shaker Village and put cap at 50 attendees and have 50th Anniversary Seminar Dinner for past attendees	
4	5/6/2013	Establish hotel contract for October FDA meeting when dates are set	Jennifer		Eric approved of Crowne Plaza, Book FDA Briefing at Crowne for October	
5	5/6/2013	Consider and Identify appropriate AFRPS	Board	Next Meeting	Ali, Doug, Ben Jones and Bob Geiger	

		representatives			continue as representatives	
6	5/6/2013	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer & Tim		In progress - Sent letter to Tim to fill in Presidential information and send to FAO, Tim to Sign and Send	
7	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		In progress: 8/11 Tim & Mark to review budget document prepared by Meagan Davis	
	5/6/2013	Review and comment on Minutes August 3rd, September 11th, November 13th	Board		Completed	August 2013
	6/21/2013	Liaise to Kent Kitade to have him send summary of Monograph Pilot Project to Board	Richard		Completed	August 2013
	6/21/2013	Write policy regarding appointing advisors to committees	Ken & Bylaws Committee			
	6/21/2013	Review August 3, 2012; September 11, 2012;	Board	Next Meeting	Completed	August 2013

		November 13, 2012; December 12, 2012; January 21 & 24, 2013 minutes and vote electronically				
	7/23/2013	Conduct a site visit in San Antonio, TX for Midyear Meeting 2015 in Fall	Jennifer		In progress: Setting up site visit in late September	
	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		Completed	August 2013
	7/23/2013	Contact Stan Cook from Missouri regarding Tony Claxton's employment status for Life Membership	Tim		Completed	August 2013
	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	Richard		Completed	July 2013

		Chairs and Investigators regarding complimentary access to Feed BIN				
	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	Completed	August 2013
	7/23/2013	Circulate complete board action item table to Board before Annual Meeting so members can update list.	Jennifer	Next Meeting	Completed	August 2013
	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			
	8/11/2013	Add old action items from prior to May 6, 2013 board meeting to action item	Jennifer			

		table.				
	8/11/2013	Email Scott and Eric membership renewal form for FDA.	Jennifer			
	8/11/2013	Coordination of Seminar needs to be reinforced through Education and Training Committee. ETC has been asked (Chair in attendance at board meeting) to formalize a seminar work group to be responsible for completing seminar needs (Per information requirements on page 86 & 87 of the Official Publication). Once done ETC will present the finalized budget and agenda to the board for approval.	Education & Training/Ken Board Liaison			
	8/11/2013	Linda to revise Monograph Pilot proposal language and present at August 14th Board meeting.	Linda			

PRACTICES TO HELP STANDARDIZE STATE
PRODUCT REGISTRATION

- Communicate an understanding that since product registration systems in each state are diverse in their requirements (i.e. software, requested information, formatting), this creates undue administrative burdens on industry and delays at the state level. These issues may be alleviated through increased mutual communication.
- Create willingness to allow industry to provide input as states adopt new product registration requirements.
- The goal of this input is to be helpful and constructive for both state and industry.
- The first step is to petition the AAFCO Current Issues and Outreach Committee to form a “Practices to Help Standardize State Product Registration” working group.

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Attachment A

Advisor Policy

It is the general practice of AAFCO to request representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups. AAFCO invites these groups to nominate individuals to serve as advisors. Following all nominations, the president, with the advice of the board, may accept or reject these nominations. The president may also choose to appoint other individuals as advisors to the established bodies. Generally, the board takes into consideration the individual's demonstrated expertise on a given subject matter, their willingness to work with others within AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors may not serve as members of an AAFCO committee, task force or work group, nor will they have a vote in any AAFCO deliberations.

Comment [LM1]: No need to specify only open meetings. They could participate by email, conference call etc.

Comment [LM2]: Suggest we keep it open as well. No need to limit it or expect there be two. It could be one from some or from time to time more.