

**AAFCO Board Conference Call
Wednesday, 13 November 2013
11:00am-12:30pm EST**

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

Absent: Doug Lueders

Others Present: Nancy Thiex, Eric Nelson, FDA; Meagan Davis

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Tim Darden at 11:03am EDT

1. Old Business

2. APHL Update – Nancy Thiex

- a. CoAg Grant
 - i. Putting together final draft of QA/QC Guide which will be presented at Midyear Meeting
 - ii. Sampling Working group working on first draft
 - iii. Mycotoxin Contaminants Program will begin in January
- b. Laboratory Methods and Services Committee
 - i. **ACTION:** Jennifer: have FASS IT create Laboratory Tab on AAFCO website by replacing Events Calendar. Jennifer to work with Nancy on content.

3. FASS Update – Jennifer Roland

- a. Midyear Meeting 2015
 - i. Travel Authorization
 - 1. **ACTION:** Board: Submit travel authorizations to Jennifer and Tim.
 - ii. Meeting Room Internet
 - 1. **ACTION:** Jennifer: find out cost for attendees to purchase Internet onsite.
 - 2. **ACTION:** Jennifer: find out if you purchase internet in the hotel room can you use it in the meeting rooms.
 - iii. Hospitality Suite
 - 1. No formal room at Midyear
 - iv. AOCS Magazine
 - 1. AOCS would like to supply complimentary copies at the registration desk of their January magazine which has 3 pet food related articles.
 - a. **ACTION:** Jennifer: Contact Janet at AOCS to have her ship the magazines directly to the hotel.
- b. 2015 Feed Administrator Seminar
 - i. Should we request a contract for April 27 – May 1, 2015

1. **ACTION:** Sam: Contact Jennifer Godwin and Seminar Committee to confirm if dates will work.
 2. **ACTION:** Jennifer: Request contract from Shaker Village if receive approval from Seminar Committee.
 - c. FDA Briefing
 - i. Make travel arrangements
 - d. Approve Committee Reports for Midyear meeting
 - i. **Tabled to Board Meeting on December 5th**
- 4. Budget – Ali/BOD**
- a. Budget
 - i. Approved and in Feed BIN
 - b. AAFCO Talks Pet Food Update – RT
 - i. Dave Syverson writing content
 - ii. Dave Dzanis editing content
 - iii. FASS has basic website built
 - c. Monograph Pilot – RT
 - i. Report in Feed BIN
 - d. Training Requests
- 5. FDA Briefing Agenda**
- a. **ACTION:** Board: Send agenda item requests to Tim.
 - b. **ACTION:** Jennifer: Put updated action item table in Feed BIN.
- 6. Official Publication**
- a. Online Official Publication
 - i. 278 users in Feed BIN
 - ii. 2014 Online Official Publication available for sale since October 25th
 - iii. **ACTION:** Richard: post explanation on which Official Publication is considered Official in Feed BIN.
 - b. Downloadable Ingredient Definitions
 - i. Hold off for 6 months to see how sales go
- 7. Practices to Help Standardize State Product Registration – Tim**
- a. Workgroup formed, answers to BOD
- 8. Education and Training Committee – Tim**
- a. Small Group working on the process on how to request training from Education and Training Committee
- 9. New Business**
- a. Meagan Davis requested topics from Board for the AFIA Regulatory Training Short Course in D.C.
 - i. **ACTION:** Richard: to call Meagan to discuss Monograph Pilot program and Official Publication potential topics.

Call Adjourned at 12:13pm EDT

Ongoing Action Items Table

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
1/24/2013	Richard will work with Nancy on investigator position for Lab Methods	Richard		In progress: Need Volunteer	
1/24/2013	AAFCO procedures in OP need review(pages 80-87)	Ken/By Laws		In progress	
5/6/2013	Contact Joe Slater with AAPFCO regarding sites for 2015 Annual Meeting	Jennifer		Completed: Denver Site Tour 11/20	November 2013
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. Dates Held April 27-May 1. Kentucky Department of Agriculture(Kristen Green) preformed site visit on Oct 22nd. Waiting for approval on dates from Seminar Committee	
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	
5/6/2013	Lead development of a procedure for scheduling and budgeting for training	Tim & Mark		In progress: 8/11 Tim & Mark to review budget document	

	request. Tim needs to be informed for OP section changes			prepared by Meagan Davis	
6/21/2013	Write policy regarding appointing advisors to committees	Ken & Bylaws Committee			
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			
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			
8/14/2013	Follow up regarding additional industry members for Practices to Help Standardize State Product Registration	Chad		Completed	October 2013
8/14/2013	Volunteer committee will be solicited by President for comments on the Foreign Supplier Verification and Third Party certification rules	Tim			

8/14/2013	Sam Davis and Richard to prepare presentation for AFIA Pet Food Conference on January 28th and represent AAFCO at booth at Poultry Expo in January 28-30, 2014 in Atlanta, GA	Sam/Richard		In progress: Both Travel Authorization's Approved, Hotel Reservations Made, Booth Contract Signed, and registered for conference	
8/14/2013	solicit training events anticipated in the next five years to prepare for the Midyear Committee Chair Session	Education & Training/Ken Board Liaison			
8/14/2013	Contact Mike Davidson regarding support for Annual 2014	Jennifer			
8/14/2013	MBRC to finalize minutes by September 15th	Doug			
8/14/2013	develop posting instruction for electronic membership vote	Ken			
8/14/2013	post vote, implement membership decision regarding page 80-87 from OP	Jennifer			
9/17/2013	Send RFP to Denver, CO.; Kansas City, MO.; St. Louis, MO. For 2015 Annual Meeting.	Jennifer		Completed	September 2013
9/17/2013	Contact Dr. Darrell Johnson at Kentucky Department of Agriculture regarding sending Kristen Green or Alan Harrison on a site visit to Shaker Village, Kentucky for 2015 Feed Administrator Seminar	Jennifer		Completed: Site Visit Oct. 22	October 2013
9/17/2013	Have someone from OP/FDA present summary of FSMA at FDA Briefing.	Sharon/Eric		Completed	October 2013

9/17/2013	look into meeting with AFFS team during FDA briefing or during board meeting on Thursday.	Sharon		Completed	October 2013
9/17/2013	contact Craig ? regarding giving presentation on Antimicrobial Resistance	Sharon		Completed	October 2013
9/17/2013	Send her copy of the draft agenda with notes to Eric Nelson for his review and accessibility of final FDA Briefing agenda.	Linda		Completed	September 2013
9/17/2013	Put together a draft agenda and send to Sharon and Scott for review before sending on to Tim.	Eric		Completed	October 2013
9/17/2013	Draft an email to committee chairs regarding additional meeting with board on last day of conference and send to Doug.	Jennifer		Completed	October 2013
9/17/2013	Contact committee chairs regarding additional committee chair and board meeting on last day.	Doug		Completed	October 2013
9/17/2013	Follow up with FASS accounting on general accounting policies for disposal of accounting documents.	Ali/Jennifer		Completed	September 2013
11/13/2013	Have FASS IT create Laboratory Tab on AAFCO website by replacing Events Calendar. Jennifer to work with Nancy on content.	Jennifer		In Progress: Laboratory Tab created with basic content	
11/13/2013	Submit travel authorizations to Jennifer and Tim.	Board			
11/13/2013	Find out cost for attendees to purchase	Jennifer		Completed	November 2013

	Internet onsite during Midyear Meeting				
11/13/2013	Find out if you purchase internet in the hotel room can you use it in the meeting rooms during Midyear Meeting	Jennifer		Completed	November 2013
11/13/2013	Contact Janet at AOCS to have her ship the complimentary magazines directly to the hotel for the Midyear Meeting	Jennifer		Completed	November 2013
11/13/2013	Contact Jennifer Godwin and Seminar Committee to confirm if tentative dates for Feed Administrator Seminar 2015, April 27-May 1 will work	Sam			
11/13/2013	Request contract from Shaker Village if receive approval from Seminar Committee on tentative dates.	Jennifer			
11/13/2013	Send agenda item requests for the Board meeting on December 5th to Tim.	Board			
11/13/2013	Post explanation on which Official Publication is considered Official in Feed BIN.	Richard			
11/13/2013	Call Meagan to discuss Monograph Pilot program and Official Publication potential topics for AFIA meeting in DC	Richard			