

AAFCO Board Conference Call
Thursday, 5 December 2013
8:00am-5:00pm EST

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

Absent:

Others Present: Sharon Benz, FDA

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Tim Darden at 8:46am EDT

1. Old Business

- a. Seminar Agenda
 - i. **ACTION:** Sam: Arrange agenda timing as a draft to share with members at Midyear.
 - ii. **ACTION:** Sam & Seminar Work Group: setup surveys in preparation of seminar in Feed BIN.
- b. Feed Labeling Workshop
 - i. Need Budget information
 - 1. Preliminary information provide Feed Labeling and Education & Training Committees will be working on formalizing proposal.

2. FASS Update – Jennifer Roland

- a. Midyear Meeting
 - i. Internet Access
 - 1. **ACTION:** Jennifer: find out if hotel can bill AAFCO for premium internet access from the hotel rooms for Committee Chairs.
 - ii. Other items
 - 1. **Mark: MOTION: approve the purchase of up to \$300 worth of promotional items. Ken Seconds. Motion passes.**
- b. 2015 Feed Administrator Seminar
 - i. **ACTION:** Jennifer: proceed with getting contract for April 27th – May 1st.
- c. Committee Reports for Midyear meeting
 - i. **Linda: MOTION: to accept the General Session Minutes on page 3. Ali Second. Motion Passes.**
 - ii. **Linda: MOTION: to accept Current Issues & Outreach page 12, Education & Training page 16, Feed & Feed Ingredient Manufacturing page 23, Inspection & Sampling page 64, and Laboratory Methods & Services page 66 Committee Reports. Richard Seconds. Motion passes**
 - iii. **Linda: MOTION: to accept Collaborative Check Sample Committee Report page 5. Ali Seconds. Motion passes.**
 - 1. **Linda: MOTION: to accept Committee Recommendation 1: Offer the Pet Food Program for ingredients as a stand-alone Program that does not require subscription to the regular AAFCO Program. Mark Seconds. Motion passes.**

2. **Linda: MOTION: to accept Committee Recommendation 2: Accept the recommendations for data reporting and statistical analysis for contaminants data (mycotoxins, heavy metals or veterinary drugs) provided by Andy Crawford as outlined in the presentation attached to the report. Bob Seconds. Motion Tabled pending further clarification.**
- iv. **Linda: MOTION: accept Enforcement Issues Committee report page 19. Ken Seconds. Motion passes.**
 1. **No Action required by the Board/Membership for Committee Recommendation 1.**
- v. **Linda: MOTION: accept Feed Labeling Committee report page 45. Ken Seconds. Motion passes**
- vi. **Linda: MOTION: accept Ingredient Definitions Committee Report page 54. Ali Seconds. Motion passes.**
 1. **Richard: MOTION: accept Recommendation 1- 8. Linda Seconds. Motion passes.**
 - a. **Move the following definitions from tentative to Official:**
 - i. **T12.6 Barley Distillers Protein Concentrate page 363**
 - ii. **T36.11 Dried ___ Fermentation Product page 387**
 - iii. **T36.16 Dried L-Lysine Fermentation Product page 387**
 - iv. **T36.10 Condensed ___ Fermentation Solubles, Page 387**
 - v. **T36.1 Condensed, Extracted Glutamic Acid Fermentation Product page 387**
 - vi. **T36.17 Liquid L-Lysine Fermentation Product page 388**
 - vii. **T57.73 Seaweed-Derived Calcium page 410**
 - viii. **T57.265 Ammonium Chloride page 411**
 - ix. **T57.28 Metal Methionine Hydroxy Analogue Chelate page 411.**
 - b. **Delete the current tentative definition for T60.111 Biodiesel –derived Glycerin on page 417. This will enhance clarity with a more acceptable tentative definition being proposed.**
 - c. **Renumber Ferrous Fumarate on page 401 from 57.75 to 57.164. It shared a number with another ingredient.**
 - d. **Edit the Header for the Feed Terms section on page 341. Text provided in attachment A.**
 - e. **Accept new feed terms and edits of existing terms: Part, Physical Form, Process, Protein, Fiber, Dextrose Equivalent, Diluent, and Roasted. Text provided in attachment A.**
 - f. **Edit the section 100 name. Text provided in attachment A.**
 - g. **Sort a large number of ingredients in table 87 and definition 33.6 into the special purpose and technical additive sections. List of items and new section provided in attachment A.**
 - h. **Remove Rapeseed Meal from the collective term list on page 370.**
 2. **Ingredient Definitions Committee proposes the following tentative definitions (Text provided in attachment A).**

- a. **TT36.16 Dried L-Lysine Fermentation Product**
 - i. **Richard: MOTION: accept 2a. Mark Seconds. Motion passes.**
- b. **TT60.111 Biodiesel-Derived Glycerin**
 - i. **Richard: MOTION: accept 2b. Mark Seconds. Motion passes.**
- c. **T57.165 Zinc Hydroxychloride**
 - i. **Richard: MOTION: send back to the investigator in light of new information. Mark Seconds. Motion passes.**
- d. **T93.9 _____ Wheat Gluten**
 - i. **Richard: MOTION: accept 2d. Mark Seconds. Motion passes.**
- e. **T54.33 Bovine Colostrum**
 - i. **Richard: MOTION: accept 2e. Mark Seconds. Motion Fails. Board recommends against publication as a tentative definition in the Official Publication.**
- f. **T54.34 Dried Bovine Colostrum**
 - i. **Richard: MOTION: accept 2f. Mark Seconds. Motion Fails. Board recommends against publication as a tentative definition in the Official Publication.**
- g. **TT73.100 Yeast for the Production of Distillers. Text provided in attachment A.**
 - i. **Richard: MOTION: accept 2d. Mark Seconds. Motion passes.**
- vii. **Linda: MOTION: accept Model Bills and Regulations Committee Report page 73. Bob Seconds. Motion passes.**
 - 1. **Richard: MOTION: accept MBRC Recommendation 1: The MBRC recommends that the printed 2014 AAFCO Official Publication content be restored to include all of the content headings included in the 2012 printed official Publication. Linda Seconds. Motion passes**
 - 2. **Richard: MOTION: accept MBRC Recommendation 2: The MBRC recommends changes to the dairy animal classes listed in Regulation 3(a)(4)(iv)(a) as submitted by the Feed Labeling Committee (attachment A-1) with the recommendation that they be presented to the membership for inclusion in the Official Publication. Ken Seconds. Motion passes**
 - 3. **Doug: MOTION: accept MBRC Recommendation 3: The MBRC recommends changes to PF3(b)(1) as submitted by the Pet Food Committee (attachment A-2) with the recommendation that they be presented to the membership for inclusion in the Official Publication. Bob Seconds. Motion passes.**
 - 4. **Linda: MOTION: accept MBRC Recommendation 4: The MBRC recommends changes to Committee Guidelines, printed on pages 80-87 in the 2013 Official Publication (attachment B), as submitted by the Strategic Affairs Committee and edited by the MBRC with the recommendation that these revised Committee Guidelines be**

presented to the membership for inclusion in the Official Publication. Ken Seconds. Motion passes.

5. Linda: **MOTION: accept MBRC Recommendation 5: The MBRC has reviewed the civil penalties provision submitted by the EIC and edited it to conform to the Model Bill. The MBRC provides the attached proposed language (attachment C) and recommends that it conforms to the Model Bill and asks the BOD to review the proposal for future consideration by the Association membership. Mark Seconds. Motion passes.**
- viii. Linda: **MOTION: accept Pet Food Committee Report. Bob Seconds. Motion passes.**
 1. Item 1 needs to be placed on Current Issues and Outreach future agenda.
 2. Item 2 will be discussed at the MBRC Midyear meeting and is already on the agenda.
- ix. Linda: **MOTION: accept Strategic Affairs Committee Report. Ken Seconds. Motion passes.**
 1. Ken: **Motion: accept Recommendation 1: By-Laws amendments regarding “approved food additive petition ingredient listing directly as Official (no tentative)” be moved to the membership for approval. Richard Seconds. Motion passes.**

3. Budget – Ali/BOD

- a. Budget
- b. Monograph Pilot – RT
- c. Retention Policy
 - i. **Ali: MOTION: to adopt amendments to the Document Retention Policy document with updates to the dating on last paragraph of policy. Linda Seconds. Motion passes. Attachment A**
 - ii. **ACTION: Jennifer/FASS Accountant: review Document Retention Policy and make recommendations.**
- d. FASS Service Fees
 - i. 2014 Service Fees in Feed BIN
- e. King Amendment
 - i. **Doug: MOTION: AAFCO Board draft a response opposing the King Amendment as it undermines states rights and ability to protect feed & food safety. Mark Seconds. Motion passes.**
 1. **ACTION: Tim & Doug & Bob: to write letter opposing King Amendment.**
- f. AAFCO Talks Pet Food
 1. **ACTION: Jennifer: write purchase order to Dave Dzanis for up to \$1600.**

4. FDA Briefing – Further Discussion

5. Official Publication/Online OP and Feed BIN

- a. BIN at Midyear (logistics and costs) – RT
 - i. **ACTION: Jennifer: setup Feed BIN Café schedule for Midyear.**
 - ii. **ACTION: Jennifer: add Midyear attendees without online OP to Feed BIN on December 30th using \$5 two week user access.**

- b. OP Print/Online orders – JR
 - i. Updates provided
 - c. Feed BIN Training? – RT
 - i. Committee Chair refresher session planned
- 6. Preventative Controls for Animal Food – Tim/BOD**
- a. NASDA Technical Preventive Control Feed Group (Bob Waltz AAFCO Lead) to work with FFIMC(at Midyear) to coordinate AAFCO comments to the draft rule.
- 7. Strategic Plan Discussion – Linda**
- a. Reviewed plan and tracking system to be implemented in Feed BIN.
 - b. **ACTION:** Linda: follow up with Ali regarding Current Issues & Outreach Assignments.
- 8. New Business**
- a. IPPE/IFIF January Atlanta
 - i. IPPE: Richard & Sam to man the booth and provide update to AFIA
 - ii. IFIF: Bob to represent AAFCO
 - b. Preventive Control Alliance Training Certificates
 - i. Endorse project but not administer
 - ii. **ACTION:** Bob: to attend Food Preventive Controls Alliance meeting to convey message December 9th & 10th.

Linda: MOTION to accept minutes. Ken Seconds. Motion passes.

Meeting Adjourned at 5:04pm by Tim Darden.

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 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 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	

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	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			
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		Completed	November 2013
11/13/2013	Find out cost for attendees to purchase Internet onsite during Midyear Meeting	Jennifer		Completed	November 2013
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		Completed	December 2013
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		Completed	November 2013
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		Completed	November 2013
12/5/2013	Arrange Seminar agenda timing as a draft to share with members at Midyear.	Sam			
12/5/2013	Setup surveys in preparation of the seminar in Feed BIN.	Sam/Seminar Work Group			
12/5/2013	Contact Midyear hotel to see if they can bill AAFCO for premium internet access from the hotel rooms for Committee Chairs.	Jennifer			
12/5/2013	Proceed with getting contract for April 27th – May 1st for 2015 FAS	Jennifer			
12/5/2013	Review Document Retention Policy and make recommendations.	Jennifer/FASS Accountant			
12/5/2013	Write letter opposing King Amendment.	Tim/Doug/Bob			
12/5/2013	Write purchase order to Dave Dzanis for up to \$1600.	Jennifer			
12/5/2013	Setup Feed BIN Café schedule for Midyear	Jennifer			
12/5/2013	add Midyear attendees without online OP to Feed BIN on December 30th using \$5 two week user access.	Jennifer			

12/5/2013	Follow up with Ali regarding Current Issues & Outreach Assignments for Strategic Plan	Linda			
12/5/2013	Attend Food Preventive Controls Alliance meeting to convey AAFCO's message regarding certificate program December 9th & 10th.	Bob			

ATTACHMENT A**ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS****DOCUMENT RETENTION AND DESTRUCTION POLICY****Purpose**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by the Association of American Feed Control Officials (AAFCO) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate AAFCO's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

AAFCO follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Association Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	[Permanent]
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries	7 years
Invoices	7 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	[7 years]
Bank Deposit Slips	7 years

Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Donor and Grant Records

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

Legal, Insurance, and Safety Records

Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination
Annual Board Conflict of Interest documentation	3 years

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

AAFCO's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping AAFCO operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

AAFCO's Secretary-Treasurer will destroy documents that have met the required retention period, and will oversee their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against AAFCO and its members and possible disciplinary action against responsible individuals. The President and Secretary-Treasurer will annually review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

This policy was adopted at the AAFCO Board meeting held July 30, 2010, in Portland OR, updated and approved on December 5, 2013 in Rockville, MD and will remain in effect as a permanent policy of the Board until amended or removed by Board action.