

**AAFCO Board Meeting  
Tuesday, January 7, 2014  
8:00am-3:00pm CST**

**BOD Present:** Tim Darden, Doug Lueders, Mark LeBlanc, Ken Bowers, Dan Danielson, Sam Davis, Richard Ten Eyck,

**Absent:** Linda Morrison, Ali Kashani

**Others Present:** Eric Nelson, FDA; Kim Young, FDA; Gloria Dunnavan, Ben Jones, AAFCO Member; Dave Read, AFDO Member

**FASS:** Jennifer Roland (Recorder); Jamie Ritter via Conference Call

**Board Meeting Called to Order by at 8:05am CST**

**1. Action item list progress report**

- a. FAO Letter
  - i. **ACTION:** Tim/Doug: review FAO letter.
  - ii. **ACTION:** Richard/Sam: to post presentation from AFIA conference in Feed BIN.

**2. FASS Update – Jamie Ritter**

- a. Websites Proposal
  - i. **Sam: MOTION: Implement FASS website proposal down to 80 hour timeline. Tim Darden Seconds. Motion Passes**
  - ii. **Action:** Doug: form a Board Website Task force.
- b. Cost Analysis
  - i. Board was presented a document showing estimated hours and actual hours. Plus a break out of special projects.

**3. Budget – Ali (Ali was not present so these items were skipped until February)**

- a. Budget,
- b. Balance Sheet
- c. Revenue Resources
- d. Pricing

**4. Seminar Agenda and promotion to State administrators – Sam/Doug**

- a. Further distribution at this meeting, Doug would like promotion/encouragement of each state administrator to attend.

**5. Education and Training Committee, Jim Fear's JTA - Glo**

- a. Education and Training will follow up in assisting in progress of JTA for State Inspectors

**6. Monographs progress report – Richard**

- a. Tabled to Board Meeting on Friday January 10<sup>th</sup>

**7. AAFCO Talks Pet Food – Richard**

- a. Dave Syverson writing content that will be available in January
    - i. **Action:** Richard/Dave: contact FDA CVM Compliance on consumer complaint portions.
  - b. Dave Dzanis is editing
  - c. Pet Food Team will be able to comment
- 8. APHL/AFDO/AAFCO grant update – Nancy**
- a. QA/QC final document being presented during Lab Methods Committee
    - i. Includes ISO standards
    - ii. Presales end this week
    - iii. Final project to be completed by February
  - b. Check Sample Program
    - i. Mycotoxin Program begin in January
  - c. Sampling Working Group
    - i. In editing stage would like to have a draft by Annual meeting
    - ii. Training
      - 1. IFPTI presenting Lab training information during Lab Methods Committee Meeting
- 9. AAFCO's response to preventative control proposed regulations – Ken/Judy/Linda**
- a. **Judy and Linda not here yet. They will start working on these later this week and report to the board next month.**
- 10. AAFCO's commitment to training for FSMA and AFRPS (AFSPCA, IFPTI) – Eric**
- a. **Long Range Planning**
    - i. **Action:** Executive Committee (Tim, Bob, Doug, Ali, Richard): Resolve AAFCO's role in the Preventive Control Certificates and training.
- 11. Pet Food Committee and Ca – Tim/Jan/Bill B/Doug**
- a. **Issue reviewed, will be discussed in Model Bill.**
- 12. Committee Chairs – Retention issues/overload – Richard/Doug**
- a. **Action:** Ken/Strategic Affairs: write in Policy and Procedure a Committee Chair and Committee Member position description.

**Meeting Adjourned at 4:15pm by Doug Lueders.**

**Ongoing Action Items Table**

<b><u>Meeting DATE</u></b>	<b><u>ACTION ITEM</u></b>	<b><u>RESPONSIBLE PARTY (IES)</u></b>	<b><u>DEADLINE</u></b>	<b><u>STATUS</u></b>	<b><u>DATE COMPLETED</u></b>
1/24/2013	Richard will work with Nancy on investigator position for Lab Methods	Richard		Completed: Tom Phillips	January 2014
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. Requested Contract	
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	
8/14/2013	Sam Davis and Richard to prepare presentation for AFIA Pet Food Conference on January 28th and	Sam/Richard		In progress: Both Travel Authorization's Approved, Hotel Reservations	

	represent AAFCO at booth at Poultry Expo in January 28-30, 2014 in Atlanta, GA			Made, Booth Contract Signed, and registered for conference & Airplane Tickets Bought	
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		In progress: In Education & Training Committee	
8/14/2013	Contact Mike Davidson regarding support for Annual 2014	Jennifer		Completed	January 2014
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. Nancy will populate after Midyear	
11/13/2013	Request contract from Shaker Village if receive approval from Seminar Committee on tentative dates.	Jennifer		In progress: Requested Contract	
12/5/2013	Arrange Seminar agenda timing as a draft to share with members at Midyear.	Sam		Completed	January 2014
12/5/2013	Setup surveys in preparation of the seminar in Feed BIN.	Sam/Seminar Work Group			
12/5/2013	Proceed with getting contract for April 27th – May 1st for 2015 FAS	Jennifer		In Progress: Requested Contract	
12/5/2013	Follow up with Ali regarding Current Issues & Outreach Assignments for Strategic Plan	Linda		In progress: Back in Current Issues Committee	
1/7/2014	Review FAO letter	Tim/Doug			
1/7/2014	Post presentation from AFIA January Conference in Feed	Richard/Sam			

	BIN.				
1/7/2014	Form a Board Website Task force to work on updating website	Doug			
1/7/2014	Contact FDA CVM Compliance on consumer complaint portions of AAFCO Talks Pet Food Website	Richard/Dave Syverson			
1/7/2014	Resolve AAFCO's role in the Preventive Control Certificates and training.	Executive Committee			
1/7/2014	Write in Policy and Procedure a Committee Chair and Committee Member position description.	Ken/Strategic Affairs			