

**AAFCO Board Conference Call Minutes**  
**Wednesday, 12 February 2014**  
**11:00am-12:30pm EST**

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

**Absent:**

**Others Present:** Bob Waltz, Scott MacIntire, FDA; Nancy Thiex, Judy Thompson, Eric Nelson, FDA

**FASS:** Jennifer Roland (Recorder)

**Board Conference Call Called to Order by Doug Lueders at 10:10 am CST**

**1. Task Force updates**

- a. AAFCO Talks Pet Food – Richard–**Tabled to February 19<sup>th</sup> Call**
- b. Monograph Pilot – Richard– **Tabled to February 19<sup>th</sup> Call**
- c. AFDO, APHL AAFCO Grant – Nancy
  - i. QA/QC Working Group
    1. Completed guidelines
    2. FASS working on completing QA/QC CD
    3. Shipping preorders by the end of Month
  - ii. Check Sample Program
    1. Program Expansion
      1. Pet Food Program
        1. 66 Labs enrolled
      2. Mycotoxin Program
        1. Quarterly program
        2. 28 Labs enrolled
      3. Data Reporting Website is done
      4. Heavy Metal Contaminants Program
        1. Program to start 2015
      5. Veterinary Drug Program
        1. Program to start 2016
      6. Drug & Antibiotics Program
        1. The DRW has been configured for the program. Method codes are available for participants to report data on the regular program materials.
    2. ISO 17043 Accreditation
      1. Work on in year 3
  - iii. Sampling Working Group
    1. 70% done with writing
    2. FDA adding 6-8 people to working group
- d. Preventative Controls Comments – Judy
  - i. Four areas focusing on
    1. Supplier verification
      1. Considering different response approach than NASDA
    2. Facility
    3. GMPs
      1. Start with AAFCO GMPs and compare two

- 4. Product testing
      - 1. Considering whether it should be part of regulatory standards
      - ii. Draft by end of week
    - e. Bob Waltz Report
      - i. **Tabled to February 19<sup>th</sup> Call**
- 2. Old Business**
  - a. January Minutes (Please finish the Survey in the BIN before call)
    - i. **ACTION:** Jennifer combine January 10<sup>th</sup> and Committee Chair minutes
  - b. Updates to action table from December (Please email your updates by Monday to Jennifer so she can add them to the table )
  - c. Form Board task force for website update –Doug
    - i. Richard and Sharon Benz volunteered
    - ii. **ACTION:** Richard put out request for 3 people from Committee Chair team in Feed BIN
  - d. IPPE Conference
    - i. Worth time and money
    - ii. Maybe send more next year 3-4 people
    - iii. Need 2 tables and 2 chairs
- 3. AAFCO Position on VFD effectiveness**
  - a. **Tabled to February 19<sup>th</sup> Call**
- 4. Education and Training Committee Update**
  - a. Chairs – Richard
    - i. Tim Lyons is new chair of Education and Training
    - ii. Jennifer Godwin and Meagan Davis new Vice Chair
    - iii. Jennifer Godwin heading Seminar Subcommittee and Meagan Davis head Event Subcommittee
    - iv. Have requested better vision/direction from the Board
      - 1. **Action:** Discuss with Committee Leadership next board call.
  - b. Annual Meeting Schedule – Richard
    - i. Needs to be standalone meeting
  - c. Travel Request – Doug
    - i. **ACTION:** Tim put in request with work to attend meeting on March 18<sup>th</sup> in Denver.
    - ii. **ACTION:** Doug to review travel authorization and approve.
  - d. BITS Sampling Videos – Dan
    - i. **Tabled to February 19<sup>th</sup> Call**
- 5. Resolve & communicate AAFCO's role in Preventative Controls Alliance**
  - a. Certificates and training
    - i. **Tabled to February 19<sup>th</sup> Call**

**Board Conference Call Adjourned by Doug Lueders at 11:29 am CST**

**Ongoing BOD 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>
5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: Contract sent to Seminar Committee & Ali for review	
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 see 1/7/14 topic	
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 represent AAFCO at booth at Poultry Expo in January 28-30, 2014 in Atlanta, GA	Sam/Richard		Completed	January 2014
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		Completed: In Education & Training Committee	
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: Contract sent to Seminar Committee & Ali for review	
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: Contract sent to Seminar Committee & Ali for review	
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 with work council	Tim/Doug			
1/7/2014	Post presentation from AFIA January Conference in Feed BIN.	Richard/Sam		In BIN, all aafco member /presentations library 2/5/14	Complete 2/5/14
1/7/2014	Form a Board Website Task force to work on updating website	Doug		In progress: Need team identified, costs were reviewed and approved 1/7/14	
1/7/2014	Contact FDA CVM Compliance on consumer complaint portions of AAFCO Talks Pet Food Website	Richard/Dave Syverson		In project workplan	
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			
1/10/2014	Send list of questions regarding certificate program for PC	Board			

	alliance to Eric Nelson and Kim Young before next Board Meeting on Wednesday February 12th				
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