

AAFCO Board Conference Call Minutes
Wednesday, 26 February 2014
11:00am-12:30pm EST

BOD Present: Richard Ten Eyck, Ali Kashani, Doug Lueders, Ken Bowers, Sam Davis, Dan Danielson

Absent: Tim Darden, Mark LeBlanc, Linda Morrison, Eric Nelson, FDA; Sharon Benz, FDA

Others Present: Tim Lyons, Jennifer Godwin, Scott MacIntire, FDA;

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 10:06 am CST

1. Vision for Preventive Control Alliance Certificate Program – Doug

- a. Education & Training were sent the vision direction statement from the board via email on February 26th. They are to work on big picture or path on how AAFCO fits in program
 - i. Discuss on March 18th when chairs meet in Denver
 1. Do we issue certificates from training done by Alliance?
 2. Do we develop and deliver training ourselves?
 - ii. Report back to Board on April 9th Board Conference Call
- b. **ACTION:** Scott find out a rough number of how many people will need certificates.
- c. **ACTION:** Tim Lyons & Jennifer Godwin set up call with Bob Waltz regarding Preventive Control Alliance Certificate Program

2. AAFCO Position on expansion of VFD's

- a. **ACTION:** Doug write response letter to Senator Feinstein's email

3. Task Force updates

- a. BITS Sampling Videos – Dan
 - i. Inspection and Sampling Committee voted to have training videos put on AAFCO website needs Board approval
 1. **ACTION:** Board needs to watch BITS videos by next Board Call located in Feed BIN in AAFCO Members Library
 2. **ACTION:** Dan go back to Committee need to convey message videos need to have AAFCO branding to be on public website.
- b. Website Revamp – Richard
 - i. Jennifer Gornert chair of Task Force
 - ii. Goal is to have project done by October 1, 2014
 - iii. **ACTION:** Board to take Website Taskforce Purpose survey in Feed BIN

Richard MOTION to accept minutes. Sam Seconds. MOTION CARRIES

Board Conference Call Adjourned by Doug Lueders at 11:45 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		Completed: Contract Signed	February 2014
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	
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		Completed: Contract Signed	February 2014
12/5/2013	Setup surveys in preparation of the seminar in Feed BIN.	Sam/Seminar Work Group		Move to seminar subcommittee action list	
12/5/2013	Proceed with getting contract for April 27th – May 1st for 2015 FAS	Jennifer		Completed: Contract Signed	February 2014
12/5/2013	Follow up with Ali regarding Current Issues & Outreach Assignments for Strategic Plan	Linda		Completed: Back in Current Issues Committee	January 2014

1/7/2014	Review FAO letter with work counsel	Tim/Doug			
1/7/2014	Form a Board Website Task force to work on updating website	Doug, Richard is recruiting		Completed: Task Force Assembled	February 2014
1/7/2014	Resolve AAFCO's role in the Preventive Control Certificates and training.	Executive Committee			
1/10/2014	Send list of questions regarding certificate program for PC alliance to Eric Nelson and Kim Young before next Board Meeting on Wednesday February 12th	Doug			
2/12/2014	Combine Committee Chair Minutes and Board Minutes from January 10th	Jennifer		Completed	February 2014
2/12/2014	Put request on Committee Chair Team board in Feed BIN for 3 more people to be on the Website Redesign Taskforce	Richard		Completed	February 2014
2/12/2014	Put in travel request with work to attend Education & Training Meeting on March 18th in Denver	Tim			
2/12/2014	Approve Travel Authorizations for Jennifer G, Meagan, Tim Lyons and Tim Darden to arrive a day early for JTA meeting to hold an Education & Training Chair meeting	Doug		Completed	February 2014
2/19/2014	Contact Mike Davidson regarding summary of Animal Feed Preventive Alliance Meeting at Midyear for January 10th Minutes	Jennifer		In progress: Emailed Mike on 2/19	

2/19/2014	Contact Tim Lyons regarding having a conference call with Education & Training Chairs regarding Preventative Controls Alliance Certificate program.	Tim Darden			
2/19/2014	Contact Dave Read regarding AFDO's involvement in Preventive Control Alliance Certificate program.	Doug			
2/19/2014	Draft text for the statement for the vision on the PCA certificate program.	Bob Waltz			
2/19/2014	Contact Eric Nelson regarding his vision of the Preventive Control Alliance Certificate Program.	Doug			