

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

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

**Absent:** Sam Davis,

**Others Present:** Jennifer Godwin, Bob Waltz, Scott MacIntire, FDA; Sharon Benz, FDA;

**FASS:** Jennifer Roland (Recorder)

**Board Conference Call Called to Order by Doug Lueders at 10:16am CST**

**1. Workgroup updates:**

- a. Monograph Pilot Project - RT
  - i. Taking public comments, will have draft of the summary for the board 4/1
    - 1. Public comments close on Friday March 14<sup>th</sup>
  - ii. Extension – Doug
    - 1. Have 3 written requests for extensions from National Renderers Association, AFIA and PFI
    - 2. **Linda MOTION not to extend deadline. Richard Seconds. MOTION CARRIES**
- b. AAFCO Talks Pet Food - RT
  - i. No report
- c. Website revamp – RT
  - i. Team is established and product hoped to be finished by October 1<sup>st</sup>
- d. Bob Waltz Update
  - i. Not available for report

**2. FASS Update - Jennifer**

- a. Seminar
  - i. Small Conference Grant – Jennifer Godwin
    - 1. Would like to reallocate funds to cover more travel for scholarships.
    - 2. Board accepted request
  - ii. **ACTION:** Board to complete travel authorization and book flights.
- b. Annual Meeting
  - i. Have Awards Ceremony during Business Meeting
  - ii. **ACTION:** Jennifer send board draft budget with reception style dinner, buffet dinner and plated dinner by April 9<sup>th</sup> call.
- c. Midyear Meeting Committee Reports
  - i. Received 6 completed reports other reports in draft format being voted on

**3. OLD Business**

- a. Approve 1/10/14 minutes
  - i. Awaiting response from Mike Davidson on his summary of Preventive Control Alliance meeting at Midyear
  - ii. **ACTION:** Jennifer will follow up with Mike
- b. February 12<sup>th</sup> and 19<sup>th</sup>

- i. Minutes approved via Feed BIN voting
- c. FAO Copy write letter – Doug
  - i. **ACTION:** Doug to work with Jennifer/FASS to get letter sent
- d. Training request procedure - Tim/Mark (5/6/13 action table item)
  - i. **Moved to Education & Training Committee**

#### 4. NEW Business

- a. BOD/Chair Training at annual
  - i. **Tabled to next Board Call**
- b. FSMA comments – Judy
  - i. Group will work on next week
- c. Doug Lueders phone calls
  - i. VA
    - 1. Interested in Feed Protocols
    - 2. **ACTION:** Doug will respond
  - ii. Wall Street Journal inquiry into PEDV
    - 1. Email forwarded to Board
    - 2. **ACTION:** Doug will respond
- d. FDA Field Committee – Doug
  - i. Update on AFRPS, Preventive Control, Antimicrobial Resistance
  - ii. Present program alignment to help modernize, streamline and centralize FDA
  - iii. Meeting April 16<sup>th</sup> & 17<sup>th</sup> at CVM
  - iv. Meeting will be on Adobe connect which will be shared with the Board
- e. AFID – Sharon
  - i. **ACTION:** Sharon summarize and submit for minutes
  - ii. CVM is developing a strategy to meet the FDAAA 1002(a) requirement that FDA establish pet food ingredient definitions or standards, that includes publishing a proposed rule, using enforcement discretion, and considering AAFCO ingredient definitions as food additive petitions.
- f. JTA SMEs – Doug
  - i. Meeting March 18<sup>th</sup> & 19<sup>th</sup> in Denver
  - ii. Education and Training Chairs meeting on March 17<sup>th</sup> to create work plan
- g. Emergency Response Task Force
  - i. **ACTION:** Doug contact Eric Nelson and Judy Thompson regarding leadership of Task Force
  - ii. Doug forwarded email to Board.

**Board Conference Call Adjourned by Doug Lueders at 12:01pm 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	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	Can we delete? Content will come in with revamp of site
1/7/2014	Review FAO letter with work counsel	Tim/Doug			
1/7/2014	Resolve AAFCO's role in the Preventive Control Certificates and training.	Executive Committee		Sent request for a recommendation to ETC on 2/26	
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	Put in travel request with work to attend Education & Training Meeting on March 18th in Denver	Tim		Completed	February
2/19/2014	Contact Mike Davidson regarding summary of Animal Feed Preventive Alliance	Jennifer		In progress: Emailed Mike on 2/19	

	Meeting at Midyear for January 10th Minutes				
2/19/2014	Contact Tim Lyons regarding having a conference call with Education & Training Chairs regarding Preventative Controls Alliance Certificate program.	Tim Darden		Completed	2/26/14
2/19/2014	Contact Dave Read regarding AFDO's involvement in Preventive Control Alliance Certificate program.	Doug		Completed	February
2/19/2014	Draft text for the statement for the vision on the PCA certificate program.	Bob Waltz		Completed: Forwarded to Education & Training	2/21/14
2/19/2014	Contact Eric Nelson regarding his vision of the Preventive Control Alliance Certificate Program.	Doug			
2/26/2014	Find out a rough number of how many people will need certificates for Preventive Control Alliance Certificate Program	Scott			
2/26/2014	Setup call with Bob Waltz regarding Preventive Control Alliance Certificate Program	Tim Lyons/Jennifer G			
2/26/2014	Write response letter to Senator Feinstein's email	Doug			
2/26/2014	Watch BITS videos by next Board Call located in Feed BIN in AAFCO Members Library	Board	March 12th		

2/26/2014	Go back to IS Committee need to convey message videos need to have AAFCO branding to be on public website.	Dan			
2/26/2014	Take Website Taskforce Purpose survey in Feed BIN	Board			
2/26/14	Revamp graphics and content of aafco.org website	Jennifer Gornert	10/1/14	Task force members identified	