

AAFCO Board Minutes
Wednesday, 9 April 2014
11:00am-12:30pm EST

BOD Present: Ken Bowers, Sam Davis, Richard Ten Eyck, Tim Darden, Doug Lueders, Ali Kashani, Linda Morrison

Absent: Mark LeBlanc

Others Present: Sharon Benz, FDA; Tim Lyons, Kent Kitade, Meagan Davis

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 10:07am CST

1. Workgroup updates:

- a. Monograph Pilot Project Report – Kent
 - i. Pilot Project Report Draft outline presented to board. Attachment A
 - ii. **ACTION:** Kent have final report available by Seminar board meeting May 5th.
- b. AAFCO Talks Pet Food - RT
 - i. All sections written, under consultant review
 - ii. **Tabled to next meeting May 5th**
- c. Website revamp – RT
 - i. Meeting by webinar 4/7
 - ii. **Tabled to next meeting May 5th**
- d. Liaison Update – Bob Waltz
 - i. **Tabled to next meeting May 5th**

2. FASS Update - Jennifer

- a. Annual Meeting
 - i. Plated Reception Meal
 - ii. Keep registration prices the same
- b. Awards
 - i. Move awards session to General Session meeting at Annual
- c. 2 Week Trial Electronic OP
 - i. Board approved allowing a \$20 discount off the price of the Online OP to users who have purchased the trial Online OP in the last 30 calendar days. Does not apply to trial users paid for by AAFCO.

3. OLD Business

- a. Approve 1/10/14 minutes
 - i. All minutes not approved to be discussed at May 5th meeting and action item list.

4. NEW Business

- a. BOD/Chair Training at annual – Meagan Davis
 - i. Leadership Training Proposal for Committee Chairs submitted by Richard TenEyck"
 1. Education & Training Chairs feel lack of specificity and training is premature at this time.

Board Conference Call Adjourned by Doug Lueders at 12:40pm 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 | | Completed: Moved to Education and Training Committee | March 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 | | Completed: Content will be updated with website redesign | March 2014 |
| 1/7/2014 | Review FAO letter with work counsel | Tim/Doug | | Completed | March 2014 |
| 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 | | | |
| 2/19/2014 | Contact Mike Davidson regarding summary of Animal Feed Preventive Alliance Meeting at Midyear for January 10th Minutes | Jennifer | | Completed: Received summary from Mike | March 2014 |

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|-----------|---|----------------------|------------|-------------------------------|------------|
| 2/19/2014 | Contact Tim Lyons regarding having a conference call with Education & Training Chairs regarding Preventative Controls Alliance Certificate program. | Tim Darden | | Completed: Meet on March 18th | March 2014 |
| 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 | | Completed | March 2014 |
| 2/26/14 | Revamp graphics and content of aafco.org website | Jennifer Gornert | 10/1/14 | Task force members identified | |
| 3/12/2014 | Send board draft budget with reception style | Jennifer | April-14 | Completed | March 2014 |

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|-----------|---|---------------|--|--|------------|
| | dinner, buffet dinner and plated dinner by April 9th call. | | | | |
| 3/12/2014 | Follow up with Mike Davidson regarding summary for January 10th Minutes | Jennifer | | Completed: Received summary from Mike | March 2014 |
| 3/12/2014 | Send FAO Letter | Doug/Jennifer | | | |
| 3/12/2014 | Respond to VA phone call | Doug | | | |
| 3/12/2014 | Respond to Wall Street Journal inquiry regarding PEDV | Doug | | | |
| 3/12/2014 | Summarize AFID for March 12th minutes | Sharon | | Completed | March 2014 |
| 3/12/2014 | Contact Eric Nelson and Judy Thompson regarding leadership of Emergency Response Task Force | Doug | | Completed | March 2014 |
| | | | | | |

Attachment A

PILOT PROJECT PRESENTATION – OUTLINE

AAFCO Board of Directors

April 9, 2014

Introduction

- What was learned from drafting the three monographs
- Submission, review and approval process
- Gaps and Challenges
- Solutions

Three Monographs

- Neohesperidin Dihydrochalcone, magnesium oxide and corn distillers oil, feed grade
- Chosen because of varying degrees of complexity
- Dealing with complexity
 - Every type of ingredient requires its own unique template
 - Create a glossary of feed terms used in the monographs
 - How much information to include in the monograph?
 - How detailed is the information – enough to determine authenticity but keeping it generic?
 - Should the monograph be unique to the manufacturing process?
 - Inclusion of the potential hazards?

Submission, review and approval process

THE USP-FCC MODEL

- USP staff prepares the new or amended monograph request for review
 - Public comments received via their website
 - FDA information
 - Supplemental information from laboratories, industry, other regulatory approvals, etc.
 - Comprehensive packet minimizes the work and expedites the process
- Expert committee reviews the packet and makes a determination by vote
 - Approve the monograph
 - Require additional information and/or public comment
 - Table or reject request for monograph
 - Meet once or twice a year to discuss and vote on the requests

Purpose of the monograph

- Establishes ingredient standards
- Monograph is an agreement as a result of the approval process
 - Input and review and approval by interested parties – government, industry, academia, laboratory, consumer
- Not a mandatory program but a voluntary program
- Tool to unify inspections and audits
- Food/Feed safety – still unknown

- Congress thought that feed ingredient standards would help prevent the melamine incident – FDAAA
- Role is not clearly defined in FSMA but the standards have the potential to facilitate international trade
- Establishes methods to determine purity, strength and authenticity – further minimizes inadvertent or intentional or economic contamination

Gaps and Challenges

HUMAN RESOURCES

- Volume of work
 - 800 defined ingredients
 - Varying amount of information available
 - Laboratory work
- Experts
 - Staff the numerous Expert Committees and Technical Panels
 - Scientist to direct the monograph program
- Administration of the program
 - Website
 - Office space
 - Equipment
 - Staff with science background to prepare monograph requests

FINANCIAL RESOURCES

- Revenue
 - Sufficient to support infrastructure - see next "Expenses"
- Expenses
 - Website development
 - Staff
 - Office(s), equipment and software
 - Travel

RISKS vs. BENEFITS

- Liability
 - Failure to protect the AAFCO brand
 - Worst case scenario - cause of illness or loss of life
- Benefit
 - Establishes feed ingredient standards – closes the gaps in the definitions and its processes
 - Tool to unify audits and inspections – BSE and produce audits
 - Further promote food/feed safety by preventing feed safety threats
 - Enhances AAFCO recognition as a leader in feed regulatory science – enables AAFCO to use its feed safety expertise to benefit the world

Solutions

HUMAN RESOURCES

- Scientific leadership
- Staff with science background to prepare dossiers – establish qualifications

- Expert Committees and technical panels – many interested in establishing standards and will want to be heard

FINANCIAL RESOURCES

- Revenue
 - USP-FCC model
 - Currently not self-supporting
 - Sale or subscription for compendium of monographs
 - Sale of reference samples
 - Pharmaceutical side making up the deficit
 - Industry and consumers
 - FDA support
- Expenses
 - Partnering with USP-FCC – timeliness, efficiency, economical
 - Establish AAFCO stand-alone program when it becomes sensible

RISK vs. BENEFITS

- Liability
 - Limit risks by using a comprehensive and proven method
 - Cover potential losses with adequate insurance
 - USP-FCC has never been sued – experts have given depositions
- Benefit
 - AAFCO will have a program that meets its needs
 - Could lead to other opportunities