

AAFCO Board Meeting Minutes
Monday, 5 May 2014
8am-5pm MDT

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

Absent: Tim Darden

Others Present: Jamey Johnson, Sharon Benz, FDA; Kent Kitade, Life Member

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Doug Lueders at 8:10am MDT

1. OLD Business

- a. Approve Old Minutes
 - i. 1/10/14 minutes
 1. **Richard MOTION to accept minutes. Sam Seconds. MOTION CARRIES.**
 - ii. 2/12/14 minutes
 1. **Richard MOTION to accept minutes. Sam Seconds. MOTION CARRIES.**
 - iii. 2/19/14 minutes
 1. **Sam MOTION to accept minutes. Ken Seconds. MOTION CARRIES.**
 - iv. 2/26/14 minutes
 1. **Linda MOTION to accept minutes. Ken Seconds. MOTION CARRIES.**
 - v. 3/12/14 minutes
 1. **Mark MOTION to accept minutes. Ali Seconds. MOTION CARRIES.**
 - vi. 3/27/14 minutes
 1. **Linda MOTION to accept minutes. Richard Seconds. MOTION CARRIES.**
 - vii. 4/9/14 minutes
 1. **Sam MOTION to accept minutes. Mark Seconds. MOTION CARRIES.**
- b. Action Item Table
 - i. **ACTION:** Board to assign Board replacement liaison to Education and Training after board elections at Annual Meeting.
 - ii. **ACTION:** Richard to brief Tim Darden (as liaison to ETC) to further investigate how many people will need certificates for Preventive Control Alliance Certificate Program from AFIA, NGFA, and PFI. By June 11th Board Call.
- c. BITS 2013 – Jamey Johnson
 - i. **Richard MOTION to move \$1,000 to BITS account for 2013. Remove all travel expenses out BITS account and create travel account for BITS Cadre in AAFCO chart of accounts. Then settle BITS account with other two associations. Create FASS Service fee accounts for**

**BITS and AITS admin support in AAFCO chart of accounts for 2013.
Sam Seconds. MOTION CARRIES.**

2. Workgroup updates:

- a. Monograph Pilot Project Final Report – Kent
 - i. **ACTION:** Kent provide final written report with recommendations on next steps by Thursday May 8th at 7:30am.
- b. AAFCO Talks Pet Food - RT
 - i. All sections written, under consultant review
 - ii. Deadline for website posting is August 1st.
- c. Website revamp – RT
 - i. Meeting by webinar, Richard Ten Eyck is now leading. Audiences identified, Layout has been established.
 - ii. Working on menus and content
- d. Liaison Update – Bob Waltz
 - i. Report presented to Board via email. Attachment A
- e. CoAg Update – Nancy Thiex
 - i. Report received

3. FASS Update - Jennifer

- a. Midyear Meeting 2016 City Selection
 - i. Charleston, SC.; Nashville, TN.; Raleigh, NC.
- b. Annual Meeting of 2014
 - i. **ACTION:** Education and training committee to provide activities list including ETC priorities and share with the board prior to the annual meeting. Time on the board agenda will be allocated for discussion with the Chair and Vice Chairs of ETC to answer their questions.
 - ii. Switch Education and Training with Pet Food Committee, Cancel Feed Labeling, and Move Pet Food Committee to Feed Labeling slot on last day.

4. Committee Reports for Annual

- a. **Linda MOTION to approve the Business meeting minutes from January 8, 2014. Ali Seconds. MOTION CARRIES.**
- b. **Sam MOTION to accept all committee reports. Mark Seconds. MOTION CARRIES.**
- c. **Ingredient Definition Committee Report**
 - i. **Richard MOTION to accept IDC recommendation 1.a-f. Mark Seconds. MOTION CARRIES**
 1. **Publish the following new definitions as tentative in the Official Publication:**
 - a. T60.114 Pulse Flour
 - b. T60.115 Pulse Protein
 - c. T60.116 Pulse Starch
 - d. T60.113 Pulse Fiber
 - e. T33.10 ____ Distillers Oil, Feed Grade
 - f. T60.111 Bio-Diesel Derived Glycerin
 - ii. **Richard MOTION to accept IDC recommendation 2. Mark Seconds. MOTION CARRIES**
 1. **Delete the TT60.111 Bio-Diesel Derived Glycerin definition on page 415. (allows item 1 (f) to take clearly it's place.)**

- iii. **Richard MOTION to accept IDC recommendation 3. Ken Seconds. MOTION CARRIES.**
 - 1. **Publish T51.15 Fish Stock/Broth definition in attachment A in the OP. It modifies 51.15 by lowering the protein level required.**
- d. **Model Bill and Regulations**
 - i. **Richard MOTION to accept MBRC recommendation 1 in appendix A-1. Mark Seconds. MOTION CARRIES.**
 - ii. **Richard MOTION to accept MBRC recommendation 2 in appendix A-2 updating Model Bill Section 4(i)(1)(a). Mark Seconds. MOTION CARRIES.**
 - iii. **Richard MOTION to accept MBRC recommendation 3 in appendix A-3 updating Model Bill Section 3(a)(3)VII. Mark Seconds. MOTION CARRIES.**
 - iv. **Recommendation returned to the committee as requested by PFC.**
 - v. **Linda MOTION to accept MBRC recommendation 5. Ali Seconds. MOTION CARRIES.**
- e. **Strategic Affairs**
 - i. **Richard MOTION to accept Strategic Affairs recommendation 1 as indicated in appendix 1 and integrate in the committee guidelines section of the OP. Linda Seconds. MOTION CARRIES.**
 - ii. **Richard MOTION to accept Strategic Affairs recommendation 2 as indicated in appendix 2 and integrate in the committee guidelines section of the OP. Linda Seconds. MOTION CARRIES.**

5. NEW Business

- a. Feed BIN access 1 year review – Richard
 - i. 825 online OP users as of meeting
 - ii. Feed BIN Friday Webinar Training at 11am EST on last Friday of the month.
- b. OP Pricing for 2015 – Richard
 - i. **ACTION:** Richard contact Knowledge Vault and getting pricing for 1, 2, 3 year contract.
 - ii. Eliminate the 4-20 copy break and increase the over 20 to \$90.
 - iii. Online or Paper Copy of OP for regulators get free pdf download of Terms & Definitions (Chapter 6) upon request.
 - 1. **ACTION:** FASS IT develop password protected pdf for additional security.
 - iv. Give Committee Members and Advisors complimentary Feed BIN access without access to the OP upon Committee Chair approval.
 - v. Official Publication Reprint
 - 1. **ACTION:** Jennifer order 100 more Ops.
- c. Budget 2014-2015 – Ali
 - i. Microscopy Regulator Training
 - 1. Offer 10 scholarships at \$600 instead of 50 percent sponsorship for all attendees.
 - ii. AITS/BITS
 - 1. **ACTION:** BITS revenue is \$7k and expenses are \$8k per meeting.
 - 2. **ACTION:** AITS revenue is \$4k and expenses are \$8k per meeting.
 - 3. **ACTION:** Breakout AITS and BITS out separately in AAFCO statement of activities.

- iii. FSMA outreach projects, AAFCO Certificate program development, Alliance Certificate program development
 - 1. **ACTION:** Add asterisk and foot note indicating need for budget proposal to allocate funds. This applies to BITS, AITS, Microscopy Training and Sampling Training at Midyear 2015.
- iv. **ACTION:** Ali to revise budget per discussions and present final draft to board for approval at June 11th conference call.
- d. Current Issues & Outreach Annual Meeting Topics – Ali
 - i. Supported proposal to have NASDA present on FSMA, regulatory program standards and VFD.
 - ii. Update from FDA on PFP, communication with states, and contracts.
- e. Committee Chair Development
 - i. Need Committee Chairs for Pet Food and Feed Labeling. Need investigators for Animal Products, Feed Additives, Fats & Oils, and Brewers Products.
- f. Feed Preventive Control Alliance Certificate Program
 - i. **Richard MOTION move that AAFCO moves forward with being the administrator of the Feed Preventive Control Alliance Certificate Program subject to cost and training material evaluation. Sam Seconds. MOTION CARRIES.**
 - ii. **ACTION:** Education and Training Committee. Update by FDA briefing in October 2014 and Final report by June of 2015.
 - 1. Develop an implementation plan such as number of certificates to issue, record keeping, and certificate costs. FASS will serve as the administrator. Planning information required from FASS will be coordinated through Ali Kashani.
 - 2. Provide the board recommendations as to certificate pricing to the trainer.
 - iii. **ACTION:** Feed and Feed Ingredient Manufacturing Committee. Provide updates on training material development in regular committee reporting.
 - 1. Review Feed Preventive Control Alliance Certificate Program training material as developed and provide general feedback to the board regarding consistency with AAFCO principles.

Sam MOTION to accept minutes as recorded. Ali Seconds. MOTION CARRIES.

Board Meeting Call Adjourned by Doug Lueders at 6:10pm MDT

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	
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 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	Board	March 12th		

	Library				
2/26/2014	Go back to IS Committee need to convey message videos need to have AAFCO branding to be on public website.	Dan			
2/26/14	Revamp graphics and content of aafco.org website	Jennifer Gornnert	10/1/14	Task force members identified	
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			
3/27/2014	Judy to make changes to document and submit to Doug.	Judy		Completed	March 2014
3/27/2014	Submit FSMA comments document to FDA	Doug/Jennifer		Completed	March 2014
3/27/2014	Place pdf of final FSMA comments in the All AAFCO Member library of the feed BIN.	Jennifer		Completed	March 2014
4/9/2014	Have final report available by Seminar board meeting May 5th.	Kent Kitade/c/o Richard			

Attachment A

Montana Seminar II

May 5-9, 2014

General Brief of AAFCO Committee Activities
Robert Waltz, OISC

AAFCO is engaged in a number of different committees and projects and several AAFCO people are involved in various parts of these important issues. Below are summary comments, that do not begin to capture the breadth of discussions made. I encourage you to talk with various committee members and also to visit the websites that support these activities where they exist. (Reference the handout I provided 6-8 weeks ago regarding the various committees and their purposes.) I am also willing to provide comments, if you want to give me a call. I appreciate the opportunity to participate and contribute in these sessions. If you need/want something more from me, please let me know.

Bob Waltz, OISC

National Association of State Departments of Agriculture (NASDA)

FSMA Rule Discussions – calls on all new proposed FSMA rule sections and some related topics have been held nearly every Tuesday and Thursday for as much as two hours each session. Several AAFCO folks have been on the call, Richard TenEyck, Ali Kashani, April Hunt, and Doug Leuders among others. These have been excellent discussions and helpful. These short sentences do not begin to cover the level of activity.

What is your state doing with FSMA? Who is leading the charge? Department of Health? Department of Agriculture? Governor's Office? Need for model regulations have been suggested by NASDA. What might AAFCO do with this, or how might AAFCO go about working with other entities to capture all the pieces needed to work together?

There is a lot happening in FSMA and NASDA's dialogue with FDA. I am really glad to have several AAFCO members present on the calls. Thank you for your participation.

Partnership for Food Protection (PFP) Governing Council

5 year strategic plan is in development. I hope to have a draft to share with you before too long. Two active committees pertain to Animal Feeds in particular and not to omit the Laboratories group, that includes many from the APHL, AAFCO, AFDO shared grant, and PFP Laboratory committee members.

50 state meeting August 2014. The unofficial but anticipated week is thought to be August 11-15 (the meeting will not be all week, most likely Tuesday, Wednesday, and till noon Thursday, with travel on Monday and Friday.) Details are pending FDA approval.

Engagement of John Breitsman (PA) with PFP Governing Council should be encouraged by AAFCO Board.

PFP Animal Feed Project (Darlene Krieger (FDA) and Dan Danielson (TN))

Data Consistency in sharing – leading to appropriate actions by states?

Concept: States share data and take action? How does AAFCO Board feel about taking action against a firm in their own state, when the sample has been taken and analyzed and reported by

another state? The committee has worked hard on developing a common data tool to be used in sharing basic, most-critical kinds of information. Be sure to track the FDA PFP website for updates, reports of activities, and newsletters.

Food Safety Preventive Control Alliance (*An alliance of Universities and industry, not FDA or regulatory primarily*)

Progress on educational curriculum targeted at industry. The human preventive controls curriculum is being forwarded to Kim Young (FDA) and David Fairfield (NGFA) to be converted to a feed-centric document. Kim has a team of about six additional folks working with him.

Field testing of course for content is being done. Special review and selection of applicants to become instructors for the course will take place. The course is being developed by the Alliance, it is expected if not mandated that the training strictly follow the curriculum.

Codex –

No animal feed-specific groups are currently active. In the IFIF the FAO is leading a group that is to be meeting but no documents or notifications have been received as yet.

General Topic: Training

Trainings are a huge issue on all levels. AAFCO will need to deliberately and intelligently approach this issue with a clear eye on the resources it will use to accomplish what is needed. This will be resource intensive.

Training (and certification?) of Feed inspectors. Full cross training with FDA is one goal articulated frequently.

Similarity in data collection and data forms used.

Laboratory Certification (ISO 17025 and other) the PFP has

The degree to which FDA will maintain a role in providing regulatory training is a matter of debate. Who in FDA will be doing the training is not so much an issue it seems as is how FDA will meet the anticipated demand for training in the states.

AAFCO will likely not have much of a role in Preventive Controls training, beyond developing curriculum. AAFCO must become more engaged in training issues and more directing or assertive with regard to its state training needs. It will need to contract with capable knowledgeable persons to develop the curricula.

Other questions? Please let me know. Best wishes!

Bob