

**AAFCO Board Conference Call Minutes**  
**Wednesday, June 11, 2014**  
**10am – 11:30am CST**

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

**Absent:** Ken Bowers,

**Others Present:** Nancy Thiex, Tim Lyons, Sharon Benz, FDA; Eric Nelson, FDA;

**FASS:** Jennifer Roland (Recorder)

**Board Conference Call Called to Order by Doug Lueders at 10:05am CST**

**1. Liaison Updates:**

- a. NASC update — Ben Jones
  - i. Report in Feed BIN under Board of Directors Library in 2014 Minutes Folder
- b. CoAg Update — Nancy Thiex
  - i. Executive Committee formed to meet with FDA 3 times a year
  - ii. Verbal indication budget will be increased next year
  - iii. Next deliverables addressed in reports emailed to board
  - iv. Nancy currently working on Progress Report, 3 year Budget and finalizing proposed Heavy Metal Program for next year's Check Sample Program.
- c. PC Alliance update — Mike Davidson
  - i. Not available for report
- d. Liaison Update — Bob Waltz
  - i. Not available for report
- e. PC Alliance certificates — Tim Lyons
  - i. Spoke with Jerry at IFPTI they are already issuing certificates for AFDO and can issue and administer certificates for AAFCO at no cost.
  - ii. Charge \$50 for certificates - \$15 goes to AAFCO, \$25 to IFPTI, and \$25 to Food Safety and Preventative Controls Alliance.
  - iii. Oversight of Program to be handled by Feed & Feed Ingredient Manufacturing
    1. **ACTION:** Tim Lyons & Richard follow up with Judy to have PC Alliance course development topic on FFIM Sacramento Agenda.
    2. **ACTION:** Have conference call with Tim Lyons, Mike Davidson, Judy Thompson, Richard Ten Eyck, Kim Young and Bob Waltz
    3. **ACTION:** Tim Lyons and Judy Thompson to recruit members for PC Alliance Animal Food Work Group and report to Kim Young and Sonya Lambkin at FDA.
    4. **ACTION:** Board to review Montana decision for Administer

**2. Workgroup updates:**

- a. Monograph Pilot Project Final Report – Kent
  - i. Not available
- b. AAFCO Talks Pet Food - RT
  - i. Waiting on Edits from Consultant

- c. Website revamp – RT
  - i. IT working on menu's and structure, next meeting 6/18/14
- d. Feed BIN Friday update – RT
  - i. Had about 50 attendees
  - ii. Next training on Friday June 27<sup>th</sup>

### 3. FASS Update - Jennifer

- a. Midyear Meeting 2016 City Selection
  - i. Charleston, South Carolina will be conducting a site visit on June 24<sup>th</sup> & 25<sup>th</sup>
  - ii. Meeting will be third week of January
- b. Annual Meeting
  - i. Current Registration Number is 113
- c. FDA Briefing
  - i. October 13<sup>th</sup> – 17<sup>th</sup>
- d. Chapter 6 pdf download is queued behind website revamp

### 4. Old Business

- a. FAO Letter – Doug
  - i. Reviewing Bob Waltz's suggestions
- b. Knowledge Vault Pricing for 2015 – Richard
  - i. Waiting to hear back from Mike Hunter at Knowledge Vault
- c. Committee Chair development - Richard, FLC, PFC
  - i. PFC- Jan Jarman to run Annual meeting. Stan Cook reluctantly agreed to be chair.
  - ii. FLC – Still waiting for volunteer

### 5. New Business

- a. Sustainable Food Meeting in Boston in August
  - i. **ACTION:** Exec Board talk to AFDO and Dan McChesney at FDA.
- b. Pet food profile report from MBRC
  - i. Placeholder on MBRC Annual Agenda
- c. Approve Final budget
  - i. **MOTION Ali to accept budget as presented. Mark Seconds MOTION CARRIES**
- d. Committee Chair Session Agenda Items at Annual Meeting
  - i. Budget and budgeting process
  - ii. PC Alliance Certificate Program
  - iii. Chairs give update on Strategic Plan
  - iv. **ACTION:** Jennifer put call for items from Committee Chairs on Feed BIN Team Board.
  - v. FFIM lead policy discussion on changes needed in Model Bill and Regulations for FSMA.

**MOTION to accept minutes. Tim Seconds. MOTION CARRIES**

**Board Call Adjourned by Richard Ten Eyck at 11:24 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	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer & Doug		In progress - Dougs received additional comments to be incorporated in letter.	
2/26/2014	Setup call with Bob Waltz regarding Preventive Control Alliance Certificate Program	Tim Lyons/Jennifer G		5/5/14 In progress: Needs RT to follow up with Tim Lyons	
4/9/2014	Have final report available by Seminar board meeting May 5th.	Kent Kitade/c/o Richard			
5/5/2014	Board to assign Board replacement liaison to Education and Training after board elections at Annual Meeting.	Board			
5/5/2014	Kent provide final written report with recommendations on next steps by Thursday May 8th at 7:30am.	Kent Kitade/c/o Richard	5/8/2014		
5/5/2014	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.	Tim Darden/ETC			

5/5/2014	Richard contact Knowledge Vault and get pricing for 1, 2, 3 year contract for service fees.	Richard			
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS			
5/5/2014	Order 100 more Ops	Jennifer		Completed	May 2014
5/5/2014	<b>Budget Changes:</b> BITS revenue is \$7k and expenses are \$8k per meeting. AITS revenue is \$4k and expenses are \$8k per meeting. Breakout AITS and BITS out separately in AAFCO statement of activities. 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.	Ali			
5/5/2014	Ali to revise budget per discussions and present final draft to board for approval at June 10th conference call.	Ali			
5/5/2014	<b>Education and Training Committee:</b> 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	Tim Darden ETC Liaison/ETC	Update by FDA briefing in October 2014 and Final report by June of 2015.		

	<p>required from FASS will be coordinated through Ali Kashani.                  2. Provide the board recommendations as to certificate pricing to the trainer.</p>				
5/5/2014	<p><b><u>Feed and Feed Ingredient Manufacturing Committee:</u></b> Review Feed Preventive Control Alliance Certificate Program training material as developed and provide general feedback to the board regarding consistency with AAFCO principles. Provide updates on training material development in regular committee reporting.</p>				