

**AAFCO Board Minutes
Wednesday, July 9, 2014
10am – 11:30am CST**

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

Absent: Dan Danielson, Linda Morrison

Others Present: Kent Kitade, Sharon Benz, FDA

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Doug Lueders at 10:08am CST

1. Workgroup updates:

- a. Monograph Pilot Project Final Report – Kent
 - i. Report in Feed BIN
 - ii. **ACTION:** Richard and Kent talk with Dan McChesney at Annual Meeting
 - iii. **ACTION:** Kent contact AOCS regarding partnership options
 - iv. **ACTION:** Sharon contact National Animal Nutrition Program regarding partnership options
- b. AAFCO Talks Pet Food – RT
 - i. Viewed draft of site
 - ii. **ACTION:** Board to review home page and FAQ
 - iii. Jan Jarman and Liz Higgins are reviewing site
 - iv. Pet Food Committee given webmaster at Annual meeting for maintenance
 - v. **ACTION:** Jennifer email link to Board for review
 - vi. **ACTION:** Standing up site on Board agenda at Annual meeting
- c. Website revamp – RT
 - i. Viewed draft of site
 - ii. Webex scheduled for July 10th
 - iii. **ACTION:** Jennifer email link to Board for review

2. FASS Update - Jennifer

- a. Midyear Meeting 2016 Hotel Selection
 - i. **Ali MOTION to select Wild Dunes Resort for 2016 Midyear meeting, January 24th-27th. Tim Seconds. MOTION CARRIES**
- b. Annual Meeting
 - i. Hospitality Suite
 - 1. **Sam MOTION to approve \$300 for the hospitality suite snacks. Tim Seconds. MOTION CARRIES**
 - ii. Internet
 - 1. Wired Internet for Webex/presenter computer
 - 2. 2 Mbps bandwidth for attendees in general session room

3. Old Business

- a. FAO Letter – Doug
 - i. **Tabled to next meeting on July 24th**

- b. Knowledge Vault Pricing for 2015 – Richard
 - i. **Sam MOTION to approve Knowledge Vault contract for 5 years. Ali Seconds. MOTION CARRIES**
 - ii. **ACTION:** Jennifer contact Mike Hunter to execute contract for Exec Committee to review

4. New Business

- a. 2015 IPPE Meeting January 27-29
 - i. Richard and Doug to attend. Sam, Ali, and Kent might attend.
- b. FMI/GMA Global Sustainability Summit to be held in Boston August 14-16th – Doug
 - i. AAFCO will not attend
- c. 5th annual NGFA/PFI Joint Feed and Pet Food Conference to be held on Omaha Oct. 7-9 – Doug
 - i. Looking for a speaker from AAFCO.
 - ii. Mark to attend and Richard to be alternate
 - iii. **ACTION:** Ask Stan Cook if he can attend
- d. Set agenda for Face to Face meeting

Sam MOTION to approve minutes as recorded. Richard Seconds. MOTION CARRIES

Board Call Adjourned by Doug Lueders at 11:50am 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		Completed on June 27 th call	6/27/14
4/9/2014	Have final report available by Seminar board meeting May 5th.	Kent Kitade/c/o Richard		complete	6/27/14
5/5/2014	Board to assign Board replacement liaison to Education and Training after board elections at Annual Meeting.	Board	9/1/14		
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	complete	6/27/14
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	7/24/14		

5/5/2014	Richard contact Knowledge Vault and get pricing for 1, 2, 3 year contract for service fees.	Richard		Completed Pricing posted on Board team board. Recommend 3 or 5 year option.	June 2014
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org	
5/5/2014	Budget Changes: 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		Completed	May 2014
5/5/2014	Ali to revise budget per discussions and present final draft to board for approval at June 11th conference call.	Ali		Completed	May 2014
5/5/2014	Education and Training Committee: 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	Tim Darden ETC Liaison/ETC	Update by FDA briefing in October 2014 and Final report by June of 2015.		

	through Ali Kashani. 2. Provide the board recommendations as to certificate pricing to the trainer.				
5/5/2014	<u>Feed and Feed Ingredient Manufacturing Committee:</u> 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.			Message conveyed to FFIM chair and vice chair	
6/10/2014	Follow up with Judy to have PC Alliance course development topic on FFIM Sacramento Agenda.	Tim Lyons & Richard		Complete, topic on agenda	6/27/14
6/10/2014	Have conference call with Tim Lyons, Mike Davidson, Judy Thompson, Richard Ten Eyck, Kim Young and Bob Waltz regarding PC Alliance Course development	Tim Lyons & Richard		Completed 6/27/14 Call with Kim Young, Sonya Lampkin, Judy Thompson, Mike Davidson, Bob Waltz, Tim Lyons started communication between FFIM and the PC alliance steering committee. FFIM will update board in their committee reports	June 27 2014

6/10/2014	Recruit members for PC Alliance Animal Food Work Group and report to Kim Young and Sonya Lambkin at FDA.	Tim Lyons and Judy Thompson		Send to FFIM committee	6/27/14
6/10/2014	Review Montana decision for Administration of Alliance certificates of attendance	Board	10/15/14		
6/10/2014	talk to AFDO and Dan McChesney at FDA regarding attending the Sustainable Food Meeting in Boston in August	Executive Committee		Complete, decided to pass conflicts with pfp meeting	6/27/14
6/10/2014	put call for items from Committee Chairs on Feed BIN Team Board for Committee Chair Meeting	Jennifer		Completed	June 2014