

**AAFCO Board Meeting Minutes**  
**Thursday, July 24 2014**  
**8:00am – 12:00pm PDT**

**BOD Present:** Richard Ten Eyck, Ali Kashani, Mark LeBlanc, Tim Darden, Dan Danielson, Linda Morrison, Sam Davis, Doug Lueders (via webex/conference call)

**Absent:**

**Others Present:** Bob Waltz, Bob Ehart, NASDA; Kent Kitade; Life Member, Jan Jarman, Jo Gulley, FDA;

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Called to Order by Richard Ten Eyck at 8:00am PDT**

- 1. NASDA Update on FSMA– Bob Ehart**
  - a. FDA needs culture change(Educate before regulate)
  - b. Needs more dialogue between States and FDA
  - c. Anticipate implementation list plan in Mid-September from NASDA technical working group
  - d. Would like to see FSMA done right not done right now
  - e. NASDA needs for positive list of State Feed Program accomplishments with FDA to communicate (share with Bob Ehart)
  - f. AAFCO needs to develop implementation strategies for consideration by NASDA
- 2. AAFCO Talks Pet Food Website – Richard**
  - a. **Mark MOTION to send website to PFC to review and make suggestions on wording by September 15, 2014. Expectation site will be made public by September 15<sup>th</sup>. Sam Seconds. MOTION CARRIES**
  - b. **ACTION:** Jennifer have FASS IT put Draft back on all webpages.
- 3. Nominations Committee – Tim**
  - a. **Sam MOTION to accept slate of officers as presented and forward to membership. Tim Seconds. MOTION CARRIES**
- 4. FAO Letter - Doug**
  - a. Asked Kent Kitade to look over letter for review. Letter will be ready in the next month.
- 5. FASS Monthly Billing Summary – Linda**
  - a. **ACTION:** Ali, Doug and Bob Waltz will do a FASS general budget analysis before October Board meeting on 16<sup>th</sup>.
  - b. **ACTION:** Ali, Doug or Richard and Bob Waltz will handle annual performance review with FASS in September.
  - c. **ACTION:** Board members send comments or concerns to Bob Waltz regarding reviews.
- 6. OP Reprint – Jennifer**
  - a. Reprint numbers up to numbers sold from last year between August and December
  - b. Kent volunteered to come up with places to send old OP's.
- 7. NGFA/PFI Omaha October 7-9,**
  - a. Mark will attend
  - b. **ACTION:** Richard will ask Stan Cook to attend.

**8. AAFCO to identify speaker for Day 3 of the 50-State workshop panel session August 12-14**

- a. Bob Waltz

**9. Pulses**

- a. Reviewed process to date and continue to support IDC recommendation

**10. Annual Meeting 2016 – Ali**

- a. **ACTION:** Ali to talk with AAPFCO's secretary regarding having the 2016 or 2017 meeting in Seattle.

**11. CoAg Update**

- a. Budget up to 1.1 million AAFCO percent is 25% which is \$275k. Requested extra \$20k APHL is looking to take that from their budget.
- b. Accreditation panel discussion during Lab Methods meeting on 26<sup>th</sup> from 1:30 to 3:30pm. Brenda Snodgrass and Louise Ogden will lead discussion.
- c. Metal Contaminants Proficiency Testing program will start in 2015.
- d. Developed a list of PT programs for all Food and Feed matrices world wide
- e. Work on writing Sampling Guidance Document
- f. Symposium with AOAC in September
- g. Sampling training at AAFCO Midyear meeting

**Linda MOTION to accept minutes. Ken Seconds. MOTION CARRIES**

**Board Meeting Adjourned by Richard Ten Eyck at 11:46am PDT**

**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.	
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	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	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org	
5/5/2014	<b><u>Education and Training Committee:</u></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 required from FASS will be coordinated through Ali Kashani.	Tim Darden ETC Liaison/ETC	Update by FDA briefing in October 2014 and Final report by June of 2015.		

	2. Provide the board recommendations as to certificate pricing to the trainer.				
5/5/2014	<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.			Message conveyed to FFIM chair and vice chair	
6/10/2014	Review Montana decision for Administration of Alliance certificates of attendance	Board	10/15/14		
7/9/2014	Talk with Dan McChesney at Annual Meeting regarding Monograph Pilot Project	Richard/Kent			
7/9/2014	Contact AOCS regarding partnership options for Monograph Pilot Project	Richard/Kent			
7/9/2014	Contact National Animal Nutrition Program regarding partnership options for Monograph Pilot Project	Sharon			
7/9/2014	Review home page and FAQ of AAFCO Talks Pet Food	Board			

7/9/2014	Email link of AAFCO Talks Pet Food to Board for review	Jennifer		Completed	July 2014
7/9/2014	Put Standing up AAFCO Talks Pet Food site on Board agenda at Annual meeting	Jennifer		Completed	July 2014
7/9/2014	Email link to New AAFCO website for Board to review	Jennifer		Completed	July 2014
7/9/2014	Contact Mike Hunter to execute 5 year Knowledge Vault contract for Exec Committee to review	Jennifer		Completed	July 2014
7/9/2014	Ask Stan Cook if he can attend NGFA/PFI meeting in Omaha October 7-9	Richard			