

AAFCO Board Meeting Minutes
Sunday, July 27 2014
2:00pm – 3:00pm PDT

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

Absent:

Others Present: Bob Waltz, Kristen Green, Kent Kitade, Stan Cook

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by Richard Ten Eyck at 1:39pm PDT

- 1. Check Sample Chair Search – Vicki**
 - a. Board Discussed
- 2. Business Meeting Minutes**
 - a. Reviewed and approved
- 3. FDA Briefing October 13-17- Jennifer**
 - a. Travel Authorizations
 - i. **ACTION:** Board submit travel authorizations by August 15th
 - b. FASS Support
 - i. Not needed
 - c. Agenda Items
 - i. Monograph Project
 - ii. FSMA
 - iii. Training for Regulatory Program Standards
 - iv. FDA plan for Ingredient Definition process
 - v. VFDs
 - vi. Pet Food Rules under FDAAA
 - vii. **ACTION:** Sharon invite new NASDA President to session with FDA
- 4. 2016 Annual Meeting**
 - a. **ACTION:** Jennifer send RFP to possible sites
 - b. Virginia Beach, VA
 - c. Baltimore or Annapolis, MD – Phil Davidson
 - d. Pittsburg & Philadelphia, PA
- 5. 2017 Annual Meeting**
 - a. **ACTION:** Begin investigating possible sites early 2015
 - b. Seattle, WA
- 6. IFPTI Regulatory Intern**
 - a. Leadership training for a year
 - b. **ACTION:** Jennifer obtain information from IFPTI website and send to membership to solicit interested individuals for next year.
- 7. FSMA Implementation Task Force**
 - a. **ACTION:** Have Lab Methods Committee, Pet Food, Inspection and Sampling, Feed and Feed Ingredient Manufacturing, Education and Training, Feed Labeling, IDC, and Model Bills and Regulations Chairs identify representatives.
 - b. Linda will lead Task Force and board identifies charge. Bob Waltz and Richard Ten Eyck will assist.
- 8. Knowledge Vault**

- a. **ACTION:** Richard and Ali to review and approve 5 year contract renewal.

Board Meeting Adjourned by Richard Ten Eyck at 3:15pm PDT

Ali MOTION to accept minutes. Linda Seconds. MOTION CARRIES

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 | <u>Education and Training Committee:</u> 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. | | |

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| | 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 | 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 | | | |

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