

AAFCO Board Conference Call Minutes
Wednesday, September 10th
10am – 11:30am CDT
&
Friday, September 19th
1pm – 2:41pm CDT

BOD Present Part 1 - 9/10: Ali Kashani, Richard Ten Eyck, Dan Danielson, Linda Morrison, Doug Lueders, Mark LeBlanc

Absent: Ken Bowers

Others Present: Stan Cook, Sharon Benz, FDA; Scott MacIntire, FDA; Meagan Davis, Kristen Green, Bob Geiger

FASS: Jennifer Roland (Recorder)

BOD Present Part 2 - 9/19: Doug Lueders, Linda Morrison, Richard Ten Eyck, Ali Kashani, Ken Bowers, Dan Danielson, Mark LeBlanc

Absent: Tim Darden

Others Present: Stan Cook, Nancy Thiex, Sharon Benz; FDA

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

1. Approve August Minutes – Doug
 - a. Minutes approved via email on August 25th.
2. Review action table
 - a. Updated Action Item Table
3. FASS Update – Jennifer
 - a. Midyear Meeting
 - i. Budget

1. Linda MOTION to increase registration fee for members from \$315 to \$350 with the late fee to \$385. Registration fee for non-members would be \$415 to \$450 with a late fee to \$500. Richard Seconds. MOTION CARRIES

- ii. Sampling Workshop – Nancy
 1. Vendors/Booths
 - a. AAFCO will accept vendors on a trial basis for this workshop
 - b. Vendor Provisions
 - i. Space allows for up to 16 vendors (6' tables). AAFCO charge to vendors will be \$1000 which will include one free registration to workshop. Basic table costs to AAFCO will be \$75 for the 3 day workshop (\$25/day) for the table only. Electricity/IT costs will be the responsibility of the vendor. Vendors who are suppliers to regulators (e.g. lab and sampling equipment) will be considered. Regulated industry vendors are not acceptable. Vendors will need to sign contract with AAFCO.

- ii. **ACTION:** Nancy supply list of vendors to Ali for approval.
 - iii. **ACTION:** Jennifer find example contracts for vendor booth
 - 2. Registration
 - a. Sent draft registration form to Nancy
 - b. **ACTION:** Nancy send edits of registration form to Jennifer.
 - c. Member registration cost for workshop \$95 and nonmember cost \$295.
 - iii. Draft Agenda
 - 1. Updated Agenda
- b. Update on OP editing – Jennifer
 - i. 2015 into BIN around 10/3/14. Start online sales and hard copy presales. Richard will collect BIN comments and provide them to PUBS 10/24. Printed OP expected to ship 12/1/14.
- c. Update on Check Sample Transition – Nancy / Jennifer
 - i. Nancy and Andy sending automated email templates to FASS
 - ii. Mark Budden working with Bob Kieffer at Able labs on shipping database transition
 - iii. Password reset button put on data reporting website
 - iv. pt@aafco.org email being used as new contact email for programs
 - v. **ACTION:** Jennifer email Bob Waltz to have him bring Check Sample files from Purdue
- 4. FDA Briefing Agenda – Doug
 - a. Information has been sent to Eric in support of funding AAFCO's participation
 - b. **ACTION:** Jennifer post draft agenda in Feed BIN under board documents
 - c. **Action:** Board members to email Sharon Benz items for discussion with Barbara Glen.
- 5. Microscopy Training – Tim
 - a. Kristen Hafler supplied written report located in Feed BIN on 9-19-14 Board calendar event.
 - b. **ACTION:** Request for recommendations for actions to take to improve training based on report and course evaluation survey by ETC.
 - c. **ACTION:** Jennifer to send Tim Lyons all relevant information.
- 6. Vacant Board Position
 - a. **Tim MOTION to appoint Bob Geiger to fill the vacancy created by Sam Davis' retirement, effective immediately, as a Jr. Board member whose term expires on 12/31/15. Richard Ten Eyck Seconded. MOTION CARRIES**
- 7. FSMA Implementation Task Force – Linda
 - a. Discussion of charge / vision for the task force.
 - b. **Action:** Richard, Mark, Linda and Doug to craft language for the charge. Due to Board by 10/16/14 for discussion.
 - c. Planning on taskforce meeting at midyear.
- 8. New FDA Liaison
 - a. Scott changing positions in near future
 - i. Consider someone in Office of Partnerships, or DD's.

Board Call Adjourned 9/19/14 by Doug Lueders at 2:41 pm CDT

Minutes accepted 9/19/14

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 - Doug received additional comments to be incorporated in letter. April Hunt reviewing letter.	Updated 9/10/14
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. Planning information required through IFPTI.	Tim Darden ETC Liaison/ETC	Update by FDA briefing in October 2014 and Final report by June of 2015.	Cost set through IFPTI for attendance certificates at preventive control alliance training. \$15 AAFCO, \$20 IFPTI, \$15 to preventive control alliance.	
6/10/2014	Review Montana decision for Administration of Alliance certificates of attendance	Board	10/15/14	Completed: IFPTI as Administrator	
7/9/2014	Contact National Animal Academy of Sciences (Nutrition Program?) regarding partnership options for Monograph Pilot Project	Sharon			
7/9/2014	Review draft home page of AAFCO Talks Pet Food for payment of Consultant	Board		Completed and referred to pfc for further review	July 24 th , 2014
7/4/2014	Review AAFCO Talks Pet Food Website	Pet Food Committee		Review in PFC workgroup chaired by Lizette Beckman. 1 st review done, 2 nd	

				review done by Oct. 6	
7/24/2014	Perform a FASS general budget analysis before October Board meeting on 16th.	Ali, Doug and Bob Waltz			
7/24/2014	Perform annual performance review with FASS in September.	Ali, Richard and Bob Waltz	9/25/14		
7/24/2014	Send comments or concerns to Bob Waltz regarding FASS reviews.	Board Members	9/1/14	Completed	
7/27/2014	Submit travel authorizations by August 15th for FDA briefing	Board Members		Completed	
7/27/2014	Invite new NASDA President to session with FDA	Sharon		Completed: Timing to attend meeting under discussion plan is Wednesday 9-10am	
7/27/2014	Obtain Fellowship information from IFPTI website and send to membership to solicit interested individuals for next year.	Jennifer/Doug (email to come from Doug)		In progress: Collected information and need to write email for membership	
7/27/2014	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 for AAFCO FSMA Implementation Task Forces	Linda	9/1/14		

8/20/2014	Prepare budget numbers for Midyear meeting for September Board Call.	Jennifer		Completed	September 2014
8/20/2014	Send contact information for States without membership dues paid to Board members.	Jennifer		Completed	August 2014
8/20/2014	Have a conference call on round 2 of FSMA comments when document is released. Develop plan during call to solicit feedback from AFIA, NGFA and NASDA.	Judy, Doug, Ken and Tim			
8/20/2014	respond to email from USDA informing her of the 14 day trial subscription for \$20 for Online OP.	Doug		Completed	August 2014
8/20/2014	Ali fly into Chicago on Wednesday 9/24th and drive down with Richard on Wednesday for FASS review	Ali		Completed: Flight Booked	August 2014
8/20/2014	Work with Eric on agenda for FDA briefing. Agenda needs to be sent to board by Monday September 8th.	Doug		In progress: Eric has request. Doug will follow up with a phone call	
8/20/2014	send Doug a brief summary of the Grant for NASDA to post with support letter	Bob Waltz		Doug will follow up with Bob	
8/20/2014	Post NASDA support letter and paragraph to AAFCO website	Doug/Jennifer			