



AAFCO Board of Directors meeting
11/12/14 Approved Minutes
10am-12noon Central time

BOD Present: Richard Ten Eyck, Ken Bowers, Bob Geiger, Dan Danielson, Doug Lueders, Tim Darden, Ali Kashani, Mark LeBlanc, Linda Morrison
Others Present: Kristen Green, Stan Cook, Sharon Benz

Board meeting called to order by Doug Lueders at 10:06 CST.

- 1.) Previous minutes, 10/16/14, already passed, posted in the BIN board library
- 2.) Work Group / Liaison reports
 - a. Co-Ag – Nancy (update by Doug)
 - i. Request for AAFCO to sign on to letter with AAPFCO and APHL asking for a formation of a new subcommittee of FDA's Science Board to evaluate the Office of Regulatory Affairs' current investments in the Food Emergency Response Network (FERN) cooperative agreement program and funding for state laboratories to achieve International Organization for Standardization (ISO) accreditation.
 - ii. The AAFCO Executive Committee made a couple of minor revisions to the letter and signed/sent the letter. A copy will be available for review in the Feed Bin.
 - b. Talks pet food website: Workgroup to provide timeline for completion – Kristen
 - i. Kristen has been in touch with Jan and Lizette. Still in a semi-review stage and this will not change until the end of the year. The desire is to re-group at the mid-year meeting to put a solid plan in place. Kristen does not think any work will be done during the remainder of the year. The workgroup does not think, at this point, the site is "AAFCO-worthy." At this time, Kristen does not have a good timeframe for implementation for the Board. Kristen requests emphasis on this project at the mid-year meeting. Doug noted that the AAFCO Executive Committee will discuss this and decide how to handle it at the mid-year meeting.
 - c. IFPTI – Mike Davidson (update by Doug)
 - i. Dave Read has taken a full-time position with IFPTI as senior advisor. One item he will work on is feed issues and has volunteered to work on feed stuffs.



- d. Dr. Waltz (update by Doug)
 - i. FDA is offering a webinar on 11/13/14 at 8:00 pm EST on FSMA.
 - e. Speaking engagements (update by Doug)
 - i. The next engagement is after mid-year in Atlanta. Doug, Richard, and Ali will be attending.
 - f. FSMA Implementation Task Force – Linda (members recruited?)
 - i. Linda reported that she has not heard back on her 10/27/14 email request for members until today. Laboratory/methods will be reporting soon, Model bill will be Doug. Feed/feed ingredients will be Judy. Ali volunteered as the current issues/outreach member. Pet food will be Stan Cook. Ingredient definitions will be Richard.
- 3.) Review action table items-the action item list was reviewed and updated.
- 4.) Old Business:
- a. approve 10/1/13 audit report – Ali
 - i. Move report to December BOD conference call
- 5.) New Business: No new business at this time.

Motion by Richard to approve November 12, 2014 AAFCO Board of Directors meeting minutes as presented. Seconded by Linda. Motion passed unanimously by voice vote.

The meeting adjourned at 11:42 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			Completed 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	
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			
7/24/2014	Perform a FASS general budget analysis before October Board meeting on 16th by mid-December. This will be for the November financial report.	Ali, Doug and Bob Waltz		Linda will send FASS her month/month analysis. FASS accounting will continue to track this.	
7/24/2014	Perform annual performance review with FASS in September.	Ali, Richard and Bob Waltz	9/25/14	Completed	9/25/14
7/27/2014	Invite new NASDA President to session with FDA	Sharon		Completed	10/15/14
7/27/2014	Part 1: Obtain Fellowship information from IFPTI website and	Jennifer/Doug (email to come from Doug)		Completed: Collected information	
10/15/2014	Part 2: Send IFPTI fellowship information to membership to solicit interested individuals for next year.			Pending: need to write email for membership. Will send email by April 30, 2015 as due date for application is not until June 30th.	



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	12/1/14	11/12/2014- In progress. ½ committees have nominated representatives.	
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		Completed	10/1/14
8/20/2014	Work with Eric on agenda for FDA briefing. Agenda needs to be sent to board by Monday September 8th.	Doug		Completed	October 2014
8/20/2014	send Doug a brief summary of the Grant for NASDA to post with support letter	Bob Waltz		n/a, letter sent earlier, posting not considered necessary anymore	
8/20/2014	Post NASDA support letter and paragraph to AAFCO website	Doug/Jennifer		n/a, letter sent earlier, posting not considered necessary anymore	
9/10 & 9/19/2014	Supply list of vendors for Midyear to Ali for approval.	Nancy			
9/10 & 9/19/2014	Find example contracts for vendor booth for Midyear	Jennifer		Completed	September 2014
9/10 & 9/19/2014	Send edits of registration form regarding Sampling Workshop to Jennifer.	Nancy		Completed	September 2014
9/10 & 9/19/2014	Email Bob Waltz to have him bring Check Sample files from Purdue	Jennifer		Completed	September 2014
9/10 & 9/19/2014	Post draft agenda of FDA Briefing in Feed BIN under board documents	Jennifer		Completed	September 2014



9/10 & 9/19/2014	Email Sharon Benz items for discussion with Barbara Glen during FDA Briefing	Board		Completed	October 2014
9/10 & 9/19/2014	Request for recommendations for actions to take to improve training based on report and course evaluation survey by ETC on Microscopy Training	ETC, Tim Darden		In progress, will report in December	
9/10 & 9/19/2014	Send Tim Lyons all relevant information for evaluation	Jennifer		Completed	October 2014
9/10 & 9/19/2014	Craft language for the FSMA Implementation Task Force charge	Richard, Mark, Linda and Doug	10/16/2014	Completed	October 2014
10/16/2014	Add PFP link to AAFCO website	Richard		In Progress	
10/16/2014	Provide to the BOD the Exec Director job description document developed by Strategic Affairs. This document will be added to the Feed BIN	Linda Morrison		In Progress	
10/16/2014	Identify a person from the Sampling Group to review Feed PC Sampling Language.	Nancy Thiex		Completed, Dan Danielson, language has been provided	
10/16/2014	Send Ali the brochure for the Sampling training/vendors.	Nancy Thiex			
10/16/2014	Look for a Communications/Publication s person at Purdue that could provide a single voice for the website. Contact for PFC will be Lizette Beckman as working group lead.	Bob Geiger		Bob has names in mind and will relay to Lizette. It is now with PFC to decide if they want to hire. Proposal needs to come as recommendation from PFC to BOD.	
10/16/2014	Go back to the working group and provide at the next BOD meeting an update so that appropriate timelines can be provided.	Kristen Green		In Progress Will discuss at mid-year meeting.	



10/16/2014	The Board members should review new AAFCO website and provide any comments to Richard before October 29 th	BOD		Completed, additional comments to come	
10/16/2014	Board to get mid-year travel requests to Jennifer R/FASS.	BOD		In Progress	
10/16/2014	Communicate with Colin Harvey (VOHC)	Richard		Completed, communication was please attend next two pet food meetings and then formally request to be an advisor	
10/16/2014	Proceed with attendee survey (?) at mid-year meeting with results to be provided to Strategic Affairs committee (?).	FASS/Kelsey		Kelsey will follow up with Exec Committee	
10/16/2014	Follow up regarding Request to Office of Partnerships (Abe, Tim & Barb Cassens) for an advisor on BOD.	Doug		In Progress, Doug will follow up	
10/16/2014	Follow up regarding contacting FDA/ORF Field Committee for a replacement for Scott McIntyre	Doug		In Progress, Mick Dutcher will be Scott's replacement. Doug will follow up to see if a request (higher up) needs to be made.	
10/16/2014	Go back to see if date for Training Summit on January 26 th can be moved	Sharon Benz		In Progress, Sharon has spoken to Jenny, Jenny is not optimistic but will forward request. Sharon will follow up with BOD.	
10/16/2014	Communicate with the Seminar committee regarding suggested topics as well as look into getting a PIO	Kristen Green		In Progress, looking for PIO, but have not yet identified anyone.	



	from University of KY. Additional topics can be taken from the previous excel sheet of topics.				
10/16/2014	Send FAO Copyright Letter.	Doug		Completed	10/23/2014
10/16/2014	Assign auditors for annual AAFCO fiscal audit.	Doug		Completed	11/5/2014
10/16/2014	Speak with Bob Waltz about extending invitations and dates to Dudley/NASDA for future AAFCO meetings.	Doug		In Progress, Doug has spoken with Bob.	
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		In Progress, on IDC January agenda	
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda	
10/16/2014	Ask the Feed and Feed Ingredient Manufacturing Committee (Judy Thompson) to identify a person to be on the Import Verification Implementation team.	Richard			