



AAFCO Board Meeting
Thursday, January 15th, 2015
2:40pm – 4:30pm CST

BOD Present: Dan Danielson, Bob Geiger, Doug Lueders, Ken Bowers, Kristen Green, Mark LeBlanc, Ali Kashani, Richard Ten Eyck

Absent:

Others Present: Mick Dutcher, FDA; Linda Morrison, Sharon Benz, FDA; Jo Gulley, FDA; Bob Waltz, Kent Kitade, Life Member; Mike Davidson

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by at am CST

1. FERN and ORS update – Ruiqing Pamboukian
 - a. FERN
 - i. FDA large scale food labs
 - ii. Website has list of labs specialties for food consider adding feed labs
 - b. ORS
 - i. PFP- produce best practice documents
 - ii. FSMA promote lab accreditation for ISO
 - iii. ISO accreditation program
 1. Provide guidance and resources
2. Prevent Control Animal Alliance – Sonya Lambkin
 - a. Requesting 2-4 hour working group time at Annual Meeting in August
 - i. Can take FFIM time slot and an hour from Strategic Affairs
 - ii. Do two 2 hour sessions before and after lunch
3. Field Committee Meeting
 - a. **ACTION:** Richard add agenda topic of state samples to FDA lab
4. IT Upgrades to Check Sample
 - a. **Ali MOTION to approve proposal to spend up to \$11k on upgrades. Would like to see begin development around first of September and then components needed for subscription be completed by first of October. Mark Seconds. MOTION CARRIES**
5. FSPCA update – Mike
 - a. Working on editing human food guidance to create feed guidance
6. California Feed Mill Safety Plan Documents – Mike
 - a. Outreach files available in BIN Library: All AAFCO Members FSMA documents California and also on California's Dept. of Ag website.
 - b. **ACTION:** Send feedback to Mike Davidson on documents
 - c. Final documents go through FFIMC for recommendation to Board to put on AAFCO website
7. MOU Language from IDC – Richard
 - a. **Mark MOTION to send both versions to FDA Liaison Sharon Benz. Dated for a 2 year extension September 30, 2017. Kristen Seconds. MOTION CARRIES**
8. Talks Pet Food Website Timeline & Funding- Kristen

- a. **Stan MOTION fund up to \$3,000 for final plain language editing of AAFCO Talks Pet Food Website project to be completed by April 27th. Bob Seconds. MOTION CARRIES**
9. Approve minutes from Tuesday Business meeting – Jennifer
 - a. Minutes approved
10. General Budget Analysis of November - Ali (from action Table)
 - a. No report
11. NAS contacted – Sharon
 - a. No report
12. Seminar – Doug
 - a. **ACTION:** Jennifer provide Eric Nelson list of board members who attended FDA briefing 2014 and cost to fund the same Board of Directors to attend Seminar.
13. Field Committee Meeting with FDA May 6th & 7th
 - a. **ACTION:** Richard and Mark submit travel authorizations
14. Review Action table – Jennifer
 - a. **Tabled to February Board Meeting**
15. Approve Sunday 1/11 Minutes –Jennifer
 - a. **Ken MOTION to approve minutes subject to formatting. Dan Seconds. MOTION CARRIES**
16. Publication of Association Annual Financial report – Ali
 - a. **Mark MOTION to publish the Annual Financial Report in the All AAFCO Members library in the BIN library, starting with FY 2013. Bob Seconds. MOTION CARRIES**
17. Midyear 2016 – Jennifer
 - a. Move meeting one week forward: Board meeting January 16th, One day Workshop on 17th, Meeting starting on 18th and end on 20th mid-day
 - i. Possibilities for workshop are FSMA, Emergency Tabletop exercise, or Ingredient Definitions
 - ii. **ACTION:** Doug will contact Judy to confirm interest in putting on workshop.
18. AFSS Videos
 - a. **ACTION:** Sharon to check if videos can be posted in BIN All AAFCO Member Library.
 - b. **ACTION:** Jennifer Link public videos to aafco.org
 - c. **ACTION:** Sharon offer on feed listserv to distribute DVDs to regulators
 - d. **ACTION:** Ali will look into what videos to post from Safe Feed website www.fda.gov/safefeed
19. Approve Minutes

Bob MOTION to approve minutes. Mark Seconds. MOTION CARRIES

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org 12/10/14 BOD voted to proceed. Regulator must by online OP to get downloadable pdf	
7/9/2014	Contact National Animal Academy of Sciences (Nutrition Program?) regarding partnership options for Monograph Pilot Project	Sharon		Have not been able to make contact. Will have update at Midyear	
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 sent FASS her month/month analysis on 11/20/14. FASS accounting will continue to track this.	
7/27/2014 10/15/2014	Part 1: Obtain Fellowship information from IFPTI website and Part 2: Send IFPTI fellowship information to membership to solicit interested individuals for next year.	Jennifer/Doug (email to come from Doug)		Completed: Collected information 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- All committees have nominated representatives for scheduled meeting in January.	

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		Survey yielded relatively high scores. ETC for assessment.	12/10/2014
10/16/2014	AAFCO Talks Pet Food WG is looking for Communications/Publications person to provide editing support for website materials. 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 if needed. Completed.	12/10/2014
10/16/2014	Go back to the AAFCO Talks Pet Food 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	Communicate with the Seminar committee regarding suggested topics as well as look into getting a PIO from University of KY. Additional topics can be taken from the previous excel sheet of topics.	Kristen Green		In Progress, looking for PIO, but have not yet identified anyone. Board has provided comments.	12/10/2014
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. Dudley and Barbara will not be attending	12/10/2014
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		In Progress, Judy is looking for person.	
12/10/2014	Post plenary agenda for Midyear meeting on website	Ali/FASS		Completed	December 2014
12/10/2014	AAFCO to send out email blast with request for input on Feed Contract Statement of Work.	Doug/FASS			
1/11/2015	Follow up with Brett Groves comments from Audit report	Ali			
1/11/2015	Budget External Audit of July 1, 2012 – June 30, 2015	Ali			