



AAFCO Board Minutes
Wednesday, February 11, 2015
11:00am – 1:08pm CST

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

Absent:

Others Present: Mike Davidson, Eric Nelson, FDA; Sharon Benz, FDA; Meagan Davis, Linda Morrison, Tim Darden, Mick Dutcher, FDA;

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Richard Ten Eyck at 11:02am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. **Submitted Written Report to Board**
 - b. Co-Ag – Nancy
 - i. **Submitted Written Report to Board**
 - c. Liaison Report – Bob Waltz
 - i. **No report available**
 - d. FSPCA update – Mike
 - i. More details available by next month
 - ii. Working on Hazard Analysis guidance for Industry
 - e. IFPTI Feed Curriculum – Mike
 - i. Met in Davis, CA plan to meet in Battle Creek in late April
 - ii. ETC trying to determine how it all ties in together (NEHA, IFPTI)
 - f. Speaking engagement reports
 - i. IPPE Report – Doug
 1. Send Official Publications to show to sell
 2. Look into buying another AAFCO banner either floor model or another table top model
 - ii. AFIA Pet Food Meeting Report – Richard
 1. Over 200 attendees
 2. Focused on Social Media need to be more transparent to customers
 3. AAFCO Pet Food Labeling Workshop for 2017
 - a. Partner with Industry
2. Old Business
 - a. FSMA Task Force/April Meeting Date – Linda
 - i. Monday, April 27th in Lexington, Kentucky
 - ii. **ACTION:** Jennifer investigate cost for task force attendees
 - iii. Investigating Mind Mapping Tools
 - iv. FDA to supply one person to join taskforce
 1. **ACTION:** Sharon and Eric will follow up
 - v. Lining up a facilitator for the meeting
3. New Business

- a. AFSS Report – Doug/Sharon
 - i. Not met since last fall
 - ii. Education group working on a plan for further communications and education materials
 - 1. Safe Feeding Guidance still in development that would accompany a podcast or video
 - b. TX HACCP auditor training, Ben 1/28 email – Richard
 - i. **ACTION:** Richard will draft response and run by board before sending
 - c. FDA Briefing Dates 10/21,22? -Eric
 - i. Travel on Monday 19th, Board meeting on Tuesday 20th and meet with FDA on 21st & 22nd
 - ii. **ACTION:** Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing
 - d. January AITS Close Out Report – Meagan
 - i. 71 attendees representing two countries one attendee from Saudi Arabia
 - 1. Gave a presentation on Saudi Arabia Agriculture
 - ii. Points Covered
 - 1. Inspection & Investigation
 - 2. Future Inspection practices
 - 3. Label Review
 - 4. Professional Development
 - iii. Approached Inspection & Sampling Committee on developing an Intermediate/Technical Training for Inspectors
 - iv. **ACTION:** Meagan send AITS Survey results to Jennifer to post in Board Library
 - e. Mid Year Close out report include survey – Jennifer
 - i. **ACTION:** Jennifer put Survey in AAFCO Chairs library
 - f. Review Action table – Jennifer
 - i. Action item reviewed
 - g. Close out report on Sampling Workshop – Nancy
 - i. **Tabled to March Call**
 - h. Finance Subcommittee Question – Ali
 - i. **Stan MOTION to move \$100k into our investment fund. Dan Seconds. MOTION CARRIES**
 - ii. **ACTION:** Ali will contact investment advisor and FASS to move \$100k to Morgan Stanley Wealthy management. Invest as advised
 - i. Seminar
 - i. **ACTION:** Board submit Travel Authorizations and registration for Seminar.
 - ii. Board Meeting on Sunday April 26th at 2pm in Lexington and FSMA Task Force on Monday April 27th in Lexington
4. Approve Minutes

Bob MOTION to approve minutes. Kristen 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 buy 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. 2/11/15 Accounting will have done by end of February	
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.	
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. 2/11/15 Consultant should be done by end of March.	

				Kristen send contract to Exec. Committee for approval. Site hopefully done by Seminar.	
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		In Progress, 1/15/15 BOD approved sending both versions to FDA Liaison Sharon Benz. Dated for a 2 year extension September 30, 2017	
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda. 2/11/15 IDC accepted final report and potential action item for IDC.	
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	AAFCO to send out email blast with request for input on Feed Contract Statement of Work.	Doug/FASS		Completed	December 2014
1/11/2015	Follow up with Brett Groves comments from Audit report	Ali		In progress: Ali will update 2015-2016 budget for meetings by April 28 th	2/11/15
1/11/2015	Budget External Audit of July 1,2012-June 30,215	Ali	3/6/2015	In progress: Ali will update 2015-2016 budget for meetings by April 28 th	

1/11/2015	talk to hotel and see if we can move the meeting dates to end on Monday or meet the week before.	Jennifer		Completed: Meeting moved up a week to January 17th-20th	January 2015
1/15/2015	Send feedback to Mike Davidson on California Feed Mill Safety Plan Documents	Board		Completed: No comments from Board	2/11/15
1/15/2015	provide Eric Nelson list of board members who attended FDA briefing 2014 and cost to fund the same Board of Directors to attend Seminar.	Jennifer		Completed	2/9/15
1/15/2015	Add agenda topic of state samples to FDA lab for Field Committee Meeting	Richard			
1/15/2015	Submit travel authorizations for Field Committee Meeting with FDA May 6th & 7th	Richard & Mark			
1/15/2015	Contact Judy to confirm interest in putting on Emergency Response workshop.	Doug		Conversation held tabletop exercise planned for Midyear 2017	
1/15/2015	Check if AFSS videos can be posted in BIN All AAFCO Member Library.	Sharon			
1/15/2015	Link public AFSS videos to aafco.org	Jennifer			
1/15/2015	Offer AFSS videos on feed listserv to distribute DVDs to regulators	Sharon			
1/15/2015	Look into what videos to post from Safe Feed website www.fda.gov/safeeed to AAFCO.org	Ali			
Committee Chair 1/15/2015	Consider FERN network for list of Feed Labs capacity and specialties report back to board by August	Nancy			
Committee Chair 1/15/2015	Table top full day Emergency response training during the January 2017 Midyear Meeting add a day to meeting	FFIMC/Jennifer		Judy confirmed with Darlene. Jennifer will add day to hotel contract	

Committee Chair 1/15/2015	Check Sample program is requesting board approval to move forward with the proposal from Mark Budden/FASS IT. The proposal outlined improvements to data reporting site and to make program more automated. Proposed cost for work is \$10,000.	Board		Completed: Approved by Board FASS will start in early Fall hopefully by September would like to have subscription portion complete by beginning of October. Check Sample Committee/Ali make sure in 2015/2016 Budget	
Committee Chair 1/15/2015	Request up to \$3,000 to hire a consultant to professionalize AAFCO Talks Pet Food Website.	Board		Completed: Approved by Board. 2/11/15 Exec Committee to review Contract	
Committee Chair 1/15/2015	Request to look into hiring a project manager to help with Pet Food Labeling Workshop	Kristen		In progress: Kristen contact FDA/Eric Nelson regarding availability of a project manager	
Committee Chair 1/15/2015	Submit a proposal to board by February conference call for NEHA Assessment request	ETC/Meagan			
Committee Chair 1/15/2015	Recommendation to put annual financial statement out to public in some form: BIN, public website, op?	Board		Completed: Annual financial statement posted in BIN under ALL AAFCO Member Library in Financial Folder	January 2015