



AAFCO Board Minutes
Wednesday, March 11, 2015
11:04am – 12:25pm CST

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

Absent:

Others Present: Sharon Benz, FDA; Jennifer Godwin, Linda Morrison, Meagan Davis

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Richard Ten Eyck at 11:04am CST

1. Standing reports
 - a. Liaison Report – Bob Waltz
 - i. No Report Available
 - b. FSPCA update – Mike
 - i. No Report Available
 - c. AFSS Report – Doug
 - i. Getting new outreach material, banner signs
 - ii. Doug attending Association of County Agents meeting in July
2. Old Business
 - a. FSMA Task Force/April Meeting Date – Linda
 - i. FDA Representative is Jenny Murphy. Eric Nelson will attend meeting in her place
 - ii. Local Facilitator found, Lorraine Garkovich
 - iii. Draft Agenda should be available soon
 - b. Update on Pet Food Labeling Workshop 2017 – Kristen
 - i. Concern with having workshop in conjunction with IPPE due to time of year and how close it is to Midyear meeting could affect attendance.
 - ii. Looking into holding with Annual 2017
3. New Business
 - a. AAFCO Retractable Banner – Jennifer
 - i. Logo Bigger, Fewer Words, Bold Association of American Feed Control
 - ii. **ACTION:** Bob Geiger and Kristen Green help review banner design
 - b. Review Action table – Jennifer
 - i. Items reviewed
 - c. Seminar – Jennifer
 - i. **ACTION:** Send Board members detailed invoices for Seminar registrations
 - d. Update on Chapter 6 Project – Jennifer
 - i. Released to Investigators this week
 - ii. Release to Regulators who have purchased the OP on Monday, March 16th
4. Approve Minutes

Doug MOTION to approve minutes. Bob 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 3/11/15 Trial version out operational version out on 3/16	
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. 3/11/15 Making progress to work on a solution for the Administrative side of the Monograph Project	
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. 3/11/15 Contract signed w/ consultant work complete by end of March	
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. 3/11/15 MOU signed and given to Bernadette for signature. Richard drafting press release	
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. 3/11/15 Put on September board meeting	

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.	
1/11/2015	Follow up with Brett Groves comments from Audit report	Ali		Completed: 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	
1/15/2015	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		In progress: 3/11/15 Richard submitted. Mark will submit	
1/15/2015	Contact Judy to confirm interest in putting on Emergency Response workshop.	Doug		Completed: Conversation held tabletop exercise planned for Midyear 2017	March 2015
1/15/2015	Check if AFSS videos can be posted in BIN All AAFCO Member Library.	Sharon		3/11/15 Videos cannot be posted copies are available if regulators want them. Sharon will send list of available videos. Post in ALL AAFCO Members Library & Presentation Library	March 2015
1/15/2015	Link public AFSS videos to aafco.org	Jennifer		3/11/15 will post link on website	
1/15/2015	Offer AFSS videos on feed listserv to distribute DVDs to regulators	Sharon		3/11/15 Shannon Jordre will complete	

1/15/2015	Look into what videos to post from Safe Feed website www.fda.gov/safeeed to AAFCO.org	Ali		Completed: Duplicate item	March 2015
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	Jennifer		Judy confirmed with Darlene. Jennifer will add day to hotel contract. 3/11/15 add to Seminar agenda city location	
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	February 2015
Committee Chair 1/15/2015	Request to look into hiring a project manager to help with Pet Food Labeling Workshop	Kristen		Completed: Kristen and Stan working with Aleta from FDA	March 2015
Committee Chair 1/15/2015	Submit a proposal to board by February conference call for NEHA Assessment request	ETC/Meagan		3/11/15 Jennifer R follow up with ETC	

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
2/11/15	investigate cost for task force attendees for April 27 th meeting	Jennifer		Completed	February 2015
2/11/15	FDA to supply one person to join FSMA taskforce	Sharon/Eric		Completed: Jenny Murphy will be rep but Eric Nelson to attend Task Force meeting on April 27 th	3/3/15
2/11/15	draft response to Ben Jones email regarding Texas HAACP Training and run by board before sending	Richard		Completed	3/4/15
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali			
2/11/15	send AITS Survey results to Jennifer to post in Board Library	Meagan		Completed	2/11/15
2/11/15	put Midyear Survey in AAFCO Chairs library	Jennifer		Completed	2/11/15
2/11/15	Contact investment advisor and FASS to move \$100k to Morgan Stanley Wealthy management. Invest as advised	Ali		Completed	2/11/15
2/11/15	Submit Travel Authorizations and registration for Seminar.	Board			