



AAFCO Board Conference Call Minutes
Wednesday, May 13, 2015
10:02am Central – 11:30am

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

Absent:

Others Present: Dave Phillips, Nancy Thiex, Judy Thompson, Tim Lyons, Jenna Areias

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by at 10:02am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. 2nd Quarter samples being sent out at the end of this month for Pet Food, Minerals and Mycotoxin Programs
 - ii. Updated Method Codes
 - iii. Hoping Consultant will be able to help layout responsibilities for a new Chair
 - b. Co-Ag – Nancy
 - i. Signing a contract with a consultant for ISO 17043 Accreditation process
 - ii. Sampling Working Group
 1. Writing GOOD Samples
 2. Doing a Sampling Roundtable in Indianapolis next week for APHL
 - iii. Manuscripts published in JAOC
 - iv. QA Working Group
 1. Drafting a response to Accrediting bodies regarding QA/QC Guide
 - c. Liaison Report – Bob Waltz
 - i. **Submitted a Written Report**
 - d. FSPCA update – Tim
 - i. Reviewing each Food chapters that were revised for Feed
 - e. IFPTI meeting – Tim Lyons
 - i. Building Feed Curriculum Competencies framework not content
 - ii. Building little training courses with UC Davis & DHRD
 - f. NEHA Update – Tim
 - i. Developing assessments off of IFPTI competencies for certification in Inspecting
 - ii. Judy and Jennifer Godwin working with NEHA to develop assessments
 - g. DHRD/FDA Implementation Training
 - i. Megan Davis will be point of contact
 - h. FSMA taskforce – Linda (share workplan)
 - i. **Not available for Report**
 - i. Speaking Engagements:
 - i. Field Committee CVM meet – Mark
 1. FDA restructuring based on specialties

2. Working on Inventory problems
 3. Feed Program Standards Cooperative Agreements been released
 4. Tissue Residue and BSE contracts will not be available next round for States but will be offering training for Tissue Residue
 - ii. FSMA Public Hearing – Ali
 1. Farm Definition may change
 - iii. VFD informational meeting – Richard
 1. Available in All Bin User Presentation Folder
2. FASS Update - Jennifer
 - a. Annual Meeting Agenda
 - i. Last hour of board meeting on Sunday have FSMA Implementation Task Force discussion with key chairs: FFIM, MBRC and ISC.
 - b. Retractable Banner
 - i. Work with Bob and Kristen on finalizing banner and order before Annual
 - c. 2017 Midyear Meeting Cities
 - i. **Bob Geiger MOTION to have meeting at Point Clear Mobile, AL. Stan Cook Seconds. MOTION CARRIES**
3. Discussion of moving meetings to September, March
 - a. **ACTION:** Jennifer develop a calendar with conflicting events.
 - b. **ACTION:** Share calendar with Board and Industry Advisors.
 - c. **ACTION:** Jennifer put a question on Annual survey regarding changing meeting dates.

Dan MOTION to accept Minutes. Ken Seconds. MOTION CARRIES

Board Call Adjourned by Richard Ten Eyck at 11:30 am CST

<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		Completed	March 2015
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	Completed March
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. 4/26/15 – Stan will start sending FASS completed Sections	
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		Completed 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.	3/27/15
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		Completed: Member no longer needed	4/7/15
1/11/2015	Budget External Audit of July 1,2012-June 30,215	Ali	3/6/2015	Completed	4/26/15
1/15/2015	Add agenda topic of state samples to FDA lab for Field Committee Meeting	Richard			
1/15/2015	Link public AFSS videos to aafco.org	Jennifer		3/11/15 will post link on website	Completed
1/15/2015	Offer AFSS videos on feed listserv to distribute DVDs to regulators	Sharon		3/11/15 Shannon Jordre will complete	Completed
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	Submit a proposal to board by February conference call for NEHA Assessment request	ETC/Meagan		3/11/15 Jennifer R follow up with ETC	
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali			
2/11/15	Submit Travel Authorizations and registration for Seminar.	Board		Completed	March 2015
3/11/15	Help review banner design for new AAFCO retractable banner	Kristen/Bob/Jennifer			
3/11/15	Send Board members detailed invoices for Seminar registrations	Jennifer		Completed	March 2015