



AAFCO Board Conference Call Minutes
Wednesday, July 8, 2015
10:03am Central – 11:54am

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

Absent: Kristen Green

Others Present: Cat Marrier, Nancy Theix, Sharon Benz, Dave Phillips, David Dressler, Bob Waltz, Linda Morrison, Abe Brown

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by at 10:03am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. ISO 17043 Consultant hired
 1. Completed gap analysis on June 15
 2. Working on addressing the gap will report more at meeting in August
 - a. Setting up a virtual office
 - b. **ACTION:** Nancy, Richard and Jennifer to have a conference call/webex to discuss setting up a virtual office
 - ii. Committee Chair Status
 1. Required to have a Quality Control Manager separate then chair for ISO 17043
 2. Hoping Consultant will help layout responsibilities for new chair, vice chair
 - iii. Mineral Program sent out two samples
 - b. Co-Ag – Nancy
 - i. Year 3 Progress Report in progress
 - ii. Year 4 continuation report and budget proposal in progress
 - iii. Continue writing on GOOD Samples
 - c. Liaison Report – Bob Waltz
 - i. Will submit a written report to All AAFCO Members in BIN
 - d. FSMA Task Force Update – Linda Morrison
 - i. Final report sent out
 - ii. FFIM, MBRC, ISC and Current Issues & Outreach to discuss assigned tasks at Annual Meeting
 - iii. **ACTION:** Ali/Current Issues & Outreach have a WebEx meeting by the end of August to develop Feed talking points.
2. New Business
 - a. Call with FDA/NASDA/AAFCO – Bob Waltz
 - i. Themes

1. Communication is key and we need to ensure open communication channels (such as from FDA to state, from state to state, internal state, and from regulators to industry)
2. Need to ensure that legislators are getting the appropriate information in a timely fashion
3. Increased coordination is needed to ensure we all are working towards the same goals and not in silos
4. What is the timeline (unclear if this was for PCAF only or all FSMA rules)
- ii. Who should be involved in discussion?
 1. Ali Kashani, Linda Morrison, Bob Waltz, Richard Ten Eyck and Mark LeBlanc
 2. **ACTION:** Board of Directors read note from Bob Waltz posted on Board of Directors Team Board in BIN and respond back to Bob Waltz and cc Ali Kashani, Linda Morrison, Bob Waltz, Richard Ten Eyck and Mark LeBlanc
- b. IFPTI SME Search – Meagan Davis
 - i. Emailed information on Feed list serve
 - ii. **ACTION:** Meagan send language to Jennifer for email to be sent out to AAFCO members
 - iii. Deadline for SME application July 15th
- c. China Province Outreach – Richard
 - i. Discussion on outreach to be continued at August Board meeting
- d. 2016 AAFCO Board of Directors Slate – Bob Waltz
 - i. Slate of nominees posted on Board Team board in BIN.
 - ii. Erin Bubb from Pennsylvania accepted nomination to Junior Board position
- e. AAFCO App with Secure Downloadable OP through BIN
 - i. \$2,000 to do conversion work and \$700 a year to offer in play store/apple store
 - ii. **ACTION:** Richard to demonstrate in Denver
3. FASS Update – Jennifer
 - a. Pet Food Website Update <http://talkspetfood.aafco.org/>
 - i. **ACTION:** Board review website and send changes to Stan Cook
 - ii. Public announcement next week
 - b. Annual Meeting
 - i. **ACTION:** Jennifer contact AV company to try and arrange away for meeting attendees to purchase internet individually
 - c. Review Action Item Table
 - i. Action item table reviewed

Bob MOTION to accept minutes. Ali Second. MOTION Carries

Board Call Adjourned by Richard Ten Eyck at 11:54 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>
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	
7/27/2014	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.			Application process started earlier this year due to funding changes so missed deadline. Jennifer on newsletter email so we can send notice next year.	
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		Completed: Website edit done and linked to AAFCO Public Site	June 2015
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	

1/15/2015	Add agenda topic of state samples to FDA lab for Field Committee Meeting	Richard		Completed	May 2015
Committee Chair 1/15/2015	Consider FERN network for list of Feed Labs capacity and specialties report back to board by August	Nancy		7/8/15 On LMSC agenda	
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. June 2015 Contract Signed for Midyear	June 2015
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	June 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	
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali		7/8/15 – CVM looking into providing funds for this year. Suggest using Scientific Cooperative Agreement as funds for 2016	

3/11/15	Help review banner design for new AAFCO retractable banner	Kristen/Bob/Jennifer		Completed	June 2015
4/26/15	ETC to create subcommittee to address AFRPS reviews and serve as a resource/arbitrator for states as needed.			Jennifer to Follow up Tim Lyons	
4/26/15	Jennifer load list of items from Richard into BIN for New Board Member Folder. Board will identify any other important items.	Jennifer		Completed	May 2015
5/13/15	Develop a calendar with conflicting events for discussion of moving Annual & Midyear Meeting.	Jennifer		Completed	May 2015
5/13/15	Share calendar with Board and Industry Advisors.	Jennifer		Shared with Exec Committee	
5/13/15	Put a question on Annual survey regarding changing meeting dates.	Jennifer			