



**AAFCO Board Meeting
Sunday, August 2, 2015
2:00pm – Mountain Time**

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

Absent:

Others Present: Judy Thompson, Mike Davidson, Tim Lyons, Bob Waltz, David Dressler, Jennifer Godwin, Ben Jones, Kent Kitade, Sharon Benz, Isaiah Isakson, Tim Weigner, Jim True, Teresa Bills, Ellen Buchanan, Joselyn Ramos, Linda Morrison, Jamey Johnson, Tim Tyson

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by at 2:05 pm MST

1. Standing reports
 - a. Check Sample – Nancy
 - i. First year for Mineral Program now have four programs
 - ii. One drug residue drug sample in regular program
 - iii. Started ISO 17043 accreditation process
 1. Hired a consultant
 2. Consultant performed gap analysis
 3. Looking into a virtual office potentially using Feed BIN to help with management system process
 4. Started a few SOPs
 - b. Co-Ag – Nancy
 - i. Had four day training this month on GOODSamples repeat program week of September 14th in Silver Spring, MD
 - ii. First 12 chapters by Fall
 - c. Liaison Report – Bob Waltz
 - i. Submitted Written Report in Feed BIN
 - d. FSPCA Training – Mike
 - i. Working on outreach material for food safety plans
 - ii. Developing material that is specific to feed mills
2. Old Business
 - a. Talks Pet Food Website Update – Kristen Green
 - i. Working on press release and list to send too
 - ii. Final site updated with revisions from committee
 - b. International Outreach – Richard
 - i. **ACTION:** Ken lead a Board Task Force regarding clarity on International Membership and capacity building. Report back at the October board meeting.
 - c. AAFCO AP – Richard
 - i. Presented AP
 - ii. \$2,000 for Knowledge Vault to build AP and \$700 a year to keep AP
3. New Business

- a. FDA Update - Dan McChesney
 - i. AAFCO Definition Process
 - 1. Still going through definitions for GRAS determination
 - ii. Electronic Document Submission system
 - 1. Company registers and receive an electronic signature
 - 2. Used for food additives submission, GRAS submissions
 - 3. In testing now hoping to roll out in September
 - 4. Use for AAFCO Ingredient Definition Submissions
 - iii. FSMA Update
 - 1. Rules come out at the end of the month
 - 2. FSMA expected to get 40 million
 - 3. Medicated Feed GMPs
 - 4. FDA Inspectors having conversations with companies on their knowledge of FSMA over next few months.
 - 5. Plan to have a Call in Center for FSMA questions for inspectors but depends on budget
 - iv. VFD
 - 1. As of October 1st use new VFD process
 - 2. January 1, 2017 all products need to have new labels
- b. IFSS Inspector Training – Tim Lyons/Jim True
 - i. 8 AAFCO Animal Feed Inspectors helping with 26 competency statements
 - ii. Integrated Food Safety System Curriculum is to be used as a tool to test feed inspectors competence
 - iii. Looking for 3-5 SME's to help building training for each 26 competency statements
 - 1. Applications for SME's due by August 14th
- c. Strategic Planning – Linda
 - i. Next plan to be more condensed approach

Ali MOTION to accept minutes. Mark Seconds. MOTION CARRIES

Board Meeting Adjourned by Richard Ten Eyck at 4:20pm MST

<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	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	
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	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	
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	
5/13/15	Put a question on Annual survey regarding changing meeting dates.	Jennifer		Completed	July 2015
7/8/15	Have a conference call/webex to discuss setting up a virtual office	Nancy, Jennifer, Richard		Completed	July 2015
7/8/15	Have a WebEx meeting by the end of August to develop Feed talking points for FSMA Taskforce.	Ali/Current Issues & Outreach			
7/8/15	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	Board			
7/8/15	Send language to Jennifer for email to be sent out to AAFCO members regarding SME Search for IFPTI	Meagan			
7/8/15	Richard to demonstrate AAFCO App in Denver	Richard			
7/8/15	Board review AAFCO Talks Pet Food website and send changes to Stan Cook	Board			
7/8/15	Jennifer contact AV company to try and arrange away for meeting attendees to	Jennifer		Completed: System not setup for individual sale attendees will have to bring	July 2015

	purchase internet individually			hot spots or go to public spaces.	
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