



AAFCO Board Minutes
Wednesday, November 18,
10:00am CST

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

Absent: Dan Danielson, Erin Bubb

Others Present: Cat Marrier, Meagan Davis, Tim Weigner, Abe Brown, Linda Morrison

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Richard Ten Eyck at 10:02am CST

1. Standing reports
 - a. Check Sample – Nancy
 - i. **Not available for report**
 - b. Co-Ag – Nancy
 - i. **Not available for report**
 - c. Liaison Report – Bob Waltz
 - i. NASDA
 1. **Not available for report**
 - ii. IFIF
 1. **Not available for report**
 - d. FSPCA Training – Mike
 - i. **Not available for report**
 - e. NASDA/FDA/AAFCO Steering – Linda
 - i. No current update
 - f. FSMA Implementation Taskforce – Linda
 - i. Planning on a conference call with main committee chairs from Current Issues & Outreach, FFIM and MBRC before Midyear Meeting
 - ii. Planning on face to face meeting during last half hour of Strategic Affairs at Midyear Meeting
 - g. IFPTI – Cat/Jim True/Tim Lyons
 - i. Working on main frame curriculum for Basic & Advance inspectors plan to release in August
 - h. NEHA – Judy
 - i. **Not available for report**
 - i. AFRPS – Ali
 - i. White paper sent to board expires in January 2017
 1. **ACTION:** Board review document and send comments to Jennifer Godwin, Ali Kashani, and Tim Weigner.
 - ii. Forming 4 work groups to update the standards
 - iii. Ali is AAFCOs representative on the AFRPS Leadership Group
 - j. USDA
 - i. Met with different groups of USDA while in DC during AAFCO/FDA Briefing

- ii. **ACTION:** Mark to appoint a liaison for USDA. Liaison to invite Allen Lane to Midyear meeting.
 - k. AFDO Liaison
 - i. **ACTION:** Mark to appoint a liaison for AFDO. Liaison will need to coordinate with different regions and report back to board.
- 2. Speaking Engagement Reports
 - a. PFP Meeting – Doug
 - i. Doug on Enforcement Council
 - ii. Richard on Planning Work Group
- 3. Old Business
 - a. Financial Report – Jennifer/Ali
 - i. **Doug MOTION to accept September 30, 2015 report subject to audit. Mark Seconds. MOTION CARRIES**
 - b. 2017 Annual Location – Jennifer
 - i. Bellevue, Washington
 - ii. Meeting Dates August 6-14, 2017
- 4. New Business
 - a. Annual Meeting Committee Reports – Jennifer
 - i. FLC & ETC, IDC Addendum
 - 1. **Ali MOTION to approve Education and Training Committee Report. Stan Cook Seconds. MOTION CARRIES**
 - 2. **Stan MOTION to approve IDC E-Meeting on 11/13/15. Kristen Green Seconds. MOTION CARRIES**
 - a. **Mark MOTION to publish the new tentative definition of T33.20 Fat Product, Feed Grade in Official Publication. Ali Seconds. MOTION CARRIES**
 - b. Training Needs Survey for AFRPS – Meagan/Patricia Alcock from FDA, DHRD
 - i. Over past two weeks added more courses based on need from the preregistration workbook results
 - ii. **ACTION:** Abe and Tim report back on how states are notified of course availability and the training needs process.
 - iii. Adding more DHRD representatives to Education & Training Committee
 - 1. **ACTION:** Meagan Davis send Jennifer Roland updated ETC list. Jennifer to send to Pat Alcock
 - c. IPPE Coverage
 - i. Ali Kashani, Richard Ten Eyck, Doug Lueders ?, Sam Davis
 - ii. **ACTION:** Richard reach out to Kent and Glo
 - d. External Audit Results – Ali
 - i. Results sent to Board on November 4, 2015
 - ii. Auditors recommended having a third party CPA review financials
 - 1. **ACTION:** Ali consult with auditors and Jamie at FASS regarding recommendations.
 - iii. **ACTION:** Board to approve External Audit report after auditor's clarification.
 - e. Develop Charge to Pet Food Committee
 - i. **Bob MOTION to give charge to Pet Food Committee. Ali Seconds. MOTION CARRIES**
 - Review and consider potential changes to modernize pet food labeling that enhances transparency and expands safety, taking into account the following:
 - alignment with human food nutrition box formatting

- use of front-of-packaging nutrition cues
 - consideration of microbial risks and safe handling instructions
 - availability of new sugar and dietary starch methods
 - use of modern fiber labeling
 - ideas put forth in the public comments received on the fdada public meeting.
- f. Chair Recruiting
- i. Check Sample Chair
 - 1. Call for applicants in early January
 - ii. Vice Chair for ETC
 - 1. **ACTION:** Mark and Ken work with Tim Lyons on identifying
 - iii. Model Bill Chair coverage needed for Annual meeting 2016
- g. Team selections at online op renewal -\$500
- i. **Stan MOTION to approve IT expense of adding team selection to online OP renewal. Bob Seconds. MOTION CARRIES**
- h. Check sample database additional cost
- i. Board updated status
- i. AG law center costs
- i. Update on December Board call
- j. Review Action Item Table
- i. Reviewed
- k. **ACTION:** Put Pet Food Terms and Labeling topic on EIC agenda.

Bob MOTION to approve minutes. Stan Seconds. MOTION CARRIES

Board Meeting Adjourned by Mark LeBlanc at 12:20pm 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	
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	

7/8/15	Have a WebEx meeting by the end of August to develop Feed talking points for FSMA Taskforce.	Ali/Current Issues & Outreach		11/18/15 WebEx being scheduled in December	
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			Completed
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			Completed August
7/8/15	Board review AAFCO Talks Pet Food website and send changes to Stan Cook	Board			Completed
8/2/15	Lead a Board Task Force regarding clarity on International Membership and capacity building. Report back at the October board meeting.	Ken		In progress: Sent to Strategic Affairs consideration at Midyear Meeting	
10/20/15	work on new brochure and pop up banner to be done by Midyear Meeting	Nancy/Jennifer		In Progress: Brochure completed. FASS PUBS working on banner	
10/20/15	Make business cards with QR codes to pass out for GOODSamples	Nancy/Jennifer			Completed
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer			
10/20/15	Put presentations in BIN from China Visit under ALL AAFCO Members/Presentations/Whats AAFCO	Mark/Al			
10/20/15	Find a place to post summaries of Ingredients not appropriate in animal	IDC/Richard			

	feed. Include one uniform statement for label reviewers to use when reviewing labels.				
10/20/15	Stan, Mark and Ken to check availability by November 6th. For IPPE meeting January 25-29	Stan, Mark and Ken		Unavailable	Completed
10/20/15	Board send Seminar agenda topics to Meagan Davis or Kristen Green	Board			