



AAFCO Board Minutes
Wednesday, January 20, 2016
2:30pm – 4:30pm EST

BOD Present: Erin Bubb,, Ken Bowers, Dan Danielson, Bob Geiger, Ali Kashani, Richard Ten Eyck, Stan Cook, Kristen Green

Absent:

Others Present: Dave Edwards, Abe Brown, Mitch Dutcher

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 2:31pm EST

1. FDA Update – Abe Brown
 - a. Seeking numbers and names of individuals needing training for future CGMPs and PC. Send to Abe by February 13th
 - i. **ACTION:** AAFCO collect names
 - ii. **ACTION:** Abe send language for email
 - iii. **ACTION:** Jennifer email Shannon Jordre to be put on Feed List Serve
 - iv. **ACTION:** Abe follow up on 2088
2. FASS Science Policy Program Letter
 - a. **ACTION:** Richard respond to letter
3. Feed BIN notifications
 - a. **ACTION:** Richard investigate All BIN Users team notification access
 - b. **ACTION:** Richard investigate changing notification header to start of team name
4. ToxStrategies, Jodi Miller jmiller@toxstrategies.com
 - a. Offering technical services
5. Life Members
 - a. **ACTION:** Dave Edwards follow up on Kim Young's eligibility

<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	Completed Richard has information 1/20/16
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		Completed	
4/26/15	ETC to create subcommittee to address AFRPS reviews and serve as a resource/arbitrator for states as needed.			Completed 12/9/15 – Subcommittee not created but Ali Kashani member of Leadership WG. ETC will put on January Agenda	
7/8/15	Have a WebEx meeting by the end of August to develop Feed talking	Ali/Current Issues & Outreach		Completed	

	points for FSMA Taskforce.				
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer		12/9 - In progress	
10/20/15	Put presentations in BIN from China Visit under ALL AAFCO Members/Presentations/Whats AAFCO	Mark		12/9 - In progress	
10/20/15	Find a place to post summaries of Ingredients not appropriate in animal feed. Include one uniform statement for label reviewers to use when reviewing labels.	IDC/Richard		12/9 - In progress - IDC will discuss in January 1/20/16 - On February 12 agenda	
11/18/15	To appoint a liaison for AFDO. Liaison will need to coordinate with different regions and report back to board.	Mark		12/9 - In progress	
11/18/15	Abe and Tim report back on how states are notified of course availability and the training needs process.			Tim visit with Meagan on training needs	
11/18/15	Meagan Davis send Jennifer Roland updated ETC list. Jennifer to send to Pat Alcock	Meagan/Jennifer		Completed	January 2016
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken		12/9 - In progress	
11/18/15	Mark to have Meagan Put Pet Food Terms and Labeling topic on EIC agenda	Mark		Completed	January 2016
12/9/15	request update from Nancy regarding FERN Lab item	Jennifer		Completed	January
12/9/15	apply for Scientific Grant	Jennifer/Ali		Completed	January 2016
12/9/15	Stan and Kristen draft comment for FDA open comment on term Natural. Jennifer to submit	Kristen/Stan		Completed	December 2015

1/17/2016	Ali send formal procedure on financial report procedure to Bob Waltz for procedures manual	Ali			
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