



**AAFCO Board Minutes**  
**Wednesday, June 15, 2016**  
**1:00pm CDT**

**BOD Present:** Stan Cook, Dan Danielson, Richard Ten Eyck, Kristen Green, Ken Bowers, Mark LeBlanc, Erin Bubb,

**Absent:** Bob Geiger, Ali Kashani

**Others Present:** David Dressler, Jacob Fleig, Linda Morrison, Nancy Thiex, Mick Dutcher

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Mark LeBlanc at 1:02 pm CDT**

1. Standing reports
  - a. Co-Ag – Nancy
    - i. Received full funding for year 5
    - ii. 3 four day sampling training planned
    - iii. QA Manager hired for Check Sample Program
      1. Louise Ogden
      2. Planning on submitting accreditation application by end of August
  - b. Lab Methods
    - i. Received 2 proposals for method development funding
    - ii. Sample Prep Workshop on August 3<sup>rd</sup> at the Annual Meeting
    - iii. New QA Subcommittee WG being populated
  - c. Liaison Report
    - i. NASDA – Bob Waltz
      1. Richard reported grant application being submitted by NASDA sent to Board for review
    - ii. IFIF – Bob Waltz
      1. **Not available for report**
    - iii. AFDO – Ali Kashani
      1. **Not available for report**
  - d. AAFCO FSMA Implementation Taskforce – Linda
    - i. Follow up during Annual meeting
  - e. Training Update
    - i. FSPCA Training – Mike/Tim Lyons/Richard
      1. **Not available for report**
      2. Richard and Doug took lead instructor training
      3. Participant and instructor materials are available
      4. Lead instructor training available at the end of August if interested apply on Alliance website
    - ii. DHRD – Ali
      1. Ali, Doug, Jacob Fleig, and George Ferguson taking instructor training from FDA on cGMPs and Preventive Controls
    - iii. IFPTI –Tim Lyons
      1. **Not available for report**

- iv. NEHA – Jacob Fleig
  - 1. Exam will be available two months after final conference call on Pearson VUE
- f. AFRPS – Ali/Tim Weigner
  - i. **Not available for report**
  - ii. Handful of state AFRPS coordinators going to Portland June 21-23 for Feed BIN training
- 2. Speaking Engagement/Meeting Reports
  - a. SASDA – Mark
    - i. Mark attend meeting and able to visit with commissioners
  - b. NASC – Christie Shee
    - i. Covered topics such as feed labeling, cGMPs, and on labeling a product as feed or a drug
- 3. Old Business
  - a. Strategic Plan – Linda
    - i. **Richard MOTION to accept the Strategic Plan Report. Stan Cook Seconds. MOTION CARRIES**
    - ii. **Richard MOTION to recommend to membership the Strategic Plan that is on second page of report. Kristen Green Seconds. MOTION CARRIES**
    - iii. **ACTION:** Linda to send attachment A1 from old Strategic Plan for board to review on July board call.
- 4. New Business
  - a. Committee Reports Approval
    - i. Committee Reports Approval (reports on 2016 Annual Meeting page: ETC
      - 1. **Ken MOTION to accept committee report. Kristen Green Seconds. MOTION CARRIES**
  - b. person to add on AFDO curriculum modification review team for alliance courses – Richard
    - i. **ACTION:** Ken follow up on suggested representative
  - c. Life Membership Nomination – Mark
    - i. **Dan MOTION to grant life membership to Samuel Davis. Erin Bubb Seconds. MOTION CARRIES**
  - d. Reconditioning Workgroup – Mick
    - i. Presented goal and working document during first conference call. Group will be meeting every two weeks
    - ii. Purpose is to come up with a process of handling increase volume of reconditioning request and diversion request as a result of FSMA. Similar to Enforcement Matrix
  - e. Gift for Annual
    - i. **ACTION:** Jennifer to put together pricing for AAFCO Pittsburgh bags and send pricing to board for review.
  - f. State Regulatory Summary Chart in OP
    - i. Suggestions on how to get responses from States
      - 1. Send with membership renewal email
      - 2. Feed BIN survey send after Annual Meeting
      - 3. Reference Feed Additive Compendium
    - ii. Send survey through BIN first after Annual meeting then follow up with emails and letters
  - g. Review Action Item

- i. **ACTION:** Mark to draft a letter to encourage lab participation in AAFCO meetings
- ii. **ACTION:** Jennifer send email to Exec Committee and Eric Nelson re FDA Briefing dates

**Richard MOTION to accept minutes. Ken Bowers Seconds. MOTION CARRIES**

**Meeting Adjourned by Mark LeBlanc at 2:34pm**

**Next board meeting Wednesday, July 13<sup>th</sup> at 1pm CDT.**

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
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. 3/9/16, 6/15/16- No Change	
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer		12/9 – In progress. 3/9/16 – Jennifer follow up with Nancy	
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 3/9/16 – Will be discussed at next meeting in April 6/15/16 – No IDC meeting in April will discuss in August	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken		12/9 – In progress 3/9/16 – Mark to follow up. 6/15/16-no change	
1/17/2016	Ali send formal procedure on financial report procedure to Bob Waltz for procedures manual	Ali		Completed – Minutes approved May 2	
Committee Meeting 1/20/16	Aaron send white paper to board for decision on what committee the working group should be under for Center for Lab Excellence	Aaron		Completed – Board received	

Committee Meeting 1/20/16	Put budget numbers in committee report for accreditation validation for trainings that AAFCO holds such as AITS and BITS	Tim Lyons/ETC		Completed	
1/20/16	AAFCO collect names of individuals needing training for future CGMPs and PC. Send to Abe by February 13 <sup>th</sup>			Completed	
1/20/16	Abe send language for training needs email	Abe		Completed	
1/20/16	Abe follow up on 20.88	Abe		3/9-16 - In progress - Jennifer in contact with Patrick Clouser from FDA. 6/15/16 - Jennifer to Follow up with Patrick	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Dave		3/9/16 - Jennifer to follow up with Dave 4/6/16 - Eric Nelson offered to write letter	
3/9/16	Nancy will follow up with Aaron Price regarding forming a working group for the Lab Center of Excellence. Put together a summary of the working group purpose and send to board.	Nancy		6/15/16 - In progress	
4/13/16	Kristen ask April Hunt for advice and draft response to Charlotte. Send draft response to board for review.	Kristen		Completed	
4/13/16	Mark will draft a response to advisor request email	Mark		Completed	
4/13/16	Board discuss 4 day AAFCO Sampling Training during Seminar Board meeting			Completed - In 2016-2017 Budget	

5/2/16	Board vote on Strategic Plan document during June conference call	Board		Completed	
5/2/16	Board have final contract back to Nancy by May 16th	Board		Completed & Signed	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark			