



**AAFCO Board Minutes**  
**Wednesday, July 13, 2016**  
**1:00pm CDT**

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

**Absent:**

**Others Present:** Dave Edwards, Nancy Thiex, Erin Woodom-Coleman, Eric Nelson, Tim Lyons

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Mark LeBlanc at 1:04 pm CDT**

1. Standing reports
  - a. Co-Ag – Nancy
    - i. Board sent June Report
      1. Sampling Training in Florida at end of August
      2. Need 10 more attendees for Phoenix training
      3. Sample prep workshop at Annual meeting
      4. Working on CSP accreditation for ISO17043
        - a. Louise Ogden new QA manager
        - b. CSP accreditation team having meeting on August 4
        - c. Sending revision suggestions for AAFCO Retention Policy to include CSP needs
  - b. Lab Methods
    - i. Received 2 Method Validation Applications
    - ii. Lab Sample Prep WG meeting July 31<sup>st</sup>
  - c. Liaison Report
    - i. NASDA – Bob Waltz
      1. Ali reported that NASDA submitted grant application
    - ii. IFIF – Bob Waltz
      1. **Not available for report**
    - iii. AFDO – Ali Kashani
      1. Attended meeting in Pittsburgh at end of June
      2. AAFCO submitted letter of support to AFDO & APHL for cooperative agreement to help develop courses
      3. Next meeting is WAFDO at the end of August in Anaheim
  - d. AAFCO FSMA Implementation Taskforce – Linda
    - i. **Not available for report**
  - e. Training Update
    - i. FSPCA Training – Mike/Tim Lyons/Richard
      1. 2 train the trainer class in Kansas in early August
      2. PCQI classes are being conducted listings available through FSPCA website
    - ii. DHRD – Ali

1. Ali, Doug and Tim Darden Attended instructor skill's training course and participated in training on FSPCA preventive controls course for animal food in Rockville from June 13-17. Jacob Fleig and George Ferguson attending same course next week.
- iii. IFPTI –Tim Lyons
  1. Attending Feed Curriculum training in California
  2. Present Feed Curriculum to Board and ETC during Annual meeting
- iv. NEHA – Jacob Fleig
  1. Bob Geiger participating in webinar with NEHA for Continue Education renewal for Animal Feed Inspector Credentialing exam development
- f. AFRPS – Ali/Tim Weigner
  - i. Making progress on Standards Revisions and getting closer to final form. Will send to AAFCO for final comments. Board needs individuals to review
2. Speaking Engagement/Meeting Reports
  - a. **None to report**
3. Old Business
  - a. Strategic Plan 2013-2016 leftover priorities – Linda
    - i. **ACTION:** Mark will advise Linda to remove leftover priorities
4. New Business
  - a. Annual Update – Jennifer
    - i. 331 Attendees, 85 registrations for Medicated Feed Labeling WS, 39 registrations for Lab Sample Prep WS
  - b. 2018 Annual City Comparison – Jennifer
    - i. Ft. Lauderdale, FL
  - c. Life Membership Nomination – Mark
    - i. **Stan Cook MOTION to accept Roger Hoestenbach nomination for Life Membership. Ali Seconds. MOTION CARRIES**
  - d. September Board Meeting
    - i. **ACTION:** Jennifer send out Doodle poll for rescheduling date
  - e. Review Action Item Table
    - i. FDA Fall Briefing October 17-21, FDA meeting Tuesday & Wednesday, Board meeting on Thursday

**Ken MOTION to approve minutes. Kristen Green Seconds. MOTION CARRIES**

**Meeting Adjourned by Mark LeBlanc at 2:38pm**

**Next board meeting Sunday, July 31 at 2:30pm in Pittsburgh at the Annual Meeting.**

<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	
1/20/16	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 7/13/16 – Eric will bring letter for Kim and Paul at BOD meeting in Pittsburgh	
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	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark			
6/15/16	Put together pricing for AAFCO Pittsburgh bags and send pricing to board for review	Jennifer		Completed	
6/15/16	Send email to Exec Committee and Eric Nelson re FDA Briefing dates	Jennifer		Completed: Week of October 17 – FDA Meeting on Tues & Wed and BOD on Thurs	