



**AAFCO Board Meeting**  
**Sunday, July 31, 2016**  
**2:30pm EDT**  
**Marquis A**

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

**Absent:**

**Others Present:** Eric Brady, Austin Therrell, Tim Weigner, David Edwards, Dave Phillips, Bob Waltz, Louise Ogden, Tim Lyons, Dave Dressler, Jennifer Godwin, Jacob Fleig, Stan Carpenter, Cat Marrier, Kent Kitade, Meagan Davis, Christie Shee, Eric Nelson

**FASS:** Jennifer Roland (Recorder)

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

1. Standing reports
  - a. Co-Ag – Nancy
    - i. **Not available for report**
  - b. Lab Methods
    - i. **Not available for report**
  - c. Liaison Report
    - i. NASDA – Bob Waltz
      1. 100 year anniversary in Lincoln, Nebraska in September
      2. Potential award date of grant end of August beginning of September
    - ii. IFIF – Bob Waltz
      1. Meeting end of January in Atlanta
    - iii. PFP
      1. Next week in Kansas City
      2. Develop documents and tools for FSMA implementation
      3. Layout training opportunities and how will be available
    - iv. State Programs
      1. Watch and communicate with Departments of Health
    - v. AFDO – Ali Kashani
      1. Attended meeting and sent link for those interested. Need to be involved in curriculum development (IFPTI, APHL also involved in grant) regarding feed component.
  - d. AAFCO FSMA Implementation Taskforce – Linda
    - i. Status of current activities is in all committee reports and will be updated after this meeting
  - e. Training Update
    - i. FSPCA Training – Mike/Tim Lyons/Richard
      1. Material is out, training being performed
    - ii. DHRD – Ali

1. **ACTION:** Request participation from Pat Alcock to update board quarterly
- iii. IFPTI –Tim Lyons
  1. Review sample courses
- iv. NEHA – Jacob Fleig
  1. Next step is a conference call to discuss qualifications or renewal. Bob Geiger will sit in on call
- f. AFRPS – Ali/Tim Weigner
  - i. New standard to rule out by January 31st
2. Speaking Engagement/Meeting Reports
  - a. **None**
3. Old Business
  - a. **None**
4. New Business
  - a. Financial Statement – Ali
    - i. **Tabled to Wednesday August 3**
  - b. Human Grade definition – Stan
    - i. Ken and April work on wording for business meeting
  - c. Pet Food Labeling Modernization – Stan/Kristen
    - i. Project manager AAFCO support using the Feed Bin Tool
      1. **Tabled to Wednesday August 3**
  - d. Pet Food Compliance letter sharing tool – Kristen
    - i. Support maybe needed
  - e. Global Alliance of Pet Food Associations – Mark
    - i. **Tabled to Wednesday August 3**
  - f. Committee Chair Updates
    - i. Inspection & Sampling
      1. Kevin Klommhaus to talk about cGMPs
      2. Focus on items from Strategic Plan
    - ii. Feed and Feed Ingredient Manufacturing
      1. Preventive Controls Discussion
        - a. Connect with Feed Cadre: George Ferguson, Doug Lueders, Ali Kashani, Richard Ten Eyck, Jacob Fleig
        - b. Kelsey Luebbe on Course Modification Committee
      2. Focus on items from Strategic Plan
    - iii. Enforcement Issues Committee
      1. **ACTION:** Have two hours for EIC before beginning of main conference
    - iv. Pet Food Committee
      1. Pet Food Labeling Workshop at Annual 2017
      2. New Pet Food Modernization workgroup
      3. Pet Food Labeling Guide done
    - v. Current Issues & Outreach
      1. Kelsey Luebbe new Vice Chair
        - a. Changed first time attendee reception to Intro To AAFCO Reception
        - b. New Feed BIN flyer
        - c. Send Liz Higgins photos of meeting
      2. Liz Higgins helping with Newsletter
    - vi. IDC
      1. Reviewed GRAS Survey Results

- vii. Check Sample
  - 1. Brenda Snodgrass and Louise Ogden new Co-Chairs
  - 2. Louise Ogden new QA manager
  - 3. Working on ISO 17043 accreditation
  - 4. Committee considering changing name of program to Proficiency Testing Program
- viii. Model Bills and Regulations
  - 1. Work on updating Model Bills potentially forming working group. Have a face to face meeting during FDA Briefing or Feed Administrators Seminar
- ix. Education and Training
  - 1. Updates on BITS, AITS and FAS
  - 2. Update from NGFA
  - 3. Tim attending FDA training Summit in September
- x. Strategic Affairs
  - 1. Chairs involved in strategic plan attend committee please
  - 2. Reviewed committees involved in Strategic Plan
- xi. Feed Labeling
  - 1. Medicated Feed Labeling Workshop
    - a. Look into more hands on workshop
  - 2. Look into States sharing labels for review
- xii. Lab Method and Services
  - 1. Continue to work with funding from AAFCO for labs to work on method developments
  - 2. Quality Assurance working group formed into a subcommittee of Lab Methods and Services Committee
    - a. **ACTION:** Add to website and OP
  - 3. Need to be involved with Pet Food Label Modernization and Pet Food Label Modernization needs to communicate with Fiber Working group
  - 4. Need program volunteers to be on Lab Centers of Excellence
    - a. Rep from Inspection & Sampling, Feed Labeling, and Pet Food Committee
      - i. Eric Nelson help from CVM
      - ii. Bob Geiger help from Inspection & Sampling
      - iii. Will work to recruit remaining committee representatives
    - b. Reporting to Board directly as a Task Force; Lead will be Bob Geiger and is also Board representative
- xiii. Committee sign in Sheets
  - 1. **ACTION:** Send out email via Feed BIN to chairs to record committee member and advisor participation at formal meetings.

**Kristen MOTION to approve minutes. Ali Seconds. MOTION CARRIES**  
**Meeting Adjourned by Mark LeBlanc at 5:15pm**

<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 7/13/16 –Patrick will	

				follow up with next step	
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 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			
7/13/16	Advise Linda to remove leftover priorities from 2013-2016 Strategic Plan	Mark		Completed 7/31/16	
7/13/16	Send out Doodle poll for rescheduling date	Jennifer		Completed- Meeting moved to September 7 at 1pm Central	