



AAFCO Board/Committee Chair Minutes
Sunday, July 31, 2016
12:00pm EDT
Marquis A

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

Committee Chairs Present: Louise Ogden, Brenda Snodgrass, Bob Waltz, Tim Lyons, Austin Therrell, Meagan Davis, Linda Morrison, Dave Dressler, Dave Phillips, Aaron Price, Nancy Thiex

Absent:

Others Present: Dave Edwards, Kent Kitade, Jennifer Godwin, Isaiah Isakson, Tim Weigner
FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Mark LeBlanc at 12:18pm EDT

1. Committee Chair Updates
 - a. Check Sample
 - i. Requesting to change committee name to AAFCO Proficiency Testing Program Committee
 - ii. **Kristen MOTION to change AAFCO Collaborative Check Sample Committee to AAFCO Proficiency Testing Program Committee. Bob Geiger Seconds. MOTION CARRIES**
 - iii. Request to revise the Record Retention Policy to include program needs
 1. **ACTION:** Committee send updates to Ali via email
 2. **ACTION:** Board needs to review conflict of interest policy
 - iv. PTP accreditation team meeting all day on August 4th which is the start date of all policy documents.
 - b. Lab Methods and Services
 - i. Putting out a call for volunteers for the Labs Centers of Excellence
 - c. Feed Labeling
 - i. Voted on editorial revisions to Nutrient Table
 - ii. Potential for a shared label review
 1. **ACTION:** work with EIC
 - iii. Formed a workgroup to host a non-medicated feed labeling workshop
 1. **ACTION:** Jennifer put a full day for a workshop at Annual 2018 not the same day as board meeting.
 - d. IDC
 - i. Follow up webinar last week of September
 - e. Current Issues and Outreach
 - i. Survey for content of Newsletter
 1. Work with Nancy Thiex for lab section
 - f. Finance Committee
 - i. Chairs send request for funds
 - g. Strategic Affairs

- i. Working on Section 1 regarding wording on nominations
 - ii. Review cost of publications and revenue from meetings
- h. Pet Food
 - i. Tarter Control WG report will be in BIN on Pet Food Team board for comments until September 30th.
 - ii. Pet Food Labeling Guide done
 - iii. Carbohydrate working group report will be in BIN on Pet Food Team board for comments until September 30th.
 - iv. Discussion on Human Grade and states working with Food Departments
 - v. New working group alignment of specialty pet and pet food definitions
 - vi. Pet Food Labeling Modernization
 - 1. Held face to face meeting
- i. EIC
 - i. Upload presentations into BIN
 - ii. **ACTION:** Board look into more time for EIC when reviewing meeting agendas.
- j. Inspection and Sampling
 - i. Covered FSMA updates
 - ii. Didn't cover Risk Based Inspection Targeting Pilot Project and Aseptic Sampling
 - iii. Chad Linton to take over as Chair
 - iv. BITS – conduct R3?
- k. Feed and Feed Ingredient Manufacturing
 - i. Updates from working groups
- l. ETC
 - i. Feedback on competency training for basic inspectors
- 2. New Business
 - a. Financial Statement – Ali
 - i. **Bob Geiger MOTION to approve June 30, 2016 financial statement as presented. Ken Bowers Seconds MOTION CARRIES**
 - b. Pet Food Labeling Modernization – Stan/Kristen
 - i. Project manager AAFCO support using the Feed Bin Tool
 - ii. **ACTION:** Stan and Kristen work with FASS on a proposal
 - c. Pet Food Compliance letter sharing tool – Kristen
 - i. Support maybe needed
 - 1. Feed BIN?
 - 2. **ACTION:** Add Contact department for Human Food Facilities (comply with 21CFR117). Contact Joe Corby with AFDO
 - d. Global Alliance of Pet Food Associations – Mark
 - i. Mark will follow up and suggest participation in AAFCO
 - e. Life Membership Judy Thompson
 - i. **Stan Cook MOTION to approve Judy Thompson's life membership. Ken Bowers Seconds. MOTION CARRIES**
 - 1. **ACTION:** Jennifer send letter
 - f. IPPE
 - i. Ali, Richard, Kent, Sam, and Ken or Mark
 - g. Medicated Feed Labeling Workshop Content
 - i. Make available to public for free
 - h. Business Meeting minutes
 - i. **Richard MOTION to approve minutes as displayed. Ali Seconds. MOTION CARRIES**

Bob Geiger MOTION to approve minutes. Ken Seconds. MOTION CARRIES

Meeting Adjourned by Mark LeBlanc at 2:42pm

<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	Mark		Completed 7/31/16	

	2013-2016 Strategic Plan				
7/31/16	Request participation from Pat Alcock to update board quarterly	Ali/Mark			
7/31/16	Have two hours for EIC before beginning of main conference	Jennifer			
7/31/16	Quality Assurance working group formed into a subcommittee of Lab Methods and Services Committee Add to website and OP	Jennifer			
7/31/16	Send out email via Feed BIN to chairs to record committee member and advisor participation at formal meetings.				