



AAFCO Board Minutes
Wednesday, September 7, 2016
1:00pm CDT

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

Absent: Bob Church,

Others Present: Dave Phillips, Nancy Thiex, Dave Dressler, Abe Brown, Jacob Fleig

FASS: Jennifer Roland (Recorder)

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

1. Standing reports
 - a. Co-Ag – Nancy
 - i. August end of funding year
 - ii. Had Sampling training week of August 15 in Phoenix, AZ
 - iii. Had Sampling Pilot week of August 22nd in Florida
 - iv. Have Sampling training in Washington
 - v. Full funding received for year 5
 - b. Proficiency Testing Program Committee
 - i. Working on application for ISO 17043 accreditation for program hoping to submit application by end of September
 - ii. Developed a FAQ that is on website
 - iii. Working on a new handbook for program
 - c. Liaison Report
 - i. NASDA – Bob Waltz
 1. **Not available for report**
 2. Meeting September 20-24 in Lincoln, Nebraska
 - ii. IFIF – Bob Waltz
 1. **Not available for report**
 2. Meeting at IPPE in January
 - iii. AFDO – Ali Kashani
 1. Ali was invited to serve as AAFCO liaison on Board of Directors
 2. Attended WAFDO meeting in August
 3. **ACTION:** Need to appoint to 2 state representatives on PCQI joint advisory committee.
 - d. AAFCO FSMA Implementation Taskforce – Linda
 - i. **Not available for report**
 - e. Training Update
 - i. FSPCA Training – Mike/Tim Lyons/Richard
 1. AFIA doing FSMA webinars guiding people to Alliance website where training is listed
 - ii. IFPTI –Tim Lyons
 1. Sending survey out regarding feed curriculum
 - iii. NEHA – Jacob Fleig

1. October 1st brochure and website information on credential requirements for Animal Feed Inspector test
2. November 1st testing made available
- f. AFRPS – Ali/Tim Weigner
 - i. Face to Face meeting being held at Midyear meeting in Mobile, AL
2. Speaking Engagement/Meeting Reports
 - a. WAFDO – Ali
 - i. Covered in AFDO Liaison report
3. Old Business
 - a. Committee Reports Approval
 - i. FFIMC requests
 1. **Ali MOTION to Remove the AAFCO Model Feed Safety Program Plan – August 2007 (pages 260-261 in the 2016 OP) and the Model Feed Safety Program Development Guide (pages 262-273 in the 2016 OP) as this information is redundant to the recently published Animal Feed Regulatory Program Standards. The information should be archived separately in the Feed Bin. Stan Seconds. MOTION CARRIES**
 2. **Ali MOTION to Replace the AAFCO Model Emergency Response Preparedness Guidance Document (pages 310-313 in the 2016 OP) with the text contained in Attachment B and assign the role of Section Editor to Tim Darden. Stan Seconds. MOTION CARRIES**
4. New Business
 - a. Inspection & Sampling Committee structure – Bob Geiger
 - i. Propose splitting committees
 - ii. Have committees flow AFRPS?
 - iii. **ACTION:** Form group to discuss, report back to board in October
 - b. Appoint New Board member to replace Dan Danielson – Mark
 - i. **Kristen MOTION to accept nominations Committee recommendation to move up a spot and appoint Dave Phillips as Junior Director. Bob Geiger Seconds. MOTION CARRIES**
 - c. Executive support – Mark
 - i. **Discuss tabled to board meeting during FDA briefing**
 - ii. **ACTION:** Jennifer have Jamie Ritter, Executive Director at FASS call in during board meeting. Start discussion with Execs before meeting.
 - d. Egyptian delegation – Kristen
 - i. Going to be in Kentucky on November 2nd at 10:30am
 - ii. Presentations on AAFCO in BIN under All AAFCO Members Library
 - iii. Discuss
 1. Proficiency Testing Program
 2. IDC Process Overview
 3. International Membership
 - e. International Members – Richard
 - i. Document for International Membership information for main website
 - ii. Have available as a flyer at IPPE
 - f. 2018 Annual Meeting Hotel Selection – Jennifer
 - i. Marriott Harbor Beach
 - g. FDA Briefing – Jennifer
 - i. **ACTION:** Need agenda for Board meeting and Briefing
 - ii. Travel on Sunday, October 16th and travel home on Friday, October 21st

- h. Review Action Item
 - i. **Not reviewed**

Kristen MOTION to accept minutes as displayed. Bob Geiger Seconds. MOTION CARRIES.

<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			
7/31/16	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.				
8/3/16	Proficiency Testing Committee send updates to Ali via email for revision to the Record Retention Policy	PTPC			
8/3/16	Board needs to review conflict of interest policy	Board			
8/3/16	Feed Labeling Committee work with EIC on potential label review	FLC/EIC			

8/3/16	Jennifer put a full day for a non-medicated feed labeling workshop at Annual 2018 not the same day as board meeting	Jennifer			
8/3/16	Board look into more time for EIC when reviewing meeting agendas.	Board/Jennifer			
8/3/16	Stan and Kristen work with FASS on a proposal for a project manager for the Pet Food Labeling Modernization	Stan/Kristen			
8/3/16	Add Contact department for Human Food Facilities (comply with 21CFR117) to state pages on website	Jennifer			
8/3/16	Jennifer send letter to Judy Thompson for Life Membership	Jennifer			