



**AAFCO Board Minutes**  
**Wednesday, November 9, 2016**  
**1:03pm – 3:01pm**

**BOD Present:** Richard Ten Eyck, Stan Cook, Bob Church, Dave Phillips, Bob Geiger, Erin Bubb, Ken Bowers, Mark LeBlanc, Ali Kashani

**Absent:** Kristen Green

**Others Present:** Jacob Fleig, Liz Higgins, Mick Dutcher, Dave Dressler, Abe Brown, Tim Lyons, Kelsey Luebbe, Dave Edwards, Linda Morrison, Eric Nelson

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Mark LeBlanc at 1:03pm CDT**

1. Standing reports
  - a. Co-Ag – Nancy
    - i. **Not available for Report**
  - b. Proficiency Testing Program Committee – Brenda Snodgrass
    - i. **Not available for Report**
  - c. Liaison Report
    - i. NASDA – Bob Waltz
      1. **Not available for Report**
    - ii. IFIF – Bob Waltz
      1. **Not available for Report**
    - iii. AFDO – Ali Kashani
  - d. AAFCO FSMA Implementation Taskforce – Linda
  - e. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
    - i. Had first call on November 8<sup>th</sup> to review proposal
    - ii. 1 year grant for \$300k subject to renewal up to 5 years
    - iii. 4 meetings a year, 2 will be at AAFCO meetings
    - iv. 1<sup>st</sup> Face to Face meeting will be Friday afternoon January 13<sup>th</sup> and Saturday 14<sup>th</sup> at the beginning of AAFCO Midyear Meeting in Mobile, AL
    - v. Putting together Model Animal Food Safety Framework will need 20-24 Feed SMEs to work on framework from AAFCO.
      1. **ACTION:** Send out a call letter for SMEs after December call
  - f. Training Update
    - i. National Feed & Food Inspector Curriculum Development –Tim Lyons/Richard
      1. Developing a national curriculum framework for Food & Feed Inspector training
      2. AFDO awarded grant from FDA DHRD to continue to run project from UC Davis
    - ii. IFPTI –Tim Lyons
    - iii. NEHA – Jacob Fleig
      1. Looking at having a Feed Inspector Certification at Midyear meeting. Currently have 3 people from Minnesota interested

- g. AFRPS – Ali/Tim Weigner
  - i. Revised Standards have been sent for approval. 30 day notice for comment. Finalized by the end of January.
- 2. Speaking Engagement/Meeting Reports
  - a. Kristen talked with Egyptian Delegates looking into joining.
- 3. Old Business
  - a. Committee Reports
    - i. Feed Labeling Committee Report
      - 1. **Richard MOTION to accept Feed Labeling Committee Report. Ken Seconds. MOTION CARRIES**
      - 2. **Bob Geiger MOTION to accept the Feed Labeling Committee recommends revision to Table 1: Nutrient Guarantees Required by Species. Richard Seconds. MOTION CARRIES**
    - ii. Education and Training Committee Report
      - 1. **Richard MOTION to accept the Education and Training Committee Report. Stan Seconds. MOTION CARRIES.**
      - 2. **Richard MOTION to send Committee recommendation back to Committee for clarification on what promote means. Ken Seconds. MOTION CARRIES**
    - iii. Feed and Feed Ingredient Manufacturing Committee
      - 1. **Ken MOTION to accept FFIMC minutes. Ali Seconds. MOTION CARRIES**
  - b. Executive Support Working Group –
    - i. Linda Morrison and Andy Gray agreed to help working group
  - c. 2017 OP Update – Jennifer
    - i. Final OP will go to printer on November 11th
- 4. New Business
  - a. Draft of newsletter - review/approval (will send by 11/8) – Kelsey
    - i. **Richard MOTION to name Newsletter “The AAFCO News Feed”. Stan Seconds. MOTION CARRIES.**
    - ii. **ACTION:** Kelsey will work with Jennifer on getting winner gift card prize.
  - b. 2017 Mid-year AAFCO 101 Reception – request for board participation (similar to 2016 Annual meeting) – Kelsey
    - i. Board will present AAFCO 101 PowerPoint slides during reception
  - c. Retention and Destruction Policy – Ken
    - i. **ACTION:** Jennifer send updated document to Linda Morrison to include in Procedures Manual with new revision dates.
  - d. Preview new BIN home page – Richard
    - i. Previewed new home page.
    - ii. Richard will release to rest of BIN users
  - e. Discuss public notice needs for full committee meetings by webinar – Richard
    - i. **ACTION:** Strategic Affairs look into policy on posting eMeeting notices
  - f. Midyear Travel Authorization – Jennifer
    - i. Send Travel Authorizations to Jennifer
  - g. Review Action Item
    - i. **Tabled to next call**

**Bob Geiger MOTION to accept minutes as displayed. Richard Seconds. MOTION CARRIES**

**Mark LeBlanc adjourned meeting at 3:01pm 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, 10/20/16- 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. 10/20/16 – Maybe during January meeting.	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	Mark/Ken/ Stan		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. 10/20/16- Eric follow up	
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	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress	
7/31/16	Send out email via Feed BIN to chairs to record committee member and advisor participation at formal meetings.	Jennifer			
8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 - Ken will have Bylaws committee review	
8/3/16	Feed Labeling Committee work with EIC on potential label review sharing on a secure site	FLC/EIC		10/20/16 - EIC will put on Midyear agenda on How to share	
8/3/16	Stan and Kristen work with FASS on a proposal for a project manager for the Pet Food Labeling Modernization	Stan/Kristen		On Hold	
8/3/16	Add Contact department for Human Food Facilities (comply with 21CFR117) to state pages on website	Jennifer			
9/7/16	Jennifer have Jamie Ritter, Executive Director at FASS call in during board meeting. Start	Jennifer		In progress	

	discussion with Execs before meeting.				
9/7/16	Form group to discuss Inspection and Sampling Committee structure, report back to board in October	Bob Geiger		In progress	
10/20/16	Look into coordinating meeting with AFDO to overlap during annual Fall FDA Briefing	Ali			
10/20/16	Ali will find out time commitment and follow up with potential candidate at his office	Ali			
10/20/16	Jennifer change PC Alliance link on AAFCO regulatory page to Animal Feed Training Page	Jennifer			
10/20/16	Mark ask if Linda, Chad or Andy would like to participate in the Executive Support Taskforce	Mark			
10/20/16	Chairs review recording of BIN Security				