



**AAFCO Board & Committee Chair Minutes**  
**Monday, January 18, 2017**  
**12:00pm – 2:00pm**

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

**Absent:**

**Others Present:** Dave Dressler, Meagan Davis, Eric Brady, Kelsey Luebbe, Chad Linton, Richard Ten Eyck, Dave Edwards, Kent Kitade, Bob Waltz, Doug Lueders, Brenda Snodgrass, Mick Dutcher

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 12:02pm CDT**

1. Committee Chair Updates
  - a. Feed and Feed Ingredient Manufacturers
    - i. Formed working group lot codes
  - b. Proficiency Testing Program
    - i. Updated committee on ISO 17043 audit
    - ii. Add FAQ to website, report authorization letter
    - iii. QA Manager going to Midwest AOAC in May to promote Proficiency Testing Program
    - iv. Updating Program banner before Midwest AOAC meeting
  - c. Feed Labeling
    - i. Non-pet food labeling guide draft presented with revisions
    - ii. Non-medicated feed labeling workshop for Annual 2018
    - iii. Working group for NRC nutrient profiles for beef
    - iv. Dragan updating Medicated Feed Labeling workshop slides and put in BIN
    - v. Looking into software to review accuracy of label ingredient verification
      1. Minnesota has developed similar software
    - vi. Heather Bartley agreed to be liaison to EIC
  - d. Inspection and Sampling
    - i. BITS October 23<sup>rd</sup> in Idaho
    - ii. AITS in Gettysburg, week of June 5<sup>th</sup>
    - iii. New section in inspector manual for Biosecurity
    - iv. Looking into adding Aseptic sampling into Inspector manual
    - v. Sampling Study being discussed
  - e. EIC
    - i. Identified first coordinated event
    - ii. Discussion over continuing just closed sessions or adding opening sessions as well
  - f. Education and Training
    - i. Discussed UCDavis presentation
    - ii. Working Group formed for a clearing house for training needs

- iii. **ACTION:** Ken reach out to Pat Alcott with DHRD regarding training needs. Ask her to identify someone from her staff to work with Association.
- iv. Committee sending out training needs survey
- g. Strategic Affairs
  - i. Discussion over Bylaws edits to nominations process
  - ii. Every committee with strategic plan work discussed during agenda
- h. Lab Methods & Services
  - i. 9 active working groups
  - ii. Survey on needs for official method needs
  - iii. Best Practice Working
    - 1. Fat Best Practice & phosphorous
    - 2. Working on completing Fiber Best Practice
    - 3. Next method working on is moisture
  - iv. Lab Sample Prep WG
    - 1. Face to Face on Sunday
    - 2. Hope to have draft by August meeting
  - v. Data Acceptance White Paper posted on APHL website
  - vi. IFPTI update on curriculum framework for Lab
  - vii. Few more members for Centers for Excellence working group
- i. Pet Food
  - i. Sending Carbohydrate and Pet & Specialty Pet to MBRC
  - ii. Discussion on Human Grade and who does the inspections
  - iii. Discussion on clarification on how states are handling new nutrient profiles
  - iv. Board going to provide free registration for those people putting on Pet Food Labeling Workshop
  - v. Copyright Pet Food Labeling Workshop Slides
  - vi. **ACTION:** Stan work with Nancy Thiex regards to AOAC validation of Sugars Method
  - vii. Pet Food Label Modernization WG
    - 1. 4 groups: nutrition, facts box, safety statement, and ingredient listing
    - 2. Looking into market research firm to conduct survey
    - 3. Project Manager discussion
    - 4. Discussion with IT on electronic label information such as a QR codes
- j. Ingredient Definitions
  - i. eMeetings on March 10 and October 13
  - ii. Bob Church, Richard and Charlotte writing press release regarding lack of Hemp Ingredient Definition
  - iii. Formed working group on forming negative list of ingredient
  - iv. Language for GRAS 101 Notification section
  - v. Brett Boswell Animal Protein Products and Fats & Oils investigator
- k. Current Issues and Outreach
  - i. Update on FSMA Communication Plan
    - 1. Internal organization
    - 2. Identifying content that can be provided to membership
    - 3. **ACTION:** Feedback from Board on plan to Kelsey Luebbe by March 1<sup>st</sup> discuss on February call.

- ii. **ACTION:** Look into theme for meetings and carry the theme in AAFCO 101 reception, opening session, and banquet.
- I. Model Bills and Regulations
  - i. Review of Pittsburgh meeting and October meeting on FSMA alignment of Model Bill
  - ii. VFD language added to Model Bill
- m. **ACTION:** Committees review and update Advisor list

**AAFCO Board Minutes  
Monday, January 18, 2017  
2:00pm – 5:00pm**

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

**Absent:**

**Others Present:** Dave Edwards, Richard Ten Eyck, Kelsey Luebbe, Ab Brown, Tim Weigner, Mick Dutcher, Brett Groves, Kent Kitade

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 3:28pm CDT**

1. Old Business
  - a. Executive Support Working Group – Mark
  - b. Linda Lead of Working Group. Members: Stan, Bob Geiger, Kristen, Bob Church, Chad, and Andy.
2. New Business
  - a. Kansas State University College of Veterinary Medicine – Ken
    - i. Discussed veterinary role and VFD legislative requirements
  - b. NASDA/FDA Grant
    - i. Day and half meeting at Annual Meeting either before/after conference
    - ii. Day and half meeting in October with FDA briefing October 23
  - c. Financial Statements Review – Ali
    - i. **Stan Cook MOTION approved November 30<sup>th</sup> report subject to audit. Mark LeBlanc Seconds. MOTION CARRIES**
  - d. Centers of Lab Excellence – Bob G.
    - i. Bob has obtained program participants, will work with FDA to obtain for their representatives and touch base with Nancy to identify lab participants. To proceed with proposal set forth by LMSC in concept paper.

- e. Inspector Certification
  - i. Discussion on the Association supporting one person from each state to take the test.
  - ii. **ACTION:** Put on February agenda and invite Jacob Fleig.
- f. FDA Update
  - i. Program alignment standup date March 15
  - ii. Field Committee meeting tentative
  - iii. Reconditioning pilot awaiting final approval
  - iv. Risk ranking system being developed
- g. Business Meeting Minutes
  - i. **Kristen Green MOTION to accept Business Meeting Minutes. Bob Church Seconds. MOTION CARRIES**
- h. Review Action Item

**Dave Phillips MOTION to accept minutes as displayed. Bob Church 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, 10/20/16- No change 12/14/16- 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. 12/14/16 – Jennifer will ask Brenda Snodgrass & Louise Ogden for help as well	

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. 12/14/16 – On IDC Agenda	
11/18/15	Mark and Ken work with Tim Lyons on identifying Vice Chair for ETC	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. 12/14/16 – Follow up with Eric at Midyear	
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 12/14/16- Mark will Follow up with Dave Edwards	
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		Discuss during Committee Chair/Board meeting before Midyear	
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			
10/20/16	Look into coordinating meeting with AFDO to overlap during annual Fall FDA Briefing	Ali		In progress – Ali look into have one afternoon with AFDO	
10/20/16	Chairs review recording of BIN Security	Jennifer			
11/9/16	Jennifer send updated Retention and Destruction Policy document to Linda Morrison to include in Procedures Manual with new revision dates.	Jennifer		Completed January 11, 2017	

11/9/16	Strategic Affairs look into policy on posting eMeeting notices				
12/14/16	Seminar Committee will present budget, registration information, and potential scholarship needs.				
12/14/16	Bob Geiger work with Nancy on potentially getting licensed as VFP distributor	Bob Geiger		Working with Eric Nelson	
1/15/17	Board take R3 assessment	Board			
1/15/17	Ali inquire with insurance company on how to proceed with public records issue	Ali			
1/18/17	Ken reach out to Pat Alcott with DHRD regarding training needs. Ask her to identify someone from her staff to work with Association.	Ken			
1/18/17	Stan work with Nancy Thiex regards to AOAC validation of Sugars Method	Stan			
1/18/17	Feedback from Board on plan to Kelsey Luebbe by March 1st discuss on February call.	Board			
1/18/17	Look into theme for meetings and carry the theme in AAFCO 101 reception, opening session, and banquet.	Current Issues/Ali			
1/18/17	Committees review and update Advisor list	Committee Chairs/Stan			
1/18/17	Inspector Certification- Put on February agenda and invite Jacob Fleig				