



AAFCO Board Minutes
Wednesday, March 8, 2017
1:00pm – 3:00pm

BOD Present: Stan Cook, Erin Bubb, Kristen Green, Bob Geiger, Bob Church, Ken Bowers,

Absent: Dave Phillips

Others Present: David Dressler, Richard Ten Eyck, Nancy Thiex, Dave Edwards, Austin Therrell, Tim Weigner, Linda Morrison, Kelsey Luebbe, Doug Lueders, Eric Nelson

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Ken Bowers at 1:10pm CDT

1. Standing reports
 - a. Liaison Report
 - i. NASDA – Bob Waltz
 1. Emailed board
 - ii. IFIF – Richard Ten Eyck
 1. **No report**
 - iii. AFDO – Ali Kashani
 - b. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Met via conference call in February
 - ii. Work groups coming up with purpose statement for each chapter before next conference call on March 15th.
 - c. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
 1. **Not available for report**
 - ii. NEHA
 1. AAFCO could obtain rights to certification for Feed Inspector exam for \$2,000
 2. **ACTION:** Jacob setup a conference call with NEHA, testing company and representatives from Board to figure out next steps. Figure out all costs to obtain full rights to exam.
 - d. AFRPS – Ali/Tim Weigner
 - i. Feed Audits won't start till first of May
 - ii. New reporting system through ERA
 - iii. Tentative Plan for 2.5-3 day standalone Face to Face for 2018 away from AAFCO Midyear meeting potentially after March. Not going to be held with MFRPS next year due to potential funding issues.
 1. Use a third party to plan logistics of meeting
 2. Setup a small scientific grant for someone to host meeting. AAFCO could apply for this grant.

3. Looking into other concepts such as regional meetings
2. Speaking Engagement/Meeting Reports
 - a. **None available**
3. Old Business
 - a. Executive Support Working Group – Linda/Stan
 - i. Conference call held on March 6th
 - ii. FASS going through job description to clarify what items FASS already does
 - iii. Bob Church working on potential cost for a part time position
4. New Business
 - a. Hemp – Richard
 - i. IDC discussing Hemp Guideline on March 10th call
 - b. Pet Food Label Modernization WG to request funds from Board to hire a firm to conduct survey – Stan
 - i. Reached out to a couple of firms to perform survey and requesting bids
 - ii. Survey would be sent to public on what they would like to see in Pet Food Labeling
 - iii. Would like conclusions from survey by Annual meeting
 - c. Pet Food Workshop Press Release
 - i. Press release done awaiting IT completion on meeting setup
 - ii. Sending press release through BIN, aafco.org, press contacts through AFIA and PFI, and Listserves
 - iii. Hold 30 spots for state regulators
 - d. Evanger pet food investigation and correspondence and fall out – Stan
 - i. Discussion on Request from consumers to speak at Annual meeting during Enforcement Issues Committee
 - ii. **ACTION:** Stan forward request to board for review. Request a formal request from consumer.
 - e. Pet Food Forum – Stan
 - i. April 4-5 in Kansas City
 - ii. **ACTION:** Look into booth for next year and AAFCO representatives attending
 - f. 2019 Annual Meeting – Select Midwest Cities for RFP – Jennifer
 - i. Louisville
 - ii. Kansas City
 - iii. Madison
 - iv. Cleveland
 - g. Public Disclosure – Ali
 - i. Gave update from Lawyers
 - h. Seminar
 - i. **ACTION:** Board submit travel authorization and registration forms by March 24th.
 - ii. **ACTION:** Ken reach out to Kelsey about having FSMA communication plan on Monday, May 1st for a few hours during board meeting.
 - i. Review Action Item
 - i. **Not review**

Ken adjourned meeting at 3:01pm.

On April 12, 2017 Bob Geiger made a MOTION to accept minutes. Dave Phillips 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	

				<p>IDC Agenda 2/8/17-Formed WG in Mobile</p>	
1/20/16	Abe follow up on 20.88	Abe		<p>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. 2/8/17 – Abe follow up with Patrick</p>	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Eric Nelson/Dave Phillips		<p>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. 2/8/17 – Dave follow up with Eric</p>	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		<p>10/20/16- In progress. 2/8/17 – Dave give Office of Research Nancy Thiex's information</p>	

8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 – Ken will have Bylaws committee review. 2/8/17 – Ken follow up with Ali	
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		In progress – Contacted Joe with AFDO	
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		Completed	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices				
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		Jim Fear and Audrey	
1/18/17	Stan work with Nancy Thiex regards to AOAC validation of Sugars Method	Stan		2/8/17 – AFIA contributing \$20k, Board \$20k and requesting \$20k from PFI.	
1/18/17	Feedback from Board on FSMA Communication plan to Kelsey Luebbe by March 1st discuss on February call.	Board		2/8/17 – Board send comments back to Kelsey by next week	
1/18/17	Look into theme for meetings and carry the theme in AAFCO 101	Current Issues/Ali			

	reception, opening session, and banquet.				
1/18/17	Committees review and update Advisor list	Committee Chairs/Stan		In progress	
2/8/17	Education and Training investigate further into NEHA Inspector credentialing exam turning into certificate program and running through BITS report back to board.				
2/8/17	Ken work with Linda on getting information sent to all members of group.	Ken		Completed	