



AAFCO Board Minutes
Wednesday, April 12, 2017
1:00pm – 3:00pm

BOD Present: Bob Church, Stan Cook, Dave Phillips, Kristen Green, Bob Geiger, Ali Kashani

Absent: Ken Bowers, Erin Bubb,

Others Present: Richard Ten Eyck, Meagan Davis, Dave Dressler, Linda Morrison, Abe Brown, Brenda Snodgrass, Nancy Thiex, Tim Weigner, Eric Nelson

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Stan Cook at 1:04pm CDT

1. Approve March 8th Minutes
 - a. **Bob Geiger MOTION to accept March 8 minutes. Dave Phillips Seconds. MOTOIN CARRIES**
2. Standing reports
 - a. Proficiency Testing Program
 - i. Received ANAB accreditation in March for ISO 17043 for Animal Feed Scheme and Pet Food Scheme
 - ii. Working on getting Minerals and Mycotoxin Scheme
 - iii. Louise Ogden attending Midwest AOAC meeting in May giving an update on AAFCO PT Program
 - iv. Program received VFD exemption from FDA
 - b. Co-Ag Update
 - i. 4 day sampling training in Albany, NY
 - ii. Remote presentation with APHL Food & Feed Program
 - iii. Pilot Program scheduled for July in Arkansas
 - iv. Putting together flyers for all Pilots. Final flyers will be put on website.
 - c. Liaison Report
 - i. NASDA – Bob Waltz
 1. **Not available for report**
 - ii. IFIF & IFIR – Richard Ten Eyck
 1. Discussed in New Business
 - iii. Codex
 1. Committee working on Sampling Standards that includes uncertainty factors which lines up with GOODSamples
 - iv. AFDO – Ali Kashani
 1. Submitted update to Board of Directors meeting last month
 2. Annual meeting June 17-21, Ali attending on behalf of AAFCO
 - d. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Monthly conference calls
 - ii. Reviewing drafts of chapters

- e. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
 - 1. Potentially having 6 modules done by summer
 - 2. Lab group meeting in May week of 15th. Looking for additional members such as a lab director. Travel is paid for meeting. If you have someone interested send name to Nancy Thiex.
 - ii. NEHA
 - 1. Working on proposal to submit to AAFCO. Have by Seminar meeting
 - f. AFRPS – Ali/Tim Weigner
 - i. April 18th 2pm-3pm Est monthly conference call topic is Standard 4
 - ii. Look into having update on Feed BIN capabilities. Richard Ten Eyck contact.
3. Speaking Engagement/Meeting Reports
- a. Ben Jones requested Meagan Davis to attend NASC meeting in May on his behalf
 - b. **Kristen MOTION to approve Meagan’s travel approval within reason to be AAFCO representative at NASC meeting. Ali Seconds. MOTION CARRIES**
4. Old Business
- a. Executive Support Working Group – Linda/Stan
 - i. Board Review cost documents from Linda, emailed 3/27
 - ii. **ACTION:** Board review documents during board meeting at Seminar. Let Linda know what time to call in.
 - 1. **Questions need answers to:** Key activities like to focus on and next step, draft RFP?
 - b. Contact department for Human Food Facilities (comply with 21CFR117) to state pages on website - Jennifer
 - i. Add section to each state page, Contact for Human Grade Pet Foods, with link to AFDO manufactured food link [http://dslo.afdo.org/results/?q=food+\(manufactured\)](http://dslo.afdo.org/results/?q=food+(manufactured))
 - ii. **ACTION:** send email to each state contact listed on link with Human Grade information
5. New Business
- a. Annual meeting agenda – Jennifer
 - i. Finalized agenda
 - b. FDA Scientific Conference Cooperative Agreement – Ken/Abe
 - i. Apply by end of summer. Meeting would be between February and May
 - ii. Submit letter of intent by July application due by October 12th.
 - iii. Could apply for same grant for Seminar as well
 - iv. **Dave MOTION to apply for Scientific grant to potentially host ARFPS face to face meeting in 2018**
 - c. Feed ingredient convergence project – Richard
 - i. IFIF & FAO project developing regulatory structure for developing nations. Working on terminology section. AFIA is requesting Feed Terms section of OP.
 - ii. **Kristen MOTION to send Feed Terms section of 2017 rev 1 OP to AFIA. Ali Kashani Seconds. MOTION CARRIES**
 - d. 2019 Annual Meeting – Select City from Comparison Spreadsheet – Jennifer
 - i. **Dave MOTION to pick Louisville, KY for 2019 Annual meeting. Ali Seconds. MOTION CARRIES**

- e. Annual Meeting request for comp registration – Meagan
 - i. **ACTION:** Meagan have citizen submit a statement through requesting association that can be read during EIC. Include Stan Cook and Ken Bowers on any email communications.
- 6. Review Action Item Table
 - a. **Tabled to May 1st board meeting**

Bob Geiger MOTION to accept March 8 minutes. Dave Phillips Seconds. MOTOIN CARRIES

Stan Cook adjourned meeting 2:40pm.

<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 2/8/17-Formed WG in Mobile	

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. 2/8/17 – Abe follow up with Patrick	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Eric Nelson/Dave Phillips		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	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress. 2/8/17 – Dave give Office of Research Nancy Thiex's information	
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	
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 reception, opening session, and banquet.	Current Issues/Ali			
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.				
3/8/17	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.				
3/8/17	Stan forward consumer request to board for review. Request a formal request from consumer to present during Annual meeting.	Stan			
3/8/17	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan			
3/8/17	Board submit travel authorization and registration forms by March 24 th for Seminar.				
3/8/17	Ken reach out to Kelsey about having FSMA communication plan on Monday, May 1st for a few hours during board meeting.				