



AAFCO Board Meeting Minutes
Monday, May 1, 2017
8:06am MDT – 4:26pm MDT

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

Absent: Erin Bubb,

Others Present: Shannon Jordre, Cat Marrier, Austin Therrell, Steven Stewart, Andy Gray, Doug Lueders, David Edwards (on phone), Abe Brown, Richard Ten Eyck (on phone)

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Ken Bowers at 8:06am MDT

1. Standing reports
 - a. Liaison Report
 - i. NASDA – Bob Waltz
 1. Not available for report
 - ii. IFIF & IFIR – Richard Ten Eyck
 1. No update
 - iii. Codex
 1. No update
 - iv. AFDO – Ali Kashani
 1. Ali attending conference in Houston
 2. Ali follow up with Joe regarding more information on potential mentoring program.
 - b. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Draft of Chapter 2 ready for review
 - ii. Face to Face meeting planned for August 8th before Annual in Bellevue
 - iii. **ACTION:** Ali get clarification on who is to attend face to face meeting before annual.
 - c. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
 1. Shannon presented an update. Attended meeting where 5 online basic courses were written. Supposed to be made available this summer.
 2. **ACTION:** Abe follow up with Pat Alcock at DHRD on who the contact would be for training updates and needs.
 3. **ACTION:** Ken add to FDA Briefing agenda in October to get an update from DHRD on training. Jennifer add to June board agenda topics for Briefing. Questions for DHRD:
 - a. Who is overseeing IFPTIs work at DHRD?

- b. Who is identifying resources for each of competency?
 - c. What is AAFCOs role in developing training?
 - ii. NEHA
 - 1. Stan presented an update. Jacob Fleig has communicated that AAFCO is interested in purchasing test and propose storing at FASS. Jacob to call NEHA during seminar.
 - d. AFRPS – Ali/Tim Weigner
 - i. No new update on Standards next update in 3 years.
 - ii. Face to Face meeting for AFRPS in 2018 Grant Application
 - 1. Need location and dates in application
 - 2. Time frame of meeting February to May
 - 3. Have mock agenda and budget in application
 - 4. In letter of intent need to have time frame listed
- 2. Speaking Engagement/Meeting Reports
- 3. Old Business
 - a. Executive Support Working Group – Linda/Stan
 - i. **Dave MOTION to accept work group executive director work description. Recommend start with part time and with potential to transition to full time in the future. Mark Seconds. MOTION CARRIES**
 - ii. **Bob Church MOTION work group charged with developing RFP for board approval and issuance by President. Work group will then review applicants, and submit top applicants for board interviews at October board meeting. Stan Seconds. MOTION CARRIES**
- 4. New Business
 - a. Approval of Midyear Committee Reports – Jennifer
 - i. Accept committee reports (reports on 2017 Annual Meeting page): Ingredient Definitions, Current Issues & Outreach, Feed Labeling, Inspection & Sampling, Lab Methods & Services, Model Bills & Regulations, Pet Food, Proficiency Testing Program, Strategic Affairs, Ingredient Definitions eMeeting March 10. **Mark MOTION to accept committee reports listed in i. Bob Geiger Seconds. MOTION CARRIES**
 - ii. Ingredient Definitions Committee
 - 1. Publish the new Section 101 header including the introductory paragraphs and the table header row of the new GRAS notice table in the OP. **Kristen MOTION to accept committee recommendation. Stan Seconds. MOTION CARRIES**
 - 2. Publish a new microorganism to the list in Definition T36.14 Direct-Fed Microorganisms:
 - a. *Bacillus amyloliquefaciens* **Kristen MOTION to accept committee recommendation. Bob Geiger Seconds. MOTION CARRIES.**
 - 3. Publish these definitions as official:
 - a. 3.5 Direct Dehydrated Alfalfa Meal or Pellet – Moving T3.5 to official **Kristen MOTION to accept committee recommendation. Dave Seconds. MOTION CARRIES**
 - b. 87.20 Guanidinoacetic acid – Publish as official (CFR listed) **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**

- c. 87.115 Canthaxanthin - Publish as official (CFR listed)
Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES
- d. T60.115 (B) Pulse protein **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- e. T60.116 (B) Pulse starch **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- f. T33.21 Yellow Grease **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- g. T33.24 Used Cooking Oil, Feed Grade **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- 4. Publish these as new Definitions as tentative:
 - a. T96.14 Scheffersomyces stipitis Dried Yeast **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES.**
 - b. T71.35 Brassica carinata **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- 5. Delete these items from the OP:
 - a. Delete Canthaxanthin from Table 87.5 - if 87.115 is added.
Kristen MOTION to accept committee recommendation. Dave Seconds. MOTION CARRIES
- 6. Publish in Table 101.1 in the new section 101 GRAS Notices.
 - a. Hydrophobic silica AGRN 5 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - b. Polyethylene glycol (400) dioleate AGRN 6 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - c. Polysorbate 60 AGRN 7 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - d. Phytase AGRN 14 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - e. Phytase AGRN 15 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - f. L-Methionine 85% AGRN 16 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - g. Canthaxanthin AGRN 17 **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
- iii. Model Bills and Regulations Committee
 - 1. The Model Bills and Regulations Committee recommends that the following Veterinary Feed Directive language be included into the

Model Regulations Under the Model Bill and that the AAFCO Board of Directors review the proposed language for future consideration by the Association membership pending review by Dragan Momcilovic, FDA (Attachment D) **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**

- a. Regulation 13. Veterinary Feed Directive
 - i. For the purposes of enforcement of Section 10(a)(2) of the Act the _____ adopts the definitions of Title 21, Code of Federal Regulations, Section 558.3(b)
 - ii. For the purposes of enforcement of Section 10(a)(2) of the Act the _____ adopts the requirements of Title
2. The Model Bills and Regulations Committee recommends that the term “feed” be revised within the AAFCO Non-Commercial Feed Model Bill (Section 3. Definitions of Words and Terms. (e)) to conform with modifications adopted to the Official Feed Term by the AAFCO membership on Jan. 16, 2017 and that the AAFCO Board of Directors review the proposed revision for future consideration by the Association membership. The modified language for the Official Feed Term adopted by the AAFCO membership is as follows: **Kristen MOTION to accept committee recommendation. Dave Seconds MOTION CARRIES**
 - a. Feed: Material consumed or intended to be consumed by animals other than humans that contributes nutrition, taste, aroma, or has a technical effect on the consumed material. This includes raw materials, ingredients, and finished product.
- b. 2017-2018 Budget Approval – Ali
 - i. **Bob Church MOTION to accept the budget. Kristen Seconds. MOTION CARRIES**
- c. March Financial Approval – Ali
 - i. **Bob Geiger MOTION to accept March financial statement. Bob Church Seconds. MOTION CARRIES**
- d. FSMA Communication Plan – Richard/Ali
 - i. Reviewed Communication Workgroup document and questions.
 - ii. Feedback from panel discussion during Seminar back to Richard.
- e. OP Printer Bids – Jennifer
 - i. **Stan MOTION to change OP printer to Premier Print group. Kristen Seconds. MOTION CARRIES**
- f. OP Pricing
 - i. **Dave MOTION to increase 2018 OP pricing for members by \$5 and non-members by \$10. Bob Church Seconds. MOTION CARRIES.**
- g. Discuss scholarships for the PF Labeling Workshop – Kristen
 - i. **ACTION:** Kristen put together scholarship application and put on list serve. Evaluate dollar amount at June 14th board meeting.
 - ii. **ACTION:** Jennifer put on June board meeting.
- h. Proposed keynote speaker for at the plenary session of the 2017 annual meeting – Ali

- i. Proposed David Acheson give presentation on FSMA, changes at FDA, and world food safety. Fee for speaking.
 - ii. Other proposed speakers: FDA on VFDs, realignment, someone from inspection staff
 - iii. Need to pick topic for opening session:
 - 1. Dealing with crisis on social media?
 - 2. Food waste going into Animal Feed?
 - i. Dental Claims Guidelines – Kristen
 - i. Working group will present recommendation at June board meeting.
 - j. FDA MOU – Dave Edwards
 - i. Due to expire in October
 - ii. Would like to sign for longer time frame then 2 years
 - iii. **ACTION:** Board discuss during seminar and get back to Dave by the end of week.
 - k. USDA-AMS Process Verified Audits for Human Grade Claims on pet foods – Kristen
 - i. Kristen look into option.
 - l. 2020 Midyear Meeting City Selection – Jennifer
 - i. Knoxville, TN; Albuquerque, NM; San Antonio, TX;
 - m. CNBC Request
 - i. **ACTION:** Kristen write draft response. Executive committee review before submitting.
- 5. Review Action Item Table
 - a. **ACTION:** Ken put eMeeting Notice policy on Strategic Affairs Annual Agenda
 - b. **Reviewed**

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

Ken Bowers adjourned meeting at 4:26 pm MDT

<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		Completed – May 2017	
10/20/16	Look into coordinating meeting with AFDO to overlap during annual Fall FDA Briefing	Ali		Completed – Not possible	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices			In Progress – Put on Annual Agenda	
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		Complete - Jim Fear and Audrey	
1/18/17	Stan work with Nancy Thiex regards to AOAC validation of Sugars Method	Stan		Complete - 2/8/17 – AFIA contributing \$20k, Board \$20k and requesting \$20k from PFI. 5/1/17 PFI not contributing	
1/18/17	Feedback from Board on FSMA Communication plan to Kelsey Luebbe by March 1st discuss on February call.	Board		Complete, 5/1/17	
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.			See below	
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.			5/1/17 - In progress	
3/8/17	Stan forward consumer request to board for review. Request a formal request from consumer to present during Annual meeting.	Stan		Complete - Meagan in contact	
3/8/17	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan		5/1/17 - In progress	
3/8/17	Board submit travel authorization and registration forms by March 24 th for Seminar.			Completed	
3/8/17	Ken reach out to Kelsey about having FSMA communication plan on Monday, May 1st for a few hours during board meeting.			Complete - Not possible	
4/12/17	Board review documents during board meeting at Seminar. Let Linda know what time to call in.	Board		Completed	
4/12/17	send email to each state contact listed on link with Human Grade information	Jennifer			
4/12/17	Meagan have citizen submit a statement through requesting association that can be	Meagan			

	read during EIC. Include Stan Cook and Ken Bowers on any email communications.				
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