



**AAFCO Board Minutes**  
**Wednesday, July 12, 2017**  
**1:00pm CDT**

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

**Absent:**

**Others Present:** Dave Dressler, Austin Therrell, Eric Nelson, Tim Lyons, Dave Edwards, Nancy Thiex, Doug Lueders

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 1:05pm CDT**

1. Vote on June 14 Board Minutes
  - a. **Kristen MOTION to accept minutes. Bob Geiger Seconds. MOTION CARRIES**
2. Standing reports
  - a. Liaison Report
    - i. NASDA – Bob Waltz/Richard Ten Eyck
      1. See NASDA Animal Food Cooperative Agreement
    - ii. IFIF & IFIR – Richard Ten Eyck
      1. Not available for report
    - iii. Codex
      1. Not available for report
    - iv. AFDO – Ali Kashani
      1. Attended Annual meeting in Houston June 17-21
      2. Good workshop on Communication at Annual meeting could look into it for Seminar
      3. IFPTI Food Fellowship in Food Protection program available for AAFCO members. Ali asked if IFPTI could bring brochures to Annual meeting
      4. International Association for Food Protection has their meeting in Tampa this week and AFDO has a booth. This may be a good opportunity for AAFCO to look into possibility of having a booth one year and see what kind of response we get. **ACTION:** Ali look into the details of having a booth.
  - b. Co-Ag Update - Nancy
    - i. Monthly report emailed to board
    - ii. Arkansas having Sampling Pilot this week
    - iii. PTP working on adding Minerals Scheme expansion to ISO accreditation
  - c. AOAC Sugars Working Group - Nancy
    - i. 2 other sponsors for working group besides AAFCO
    - ii. **ACTION:** Stan Cook will follow up with AFIA on their sponsorship

- d. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
  - i. Face to Face meeting August 8 & 9 before AAFCO Annual meeting
  - ii. Few draft chapters put together
- e. Training Update
  - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
    - 1. Developed teams to peer review modules: Labeling, Sampling, Laws & Regulations, and Feed & Feed Ingredients
  - ii. NEHA
    - 1. Test back at FDA
- f. AFRPS – Ali/Tim Weigner
  - i. Recognition will be given to group at Annual Meeting
- 3. Speaking Engagement/Meeting Reports
  - a. None available
- 4. Old Business
  - a. Executive Support Working Group – Linda/Stan
    - i. Deadline extended till end of July for applications
    - ii. **ACTION:** Jennifer follow up with Linda regarding time slot for Industry at Annual Board meeting to ask questions about Executive Director
  - b. Pet Food Forum Booth, April 23-25 in Kansas City
    - i. Stan requested booth
  - c. FDA/AAFCO MOU – Dave Edwards
    - i. **ACTION:** Ken follow up with Dr. Solomon regarding time frame of MOU.
- 5. New Business
  - a. Annual Meeting Update – Jennifer
    - i. 342 Attendees
  - b. Midyear 2020 City Comparison – Jennifer
    - i. Look into Fort Worth, TX; Little Rock, AR; Oklahoma City, OK
- 6. Review Action Item Table
  - a. **ACTION:** Jennifer work with Meagan on a time slot at Midyear & Annual to meet with consumers.

**Ken adjourned board call at 2:21pm CDT.**

**9/13/2017 - Stan MOTION to approve minutes. Mark 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 2/8/17-Formed WG in Mobile	

1/20/16	Abe follow up on 20.88	Abe		Completed	
1/20/16	Dave Edwards follow up on Kim Young's eligibility for Life Membership	Eric Nelson/Dave Edwards		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/Ken		10/20/16- In progress. 2/8/17 - Dave gave 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.	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices			In Progress - Put on Annual Agenda. 7/12/17 - Ken follow up with Linda	
1/18/17	Look into theme for meetings and carry the theme in AAFCO 101 reception, opening session, and banquet.	Current Issues/Ali		Completed - Not this year	
1/18/17	Committees review and update Advisor list	Committee Chairs/Stan		Complete	

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	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan		5/1/17 - In progress. 7/12/17 -	
4/12/17	send email to each state contact listed on link with Human Grade information	Jennifer		Completed	
4/12/17	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.	Meagan		7/12/17 - In progress	
5/1/17	Ali get clarification on who is to attend face to face meeting before annual.	Ali		Completed	
5/1/17	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?	Ken/Jennifer		Completed	

6/14/17	Stan Cook contact Richard Sellers regarding who AOACs should send an invoice to at AFIA to start working group formation.	Stan		7/12/17 - In progress Stan following up	
6/14/17	Jennifer put on August Board meeting at Annual Meeting, AAFCO/AAPFCO Annual Meeting Rotation	Jennifer		7/12/17 - Jennifer email Joe & Jamey about attending AAFCO's board meeting	