



**AAFCO Board Minutes**  
**Wednesday, August 9, 2017**  
**2:00pm PDT**

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

**Absent:**

**Others Present:** Dave Dressler, Steve Solomon, David Edwards, Tim Wiegner, Doug Lueders, Richard Ten Eyck, Nancy Thiex, Louise Ogden, Austin Therrell, Eric Brady, Meagan Davis, Bob Waltz, Amanda Anderson

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 2:09pm PDT**

1. Committee Chair Updates
  - a. Strategic Affairs Committee
    - i. Committee Chairs attend Strategic Affairs Committee to present updates on Strategic Plan
  - b. Current Issues & Outreach Committee
    - i. Send updates for next Newsletter to Liz Higgins
    - ii. Liz Higgins new Vice Chair of Current Issues and Outreach
  - c. Feed and Feed Ingredient Manufacturing
    - i. Discuss Strategic Plan items #3 & #4
  - d. Ingredient Definitions Committee
    - i. Bob Geiger will give update from Hemp Conference
    - ii. Considering Investigator meeting at FDA Briefing in Fall
  - e. Proficiency Testing Program Committee
    - i. Received ISO accreditation in March for Pet Food and Animal Feed Scheme
    - ii. Minerals Program ISO accredited in August.
    - iii. Plan to accredit Mycotoxin program in December.
  - f. Feed Labeling Committee
    - i. Feed Labeling Workshop next Annual meeting half day July 28 and full day July 29 2018.
    - ii. Discussing label review software
    - iii. Discussing updating Non Pet Food Labeling Guide and new name for guide
  - g. Pet Food Committee
    - i. Meeting split into two parts the first half will be regular committee business second half will be Pet Food Labeling Modernization Working Group update
  - h. Model Bills and Regulations Committee
    - i. Discussion on dried insects for Wild Bird Food

- ii. **ACTION:** Board discuss SUIPs section in the OP in future board meeting
  - i. Enforcement Issues Committee
    - i. Update on coordinated enforcement event
    - ii. CFR 117 discussion
  - j. Education and Training
    - i. IFPTI will present Feed and Feed Ingredients Module
    - ii. Update on cGMP courses available in 2018
    - iii. Submitted 3 letter of intents for Grants for AITS, Feed Administrators Seminar, and AFRPS
  - k. Lab Methods and Services
    - i. 12 poster presentations during meeting
    - ii. Dietary Starch will be up for final action at AOAC meeting in September
    - iii. September 24 first action for Sugars Method
      - 1. Need another AAFCO member present on AOAC conference calls for method, Richard Ten Eyck.
    - iv. Best Practices working group presenting moisture update
    - v. Mycotoxin working group formed
    - vi. Lab Samples Working Group reviewing final product before sending to FASS for formatting
    - vii. Quality Assurance subcommittee update
    - viii. Co-AG
      - 1. Last month of 5 year of grant
      - 2. Received a no cost extension from FDA
- 2. Vote on July 12 Board Minutes
  - a. **Tabled**
- 3. Standing reports
  - a. Liaison Report
    - i. NASDA – Bob Waltz
      - 1. Good progress on Implementation plan
      - 2. Fall meeting in New Orleans
        - a. Bob will prepare annual update on behalf of AAFCO
    - ii. PFP – Bob Waltz
      - 1. Reviewed strategic plan
      - 2. Publications available on website
    - iii. Food Safety Preventive Control Alliance – Bob Waltz
      - 1. 900 people have been trained on animal food. Working on international training and translating manuals.
    - iv. NGFA & PFI Annual Meeting in October in Louisville – Bob Waltz
      - 1. Bob will be presenting an AAFCO update
    - v. IFIF & IFRM – Richard Ten Eyck
      - 1. January 2018 in Atlanta
        - a. IFRM looking for topics
    - vi. Codex
      - 1. **Tabled to August 12 meeting**
    - vii. AFDO – Ali Kashani
      - 1. Formal AAFCO representative
      - 2. Fall briefing same week as AAFCOs
      - 3. WAFDO meeting end of August
  - b. Co-Ag Update – Nancy
    - i. Given during Committee Chair update
  - c. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda

- i. Given during NASDA update
  - d. Training Update
    - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
      - 1. Not available for update
    - ii. NEHA
      - 1. No update
  - e. AFRPS – Ali/Tim Weigner
    - i. Presented award
    - ii. 22 states in AFRPS
- 4. Speaking Engagement/Meeting Reports
  - a. None available
- 5. Old Business
  - a. Executive Support Working Group – Linda/Stan
    - i. No update given
  - b. FDA/AAFCO MOU – Dave Edwards
    - i. Draft ready for two year renewal and signatures
- 6. New Business
  - a. CVM Update – Dr. Solomon
    - i. Striving for Integrated Food Protection System
  - b. AAFCO/AAPFCO Annual Rotation- Jennifer
    - i. **Tabled**
  - c. Small Conference Grants – Meagan
    - i. Discussed during Education and training update
  - d. AAFCO Webpage Content – Ken & Bob G.
    - i. Board approves content on website, policy in place
  - e. Pet Food Forum Booth for 2018 – Stan
    - i. **ACTION:** Stan Cook follow up with PFI on potential discount on booth
  - f. Spotlight On – Kristen/Ken
    - i. \$30,000 for a 4-6 minutes piece to run on PBS guaranteed 500 views
    - ii. Potential support Communication Officials of State Department of Agriculture COSDA (Bob Waltz helping make contact)
    - iii. **Stan Cook MOTION to proceed with Spotlight on and be referred to Current Issues and Outreach Committee and Kristen Green. Bob Geiger Seconds. MOTION CARRIES**
  - g. GAPFA Technical Congress Invite – Stan
    - i. Stan will attend
  - h. Midyear 2020 City Comparison – Jennifer
    - i. **Tabled**
- 7. Review Action Item Table
  - a. Not reviewed

**Ken Bowers adjourned meeting at 4:56pm PDT.**

**9/13/2017 - Bob Geiger 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	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	
3/8/17	Jacob setup a conference call with NEHA, testing company and representatives from Board to figure out next steps. Figure out all			5/1/17 - In progress	

	costs to obtain full rights to exam.				
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	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		Completed - August	
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		Completed	
7/12/17	Ali look into the details of having a booth at International Association for Food Protection	Ali			
7/12/17	Stan Cook will follow up with AFIA on AFIA's sponsorship for AOAC Sugar Method	Stan			
7/12/17	Jennifer follow up with Linda regarding time slot for Industry at Annual Board meeting to ask questions about Executive Director	Jennifer		Completed	
7/12/17	Ken follow up with Dr. Solomon regarding time frame of MOU.	Ken		Completed	
7/12/17	Jennifer work with Meagan on a time slot at Midyear & Annual to meet with consumers.	Jennifer		Completed	

