



**AAFCO Board/Committee Chair Minutes**  
**Saturday, August 12, 2017**  
**12:00pm PDT**

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

**Absent:** Kristen Green

**Others Present:** Richard Ten Eyck, David Dressler, Doug Lueders, Tim Lyons, George Ferguson, Tim Wiegner, Eric Brady, Linda Morrison, Louise Ogden, Nancy Thiex, Aaron Price, Brenda Snodgrass

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 12:06pm PDT**

1. Committee Chair Updates
  - a. Proficiency Testing Program
    - i. Committee approved 25% increase for programs. Brenda will send a formal request to the board for final approval.
  - b. Feed and Feed Ingredient Manufacturing
    - i. Forming working group for #4 of strategic plan
  - c. Lab Methods & Regulations
    - i. Formed Outreach working group to get more participation at committee meetings
    - ii. Sending out surveys regarding state feed lab network
    - iii. Update on AOAC process for Sugar Method
    - iv. **ACTION:** Need letter to Commissioners for more lab involvement
  - d. Feed Labeling
    - i. Non Pet Food Labeling guide: Meagan, Mika, and Angela Mills will update by January
    - ii. Non Medicated Feed Labeling Workshop working group formed
    - iii. Presentation from Knowledge Vault on feed labeling review software. Formed working group
      1. Requested proposal from Knowledge Vault
  - e. Model Bills and Regulations
    - i. SUIP for dried insects for Wild Bird food went fine
    - ii. **ACTION:** Discussion on SUIPs and appropriate placement in the OP procedures delegated to SAC for recommendation
  - f. Current Issues and Outreach Committee
    - i. Liz Higgins gave update on Newsletter
  - g. Finance Committee
    - i. Discussed Investment Policy hope to get comparison from Investment firm by November 1<sup>st</sup>

- ii. **Mark MOTION to approve June financials. Bob Geiger Seconds. MOTION CARRIES**
  - h. Education and Training Committee
    - i. IFPTI demonstrated modules
    - ii. Update on upcoming cGMP training for next year
    - iii. Update on BITS and AITS. Discussed adding training materials on website or BIN.
  - i. Pet Food Committee
    - i. Disbanded Dental Guidelines working group
    - ii. Discussion on AMS
    - iii. **ACTION:** Board supports Pet Food Committee investigation and development of AMS certification respecting Human Grade Pet Food with recommendation back to the association.
    - iv. **Stan MOTION hire Pet Food Label Modernization Project Manager. Contract oversight by Executive Committee. Ali Seconds. MOTION CARRIES**
    - v. GAPFA Vitamin A request. Bill Burkholder heading up working group
    - vi. Updating AAFCO Talks Pet Food website and Business of Pet Food website
  - j. IDC
    - i. Black Solider Fly Larvae will be discussed at October emeeting
    - ii. Tabled GRAS notification working group
    - iii. Negative list working group. States are adding items to list in Feed BIN in regulatory only reading room
    - iv. Formed Working Group for LiveStocks definition, Ali Kashani lead
    - v. Update on Hemp
  - k. Strategic Affairs
    - i. By Laws changes articles 4, 5, and 6 went through committee and moving to board
    - ii. **ACTION:** Stan contact NOPA to ask if they have a new advisor for AAFCO and who that would be
    - iii. Reviewed Strategic Plan
- 2. Tabled from August 9<sup>th</sup> Board Meeting
  - a. Codex – Richard
    - i. Update on July Codex Meeting in Switzerland
  - b. AAFCO/AAPFCO Annual Rotation- Jennifer
    - i. Discussed and board see no problems with trying to rotate beginning 2020
  - c. Midyear 2020 City Comparison – Jennifer
    - i. **Dave MOTION to approve Albuquerque for Midyear 2020. Look into Colorado Springs for 2021. Bob Geiger Seconds. MOTION CARRIES**
- 3. New Business
  - a. Vote on Business Meeting Minutes
    - i. **Tabled to September meeting**
  - b. Keller and Heckman, LLP – Ken
    - i. **ACTION:** Richard and Ken respond to firm. Move SID to regulator only section in BIN and put draft watermark.
  - c. Sample Product List – Stan
    - i. Post on Pet Food Committee teamboard in BIN and in TBD resource library location.

- d. Electronic OP ingredient search and RFP – Dave
  - i. Just for enhanced ingredient search at this time
  - ii. **ACTION:** Scope project by October. Setup Feed Labeling Committee conference call for review.
- e. Request for Pet Food Labeling Guide to be translated to South Korean
  - i. At this time board not prepared to release pdf
- 4. Review Action Item Table
  - a. **Tabled to September board meeting**

**Dave Phillips MOTION to approve minutes. Bob Geiger Seconds. MOTION CARRIES**

**Ken adjourned meeting 4:09pm**

<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 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	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	
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	
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			
7/12/17	Jennifer work with Meagan on a time slot at Midyear & Annual to meet with consumers.	Jennifer			
8/9/17	Board discuss SUIPs section in the OP in future board meeting	Board		Completed - 8/12/17- Procedure recommendation sent to Strategic	

				Affairs Committee for discussion	
8/12/17	Need letter to Commissioners for more lab involvement	Ken/Stan			
8/12/17	Discussion on SUIPs and appropriate placement in the OP procedures delegated to SAC for recommendation			Completed – Sent to Strategic Affairs Committee	
8/12/17	Board supports Pet Food Committee investigation and development of AMS certification respecting Human Grade Pet Food with recommendation back to the association.	Kristen/Stan		Completed – Sent to Pet Food Committee	
8/12/17	Stan contact NOPA to ask if they have a new advisor for AAFCO and who that would be	Stan			
8/12/17	Richard and Ken respond to firm. Move SID to regulator only section in BIN and put draft watermark.	Ken		Completed – August 2017	
8/12/17	Scope project of Electronic OP ingredient search by October. Setup Feed Labeling Committee conference call for review.	Dave Phillips			