



**AAFCO Board Minutes**  
**Wednesday, October 25, 2017**  
**8:01am – 1:50pm EDT**  
**Lakeside Ballroom 2, Gaithersburg Marriott**

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

**Absent:**

**Others Present:** Linda Morrison, George Ferguson, Dave Edwards, Richard Ten Eyck, Eric Nelson, Abe Brown

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 8:01am EDT**

1. Liaison Report
  - a. NASDA – Bob Waltz/Ali
    - i. Covered in Animal Food Cooperative Agreement
  - b. IFIF & IFRM – Richard Ten Eyck
    - i. IFIF meeting Monday of IPPE in Atlanta in January
    - ii. IFRM meeting Tuesday of IPPE in Atlanta in January
  - c. Codex – Richard Ten Eyck
    - i. Fourth of July weekend in Rome
    - ii. Richard will discuss with Bob Waltz and Bob Ehart NASDAs potential response
  - d. AFDO – Ali Kashani
    - i. Ali attended board meeting on October 23<sup>rd</sup>
    - ii. Met with Nancy Singer regarding having her as a motivational speaker at Midyear
      1. **Bob Geiger MOTION to hire Nancy Singer as a speaker for Midyear. Erin Bubb Seconds. MOTION CARRIES**
    - iii. Annual meeting in Burlington, Vermont June 9<sup>th</sup>-13<sup>th</sup>
  - e. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
    - i. Face to Face meeting in Gaithersburg, October 25-26
    - ii. Face to Face meeting in Nashville, November 14-16
  - f. Training Update
    - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
      1. **Not available for report**
    - ii. NEHA - Jacob
      1. Test back at OTED at FDA
  - g. AFRPS – Ali/Tim Weigner
    - i. Face to Face meeting in Jacksonville, Florida March 20-22
2. Speaking Engagement/Meeting Reports

- a. GAPFA – Stan
  - i. Stan attending meeting in Canada, October 30<sup>th</sup>
  - ii. GAPFA seeking to understand AAFCO standards and process of establishing standards
3. Old Business
  - a. Spotlight On – Kristen
    - i. Kristen will have a discussion with Karen from Spotlight On to help focus the topic for segment.
  - b. PF Label Modernization Project Manager Update
    - i. Stan and Kristen will continue to look and discuss options.
  - c. Policy on meeting recording – Ken
    - i. **Stan MOTION approve the statement presented be put in Annual/Midyear meeting agenda and read during opening session. Bob Geiger Seconds. MOTION CARRIES**
    - ii. **Mark MOTION to modify the recording policy statement subject to legal review to read; Please note AAFCO does not generally record discussions during meetings unless formally announced at the start of the meeting. Having said that, there may be individuals recording presentations/discussions taking place. AAFCO does not have control over individuals who chose to do so. Furthermore, it may be a violation of state and/or other jurisdictions to make these types of recordings without knowledge of participating individuals who are being recorded. Bob Geiger Seconds. MOTION CARRIES**
  - d. IPPE Banner Draft and attendees– Jennifer
    - i. **Tabled to November Board call**
4. New Business
  - a. Approve Annual Committee Reports
    - i. Accept Committee Reports (reports on 2018 Midyear meeting page): Current Issues and Outreach, Education and Training, Feed Labeling, Ingredient Definitions Committee, Inspection and Sampling, Lab Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, and Strategic Affairs. **Dave MOTION to accept committee reports listed. Mark LeBlanc Seconds. MOTION CARRIES.**
    - ii. Ingredient Definitions
      1. Publish the following tentative definitions as Official and remove the existing Official definition if any. **Erin MOTION to accept I a-d. Mark Seconds. MOTION CARRIES**
        - a. T9.10 Poultry By-Product Meal
        - b. T9.14 Poultry By-Products
        - c. T9.57 Poultry
        - d. T9.71 Poultry Meal
      2. Establish and publish in the OP a new tentative definition(s) for:
        - a. T73.311 Hydrogenated Glycerides. Feeding rate to reflect initial approved intended uses as a pellet binder. Keep old 33.19 in place if industry provides safety data by 1/5/18. If no data delete 33.19 at the midyear IDC meeting. **Stan MOTION to accept. Mark Seconds. MOTION CARRIES**
        - b. T73.051 Iron Tartrates **Dave Phillips MOTION to accept. Mark Seconds. MOTION CARRIES**

3. Add a new item #20 to the GRAS Notification table in section 101.  
**Mark MOTION to accept. Erin Seconds. MOTION CARRIES, 1 opposed**
- iii. Model Bills and Regulations
1. The Model Bills and Regulations Committee recommends that language as indicated in Attachment B be reinserted into the AAFCO Model Bill and that the AAFCO Board of Directors review the proposed reinsertion for future consideration by the Association membership. **Dave Phillips MOTION to accept. Mark Seconds. MOTION CARRIES**
  2. The Model Bills and Regulations Committee recommends that language as indicated in Attachment C be deleted from the Model Bills and Regulations and that the AAFCO Board of Directors review the proposed deletion for future consideration by the Association membership. **Bob Geiger MOTION to accept. Bob Church Seconds. MOTION CARRIES**
  3. The Model Bills and Regulations Committee recommends that the Pet and Specialty Pet definitions be revised as indicated in Attachment D and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership. **Dave Phillips MOTION to accept. Stan Cook Seconds. MOTION CARRIES**
  4. The Model Bills and Regulations Committee recommends the additions and revisions as indicated in Attachment E be made to AAFCO Model Regulation PF4(a) and that the AAFCO Board of Directors review the proposed additions and revisions for future consideration by the Association membership.
  5. The Model Bills and Regulations Committee recommends the additions as indicated in Attachment F be made to AAFCO Model Regulation PF10 and that the AAFCO Board of Directors review the proposed additions for future consideration by the Association membership. **Mark MOTION to accept. Bob Church Seconds. MOTION CARRIES.**
  6. The Model Bills and Regulations Committee recommends that the Standard Uniform Interpretation and Policy as indicated in Attachment G be added to the Official Publication and that the AAFCO Board of Directors review the proposed addition for future consideration by the Association membership. **Bob Church MOTION to accept. Dave Phillips Seconds. MOTION CARRIES**
- iv. Strategic Affairs
1. By-Laws changes Article IV - Section 1 and 2, Article V - Section 1 and Article VI - Section 1 to provide clarification regarding the Nominating Committee, constitution and election of the Board of Directors as well as Officers and vacancies. **Mark MOTION to accept. Bob Church Seconds. MOTION CARRIES**
- b. Midyear Meeting Draft Agenda – Jennifer
- i. Use same agenda as Annual
- c. 2020 Annual City Comparison Chart – Jennifer

- i. Detroit, MI; Boise, ID; Baltimore, MD; Salt Lake City, UT; Cincinnati, OH; Burlington, VT
            - 1. **Tabled to November**
  - d. Clear Membership – Erin
    - i. **Tabled to November**
  - e. Communication plan for implementing FSMA – Richard
    - i. What is successful implementation of professional development 5 years out?
      - 1. Look into AFDO Leadership program
      - 2. Use first time attendee reception for mentorship program
      - 3. Use seminar for developing leadership skills
      - 4. Program Managers encourage employees to participate via webinar at the meetings
      - 5. Attend regional NASDA meeting and encourage participation to AAFCO meetings through speaking with Commissioners
- f. Financial Report – Ali
  - i. **Bob Church accept August financials as presented. Erin Bubb Seconds. MOTION CARRIES.**
- g. Proficiency Testing 2018 Program Pricing – Brenda/Louise
  - i. **Bob Geiger MOTION to accept Proficiency Testing Program price increase of 25% for annual subscription. Bob Church Seconds. MOTION CARRIES.**
- h. Seminar Topics – Erin/Dave
  - i. AFDO/NASDA invited and accepted to speak
- i. Press Pass Request for Midyear
  - i. **Stan MOTION press request pay Industry registration and name badge identified with press ribbon. Bob Geiger Seconds. MOTION CARRIES**
5. Review Action Item Table
  - a. **Not reviewed**

**Ken Bowers adjourned meeting at 1:50pm.**

**November 13, 2017, Dave Phillips MOTION to approve. Bob Church 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	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		9/13/17 - Setup folders in Regulator Only Reading room. Training Investigators at November 7 & 8 Face to Face meeting.	
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. 9/13/17 - Erin as Board Liaison will follow up	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices			In Progress - Put on Annual Agenda. 7/12/17 & 9/13/17 - Ken follow up with Linda	

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 -	
8/12/17	Need letter to Commissioners for more lab involvement	Ken/Stan		In progress	
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	Scope project of Electronic OP ingredient search by October. Setup Feed Labeling Committee conference call for review.	Dave Phillips		9/13/17 In progress - Call on 9/13/17	
9/13/17	Ken and Ali work on meeting recording policy	Ken & Ali			
9/13/17	Ken work with Meagan on submitting a response letter.	Ken		Complete	