



AAFCO Board Minutes
Monday, November 13, 2017
1:02pm – 3:21pm CDT

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

Absent:

Others Present: Meagan Davis, Amanda Anderson, David Edwards, Tim Weigner, George Ferguson,

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Ken Bowers at 1:02 pm CDT

1. Approve October 25th minutes
2. **Email Vote 11/3:**

Bob Geiger MOTION that AAFCO provide up to \$10,000 for scholarships to the January workshop in California and that those scholarships be approved by Kristen Green based on amount and need. Bob Church Seconds. MOTION CARRIES I abstain(Stan Cook)

3. Liaison Report
 - a. NASDA – Bob Waltz/Ali
 - i. Covered in Animal Food Cooperative Agreement
 - b. IFIF & IFRM – Richard Ten Eyck
 - i. **Not available for report**
 - c. Codex – Richard Ten Eyck
 - i. **Not available for report**
 - d. AFDO – Ali Kashani
 - i. Kirsten Knopff AFDO liaison
 - e. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Face to Face meeting in Nashville, November 15-16. Finalizing chapters of framework
 - f. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
 1. 3 courses available by Midyear Meeting – Animal species & classification, feed & feed ingredients, model regs
 - g. AFRPS – Ali/Tim Weigner
 - i. Jennifer Godwin contact for Face to Face meeting in March
4. Speaking Engagement/Meeting Reports
 - a. GAPFA – Stan

- i. Interest in AAFCO process
 - ii. FEDIAF (Europe Pet Food Industry) interested in attending AAFCO conference. Have a two tier nutrient profile for dogs based on activity level. In contact with NRC to do studies on nutrient requirements.
- 5. Old Business
 - a. Spotlight On – Kristen
 - i. Emailed board thoughts on November 10th
 - ii. Next steps sign contract and have scripting call
 - iii. Scripting Call
 - 1. Need flow chart or key points before call
 - 2. Kristen, George, Erin Bubb, and Dave Dressler as backup support
 - b. PF Label Modernization Project Manager Update
 - i. Potentially work with Jodi Miller at Tox Strategies and their project manager
 - ii. Ingredient Sub-group needs to come to a consensus once they do will work on 3 mock up labels
 - iii. Then do a consumer survey will potential labels
 - iv. Looking for statement of work template for project manager
 - 1. **ACTION:** Ken and Bob ask around at University
 - c. IPPE Banner Draft and attendees– Jennifer
 - i. Reviewed Jennifer will have FASS graphic artist update banner with changes
 - d. Consumer Request – Ken
 - i. **ACTION:** Ken will respond that a couple board members will meet with him. Jennifer help setup a time.
- 6. New Business
 - a. Approve Annual Committee Reports
 - i. Accept Committee Reports (reports on 2018 Midyear meeting page): Ingredient Definitions eMeeting October 13th **Ali MOTION to accept committee report. Stan Cook Seconds. MOTION CARRIES**
 - 1. Publish the following tentative definitions as Official and remove the existing Official definition if any. **Stan MOTION to accept IDC recommendation 1 a-b. Bob Church Seconds. MOTION CARRIES**
 - a. T36.14 Direct-Fed Microorganisms
 - b. T60.117 Dried Black Soldier Fly Larvae
 - 2. Establish and Publish the following definitions as Official: **Dave MOTION to accept 2 a-b. Erin Bubb Seconds. MOTION CARRIES**
 - a. 33.17 Gamma-Linolenic Acid Safflower Oil
 - b. 73.045 Pyrophyllite
 - 3. Establish and publish in the OP a new tentative definition for 60.117(B) Dried Black Soldier Fly Larvae. **Bob Geiger MOTION to not accept Ingredient Definitions Committees recommendation and send back to the Ingredient Definitions Committee. Bob Church Seconds. MOTION CARRIES**
 - a. T60.117(B) Dried Black Soldier Fly Larvae
 - 4. Remove Pyrophyllite from Table 73.001 **Stan Cook MOTION to accept committee recommendation. Bob Geiger Seconds. MOTION CARRIES**

5. IDC recommends the Enzyme Marketing Coordination Document in OP chapter 5 be moved to chapter 6 and embedded in section 30. **Erin Bubb MOTION to accept committee recommendation. Bob Church Seconds. MOTION DEFEATED.**
 - a. **Bob Geiger motion to move recommendation back to committee for further clarification. Erin Bubb Seconds. MOTION CARRIES**
 - ii. Accept Committee Report (reports on 2018 Midyear meeting page): Feed and Feed Ingredient Manufacturing Committee. **Bob Church MOTION to accept committee report. Kristen Seconds. MOTION CARRIES.**
 - b. Midyear Meeting Update - Jennifer
 - i. Send Travel Authorizations to Jennifer for Midyear
 - 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 December**
 - d. Clear Membership – Erin
 - i. Need more clarification on cost and benefits
 - ii. **Tabled to December**
 - e. Subpoena
 - i. **ACTION:** Ali and Ken send to Art and send a response.
7. Review Action Item Table
 - a. **Tabled to December**

Stan MOTION to adjourn. Bob Geiger Seconds. MOTION CARRIES 3:21pm

Minutes approved on 12/13/2017

<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	