



AAFCO Board Minutes
Wednesday, December 13, 2017
1:02pm – 3:10pm CDT

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

Absent:

Others Present: Amanda Anderson, Dave Dressler, Miriam Johnson, George Ferguson, David Edwards, Jacob Fleig

FASS: Jennifer Roland (Recorder)

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

1. Approve November 13th minutes
 - a. **Bob Geiger MOTION to accept minutes. Erin Bubb Seconds. MOTION CARRIES**
2. **Email Vote 11/17: Kristen MOTION to nominate Jacob Fleig for the FSPCA Steering Committee. Bob Church Seconds. MOTION CARRIES**

Email Vote 11/29: To approve Baltimore as the Annual 2020 city location.

3. Liaison Report
 - a. NASDA/ NASDA Animal Food Cooperative Agreement – Bob Waltz/Ali/Linda/Richard
 - i. Face to Face meeting in Nashville November 15-16
 - ii. Robert Waltz and Bob Ehart speaking at Midyear
 - b. IFIF & IFRM – Richard Ten Eyck
 - i. Richard attending January meeting in Atlanta
 - c. Codex – Richard Ten Eyck
 - i. Richard attending meeting in July
 - d. AFDO – Ali Kashani
 - i. Kirsten Knopff attending AAFCO Board meeting at Midyear
 - e. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons/Amanda Anderson
 1. Promised modules by Midyear not done and being redone because quality is poor.
 2. **ACTION:** Meet with Deirdra Holloway at FDA OTED at Midyear Board Meeting. Ken request an update from OTED.
 - f. AFRPS – Ali/Tim Weigner
 - i. Received notice of 3 year grant award to host AFRPS Face to Face
 - ii. Meeting March 20 – 22 in Jacksonville, FL

- iii. Potential for non AFRPS states to receive scholarship to attend. Non AFRPS will be invited to attend.
 - 4. Speaking Engagement/Meeting Reports
 - a. None
 - 5. Old Business
 - a. Spotlight On – Kristen
 - i. **Mark MOTION to fund Spotlight On project up to \$35k. Bob Geiger Seconds. MOTION CARRIES**
 - ii. Work on finalizing project after Midyear
 - iii. **ACTION:** Kristen send contract to Exec. Committee for review
 - b. PF Label Modernization Project Manager Update – Stan
 - i. RFP for Tox Strategies by Friday
 - c. IPPE Banner – Jennifer
 - i. **ACTION:** Jennifer send to Kristen and Bob Church for more edits. Board decide via email on final banner before end of year.
 - d. Dried Black Soldier Fly Larvae Meal – Erin
 - i. **Stan MOTION to reconsider to establish and publish in the OP a new tentative definition for 60.117(B) Dried Black Soldier Fly Larvae. Bob Church. MOTION CARRIES. 1 opposed**
 - ii. **Stan MOTION to accept Ingredient Definitions Committees recommendation to establish and publish in the OP a new tentative definition for 60.117(B) Dried Black Soldier Fly Larvae. Mark LeBlanc Seconds. MOTION CARRIES**
 - e. Clear Membership – Erin
 - i. With membership Association could offer membership registration to states. Membership would say \$90 a person for three day training.
 - ii. Memberships good from July 1st till end of June. Suggested purchasing membership in May.
 - iii. Inspection and Sampling Committee established a workgroup to review AITS and BITS agenda
 - 1. Workgroup will look into potentially having CLEAR training during AITS
 - iv. Have Board of Director training
 - f. Online OP Searchable Chapter 6 – Dave Phillips
 - i. Requested proposal from Knowledge Vault. Proposal came back at \$75k
 - ii. **ACTION:** Dave Phillips work with Kristen Green on having joint Feed Labeling Committee and Pet Food Committee to discuss proposal.
 - 6. New Business
 - a. Seminar Agenda – Meagan
 - i. Stan have a discussion with Meagan regarding request.
 - b. Distinguished Service Award - Ken
 - i. Ken move forward with Distinguished Service Award for Dr. Waltz at Midyear
 - c. National Feed Curriculum – Education and Training
 - i. Covered in 3. e.
 - d. Conflict of Interest Policy – Ken
 - i. **ACTION:** Jennifer have four policy documents available for each board member to sign at Midyear Board meeting.
 - ii. **ACTION:** Bob Church follow up with Andy regarding history of documents.
 - e. Midyear Meeting Update – Jennifer

- i. Pet Food Labeling Workshop will be full by end of week.
- 7. Review Action Item Table
 - a. **Tabled**

Bob Geiger MOTION to adjourn 3:10pm.

**March 14, 2018 – Kristen Green MOTION to approve minutes. Erin Bubb 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		Completed - Sent to Commissioners, Program Managers, and Lab Managers	November
8/12/17	Stan contact NOPA to ask if they have a new advisor for AAFCO and who that would be	Stan		Completed - Lorraine Gershman lgershman@nop.a.org	November
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		Complete	
9/13/17	Ken work with Meagan on submitting a response letter.	Ken		Complete	
11/13/17	Ken and Bob Geiger ask around at University for statement of work template for project manager	Ken and Bob Geiger			
11/13/17	Ken will respond to consumer request that a couple board members will meet with him at Midyear. Jennifer help setup a time.	Ken and Jennifer		Complete	November
11/13/17	Ali and Ken send Subpoena to Art Tsien and send a response.	Ali and Ken		Complete - Working with lawyers on Subpoena	November