



AAFCO Board/Committee Chair Minutes
Sunday, January, 21, 2018
12:47pm – 1:57pm PST

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

Absent:

Others Present: Richard Ten Eyck, Dave Dressler, Meagan Davis, Amanda Anderson, Doug Lueders, Eric Brady, Austin Therrell, Miriam Johnson, Kent Kitade, Brenda Snodgrass, Nancy Thiex, Louise Ogden

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Stan Cook at 12:47 pm PST

1. FDA/OTED Training Update – Amanda
 - a. Update on IFPTI 5 Modules
 - i. SME's having working on slide by slide revisions
 - ii. 4 years into process and not done with first set of the curriculum
 1. Whole curriculum processed by 5 years
 - b. Committee Updates
 - i. Ingredient Definitions
 1. Black Solider Fly
 - a. Erin give background when membership votes during Business Meeting
 2. Enzyme Coordination Documentation
 - a. **Dave Phillips MOTION Recommendation to return this issue to IDC provide information as to why the document cannot stay where it is in the Official Publication with better formatting to link between Chapter 6 and 5. Bob Geiger. MOTION CARRIES**
 3. GRAS workgroup reporting update
 4. Establishing working group to update guidelines at the front of Chapter 6
 - ii. Pet Food Committee
 1. GAPFA Vitamin A Working Group
 - a. Sending to Board to formulate to a response to GAPFA
 - b. Respond to GAPFA letter
 2. Human Grade Discussion
 - iii. Feed and Feed Ingredient Manufacturing Committee
 1. Update on Minerals Guideline
 - a. Burkholder will not be in attendance
 - iv. Inspection and Sampling

1. Updates from workgroups
- v. Feed Labeling
 1. NRC Beef Cattle Nutrient Profile Workgroup update
 2. Non-medicated feed labeling workshop at Annual 2018
 3. Update on Feed Label Review Software
 4. Discussion on electronic labeling
 5. Discussion on toxic minerals
 6. Direct Fed Microbials discussion
- vi. Enforcement Issues
 1. GRAS policy workgroup update
 2. Board Communication update
- vii. Model Bills & Regulations
 1. **Dave Phillips MOTION to substitute Attachment D in the committee report with the correct version as approved by the committee. Bob Church Seconds. MOTION CARRIES**
 2. **Bob Church MOTION to accept the amended committee report from MBRC(item 1). Dave Phillips Seconds. MOTION CARRIES**
 3. Discussion of SUIPs
- viii. Current Issues and Outreach Committee
 1. Erin Bubb will read Dr. Solomon's report
 2. AFIA suggested update regarding Antimicrobials update from Codex.
- ix. Strategic Affairs
 1. Committee chairs present update of Strategic Plan
- x. Proficiency Testing Program
 1. Mycotoxin Scheme received accreditation
- xi. Lab Methods & Services
 1. Lab Sampling Resources located on lab page at aafco.org
 2. Good Test Portions guide in final stages
 3. Sugars working group
 - a. SMPR out for public comment

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	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		Completed	
11/13/17	Ken and Bob Geiger ask around at University for statement of work template for project manager	Ken and Bob Geiger			
12/13/17	Meet with Deirdra Holloway at FDA OTED at Midyear Board Meeting. Ken request an update from OTED	Board			
12/13/17	Jennifer send to Kristen and Bob Church for more edits. Board decide via email on final banner before end of year.	Jennifer		Completed	
12/13/17	Dave Phillips work with Kristen Green on having joint Feed Labeling Committee and Pet Food Committee to discuss proposal.	Dave/Kristen			
12/13/17	Jennifer have four policy documents available for each board member to sign at Midyear Board meeting.	Jennifer		Completed	
12/13/17	Bob Church follow up with Andy regarding history of policy documents.	Bob C.			