



**AAFCO Board Minutes
Wednesday, January 24, 2018
3:14pm – 4:42pm PST**

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

Absent: Kristen Green

Others Present:

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Stan Cook at 3:14 pm PST

1. **Dave Phillips MOTION to enter into contract negotiations with Susan Hays as the Executive Director of AAFCO. Erin Bubb Seconds. MOTION CARRIES**

Stan Cook Adjourned meeting at 4:42pm

March 14, 2018 – Kristen Green MOTION to accept. 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			
11/13/17	Ken and Bob Geiger ask around at University for statement of work template for Pet Food Label Modernization 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.			
1/24/18 Committee Chair Meeting	Fill Lab Methods & Service Committee Co-Chair Positions	Board			

1/24/18 Committee Chair Meeting	Bob Geiger Remind chairs about meeting notice policy located in OP including eMeetings	Bob Geiger			
1/24/18 Committee Chair Meeting	Board Update Vision and Mission statement of Association using a facilitator. Friday, April 27 th ?	Board			