



AAFCO Board Minutes
Wednesday, March 14, 2018
1:00pm – 3:00pm CST

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

Absent: Stan Cook,

Others Present: Sue Hays, Cat Marrier, Doug Lueders, Richard Ten Eyck, Mick Dutcher, Steve Stewart, Miriam Johnson, Mark LeBlanc, Abe Brown, Liz Higgins, Dave Edwards, Dave Dressler

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Bob Geiger at 1:05 pm CST

1. Approve past minutes
 - a. December 13, 2017
 - b. January 21, 2018
 - c. Association Midyear Business Meeting
 - d. January 24, 2018 Committee Chair
 - e. January 24, 2018 Board
 - f. February 21, 2018
 - i. **Kristen Green MOTION to approve December 13, January 21, Association Midyear Business Meeting Minutes, January 24 Committee Chair, January 24 Board, and February 21 minutes. Erin Bubb Seconds. MOTION CARRIES.**
2. Email Vote 3/5: **Bob Geiger MOTION for AAFCO become a member of CLEAR as soon as possible through June 30, 2019 at a cost of \$505.00. Ken Bowers Seconds. MOTION CARRIES**
3. Speaking Engagement/Meeting Reports
 - a. N/A
4. Old Business
 - a. CLEAR – Susan/Miriam
 - i. Member of CLEAR
 - ii. Requested proposal on pricing for training.
 - iii. **ACTION:** AITS workgroup needs to present budget at April board meeting.
 - iv. **ACTION:** Sue look into Board training through CLEAR for October board meeting while meeting with FDA.
 - b. Spotlight On Update – Kristen
 - i. Received first draft of script
 - ii. Will need a few people to use for interviews during spot from AAFCO. Thought maybe Sue or Stan.

5. New Business

- a. Liaison Development – Stan
 - i. Inside AAFCO
 - ii. Outside groups
 - 1. **Tabled to April Board Meeting**
- b. Code cleanup for petfood and talkspetfood – Jennifer/Kristen
 - i. **ACTION:** Jennifer request proposal from FASS IT for the cost of moving both sites to a more modern format.
- c. Proposed Ingredient Definitions Search Project – Dave
 - i. Hosted Webinar for Industry had 252 on call Steven Stewart did a demo of the product
 - ii. Dave Phillips presented Moca Works proposal
 - iii. **Erin Bubb MOTION to move forward with the project. Bob Church Seconds. MOTION CARRIES**
 - iv. **ACTION:** Workgroup/Dave Phillips present board with firm proposal on cost and implementation plan at April 23rd board meeting.
- d. Lab Methods Co-Chair Replacement
 - i. Nancy and Aaron requested volunteers from Lab Methods Committee for replacements
- e. Sharing files of previous workshops with Members in BIN- Bob G.
 - i. **Tabled to April 23rd**
- f. Adding Memorials back into the OP
 - i. Need to develop policy for which memorials get added
 - 1. Members
 - 2. Length of obituary
 - ii. **ACTION:** George and Bob Church research policy of other periodicals. Present ideas at April 23rd Board meeting.
- g. Review of Training Policy – Stan
 - i. Sue cross referenced training policy in OP and Procedures Manual. The wording is the same in both publications.
- h. ADUFA (Animal Drug User Fee Act) Update – Sue
 - i. House hearing on redoing language held on 3/14/18
 - 1. Sue will try and send recording of hearing
 - ii. Next hearing would be a markup on bill
 - iii. Dave Edwards gave update on process so far of the reauthorization process of ADUFA
- i. OP Update – Abe
 - i. Presentation during AFRPS meeting on Laboratory flexible funding planning module.
 - 1. Two year workgroup project over several departments at FDA.
 - 2. Module will include Animal Food Testing

6. Liaison Reports

- a. Lab Methods Committee Update – Nancy
 - i. Sugars and Fructans SMPRs were approved by the Stakeholder Panel yesterday at the Midyear AOAC meeting. The Call for Methods should be posted within a month.
 - ii. Update on workgroups
 - iii. Fiber Best Practices being redrafted
 - iv. GOODTest Portions document expected to be done in April.
- b. IFIF & IFRM – Richard Ten Eyck

- i. **ACTION:** April Board Agenda item: International Feed Regulator Fellowship – Latin America Executive Summary have Cat Marrier present on next board meeting.
 - c. Codex – Richard Ten Eyck
 - i. No update
 - d. AFDO – Ali Kashani
 - i. Sent AAFCO update for spring board meeting
 - e. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. **ACTION:** Need NASDA Liaison replacement for Bob Waltz
 - f. Training Update
 - i. BITS will be held in Fall
 - g. AFRPS – Ali/Tim Weigner
 - i. Next week face to face meeting in Jacksonville
 - ii. Two new states awarded agreement Michigan & South Carolina
 - iii. Two states attending meeting that do not have cooperative agreement: Indiana and Alabama
7. Action Item Table
- a. Reviewed

Dave Phillips MOTION to accept minutes. 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 3/14/18 – Under consideration with IDC GRAS workgroup	
8/3/16	Board needs to review conflict of interest policy	Board		Completed	March 2018
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. 3/14/18 – No update	
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 – 3/14/18 – Katie Simpson attending meeting this year. Will work	

				with them on booth for 2018.	
8/12/17	Scope project of Electronic OP ingredient search by October. Setup Feed Labeling Committee conference call for review.	Dave Phillips		Completed	October 2017
11/13/17	Ken and Bob Geiger ask around at University for statement of work template for project manager	Ken and Bob Geiger		Completed – Assigned duties to Executive Director	Feb 2018
12/13/17	Meet with Deirdra Holloway at FDA OTED at Midyear Board Meeting. Ken request an update from OTED	Board		2/21/18 - Stan work with Amanda Anderson on setting a conference call with Deirdra Holloway with FDA OTED.	
12/13/17	Dave Phillips work with Kristen Green on having joint Feed Labeling Committee and Pet Food Committee to discuss proposal.	Dave/Kristen		Completed	January 2018
12/13/17	Bob Church follow up with Andy regarding history of policy documents.	Bob C.		Completed	January 2018
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		Completed: Changed to Monday, April 23	
2/21/18	Stan follow up with NASDA regarding participation on Cooperative Agreement group.	Stan			

2/21/18	Abe Brown send copy of NASDA Cooperative Agreement to Stan, Ken Bowers, Richard, and Linda.			Completed Linda found in an email and forwarded to group	Feb 2018
2/21/18	Stan/Susan respond to GAPFA regarding Vitamin A	Stan		Completed	March 2018
2/21/18	Board send in travel authorizations for Seminar	Board		Completed	March 2018
2/21/18	Susan look in Membership with CLEAR and how AAFCO members could utilize this membership.	Susan		Completed	March 2018
2/21/18	Jennifer send AFIA 50 state survey to Abe Brown.	Jennifer		Completed	Feb 2018