



**AAFCO Board Minutes
Monday, April 23, 2018
10:14 am – 5:34pm EST**

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

Absent: None

Others Present: Doug Lueders, Tim Wiegner, Dave Edwards, Richard Ten Eyck, Steven Stewart via WebEx, Liz Higgins via WebEx, Steve Gramlich

Staff Present: Jennifer Roland (Recorder), FASS
Susan M. Hays, Executive Director

Board Meeting was called to Order by Stan Cook at 10:14 am EST.

1. Speaking Engagement/Meeting Reports
 - a. There was no update to this discussion item.
2. Old Business
 - a. CLEAR Update– Susan Hays
 - i. Membership Bundle
 1. Directors asked that the AAFCO membership bundle list include the members of the Board of Directors and AAFCO Committee Chairs
 2. Benefits from being a CLEAR member include access to the CLEAR community, CLEAR member publications, CLEAR meetings, and a 20% discount for those listed in the CLEAR membership bundle for CLEAR trainings.
 - ii. CLEAR membership and CLEAR involvement in AAFCO training programs will be managed by Board and Education & Training Committee. The first CLEAR program that AAFCO will be using will be for the 2018 AITS in June 2018 in Kansas City.
 - b. Spotlight On Update – Kristen Green
 - i. Kristen reviewed script and discussed filming locations with the Board. She is ready to move forward with the project when the details have been worked out.
 - ii. The list of questions or discussion points has not yet been finalized.
 - iii. The price includes 1 day of filming at a location of our choice. Bob Geiger offered that Purdue University could serve as our filming location. After discussion, consensus of the Directors was that this location is acceptable for this project.
 - iv. Two video spots are planned to be produced. AAFCO owns both videos, when finished.
 1. Short version for the general public to explain what AAFCO is
 2. Long version with an additional 3 minutes. Directors commented that the longer version could be used by membership to explain what AAFCO does either to constituents or to non-member states.
 - v. **ACTION:** Kristen work with Bob Geiger. on setting up filming location at Purdue.
 - c. Proposed Ingredient Definitions Search Project – Dave Phillips with Steve Stewart on Webex

- i. An RFP was sent to Knowledge Vault to add search functions to the online OP for Ingredient Definitions searches. The project would tag definitions in the OP for search capabilities.
 - ii. When the work group considered options for companies that could provide this service to AAFCO through the online OP, it was determined that Knowledge Value is the sole vendor who can provide this service at a reasonable price because Knowledge Vault already hosts the online OP and Knowledge Vault personnel have the expertise to add this programming to the AAFCO online OP system.
 - iii. One of the thoughts from the work group is that the page numbers should remain constant for the online search if it is tied to the page. The solution is that the online search is tied to the ingredient, not the page. AAFCO adds new ingredients to the online OP during the year. The work group will communicate this to Knowledge Vault.
 - iv. AAFCO is responsible for maintaining the ingredient list used for this system. The details of how to communicate this with Knowledge Vault will be determined, including who in AAFCO will keep the list up to date.
 - v. A proposal to be received in the near future from Knowledge Vault will explain the ongoing fees to keep program updated and add enhancements.
 - vi. **ACTION:** Sue will build an RFP template for future RFP's to be issued. No action was taken on this agenda item.
- d. Adding Memorials back into the OP – George Ferguson, Bob Church
 - i. George and Bob reviewed the memorials programs of other associations for guidance AAFCO might consider.
 - ii. The guidelines were reviewed by the Board.
 - iii. If future edits of the guidelines are needed, these guidelines will be returned to the subcommittee.
 - iv. Individuals included in a memorial can be nominated by an AAFCO member.
 - v. This process fits into the Procedures Manual. The submission form will be added to the next issue of the OP, print and online versions.
 - vi. **George Ferguson MOTION to approve draft memorials document to be put into the Procedures Manual. Memorial submission form to be put on the AAFCO website and in the Official Publication. Dave Phillips Seconds. MOTION CARRIES**
- e. ADUFA (Animal Drug User Fee Act) Update – Sue Hays, Dave Edwards
 - i. FDAAA language passed by Congress 11 years ago included a requirement for FDA to develop standards and definitions. This has never been completed by FDA due to several concerns not addressed in the FDAAA language. In the 2018 ADUFA language, the Senate passed a provision to strike that part of FDAAA regarding definitions. The other pieces of FDAAA remain in place without revision.
 - ii. House still working on their version of the ADUFA language. ADUFA needs to be passed by August to make the next federal budget timeline.
 - iii. The pet food label language is still in FDAAA, and FDA may take up some of that again. AAFCO should continue with its work on pet food label modernization.
- f. Compliance Letter Database RFP – Sue Hays
 - i. Sue reported that AAFCO received 3 proposals from Egnyte, Knowledge Vault, and Foodshield in response to its RFP to establish a secure database to store compliance letters issued by state regulators.
 - ii. Input from Directors was that the database needs to be easy to use.
 - iii. Security from outside intruders is the number one concern to the AAFCO membership. Other desirable features include keyword or ingredient search capability, efficient organization of the documents in the system, and ease of uploading. The documents must not be downloadable by a viewer.
 - iv. **ACTION:** Board refers workgroup to EIC for further consideration

- g. Name change workgroup – Sue Hays
 - i. Sue explained the progress of the work group, which had considered several options for possible changes to the words behind the acronym “AAFCO.”
 - ii. Filing a DBA in the state of West Virginia and changing “American” to “Animal” and/or “Feed” to “Food” appear to the work group to be the options to explore further. Sue said that AAFCO needs to be sure that one or both of these changes is not considered a significant change in a legal sense that might affect AAFCO’s corporate standing. She suggested AAFCO get legal assistance to understand how to move forward on this before making a decision.
 - iii. **Bob G. MOTION to approve Sue to use \$1,000 or less to pursue legal action for name change in West Virginia. Kristen Green Seconds. MOTION CARRIES.**
- h. Recognition for Advisors Policy – Bob Geiger
 - i. The Board has been discussing how to recognize Advisors who make significant contributions to AAFCO. Several options, from a gift item to a new recognition category, had been discussed.
 - ii. Bob put together some suggestions for guidelines AAFCO could use. During discussion, the consensus was that it is easiest to insert the word “Advisor” into the Distinguished Service Award and use this as our avenue to recognize an Industry Advisor.
 - iii. Any AAFCO member can make a recommendation for an Advisor to receive this award. The AAFCO President will follow the usual procedures for this award presentation.

3. New Business

- a. 2018-2019 Budget Approval – Ali Kashani
 - i. Discussed the budget prepared by Treasurer Ali Kashani. Ali commented that the budget should be approved by July 2018. Stan Cook asked Directors to review and discuss the budget because Stan will ask the Board to take action in May or June.
 - ii. **Tabled to May meeting**
 - iii. Non-Medicated Feed Labeling Workshop Budget – Dave Phillips
 - 1. Directors reviewed the proposed budget for this workshop to be presented at the 2018 Annual Meeting in Fort Lauderdale FL. Comments indicated this workshop should be offered at a price that allows AAFCO to break even because this is what the market will bear.
 - 2. **Dave Phillips MOTION to approve Non-Medicated Feed Labeling Workshop. Ali Kashani Seconds. MOTION CARRIES.**
- b. February Financial Approval – Ali Kashani
 - i. The financial statements for February 2018 had been previously circulated. During discussion, no revisions were suggested.
 - ii. **Ali Kashani MOTION to approve February Financial statement. Bob Geiger Seconds. MOTION CARRIES.**
- c. Midyear Committee Reports Approval (Reports can be found on the Annual meeting page <https://www.aafco.org/Meetings/Annual/2018>)
 - i. Approve Reports: Current Issues & Outreach, Education & Training, Feed Labeling, Feed and Feed Ingredient Manufacturing, Ingredient Definitions, Inspection & Sampling, Laboratory Methods and Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs. **George Ferguson MOTION to approve Committee Reports. Dave Phillips Seconds. MOTION CARRIES**
 - ii. Ingredient Definitions Recommendations
 - 1. Publish the following tentative definitions as Official and remove the existing Official definition if any.

- a. T40.100 Recovered Retail Food **Ken Bowers MOTION to approve recommendation. Kristen Green Seconds. MOTION CARRIES 6 approved 2 opposed.**
2. Establish and publish in the OP a new tentative definition(s) for
 - a. T69.8 Oat Fiber
 - i. **Dave Phillips MOTION to approve tentative definition. Kristen Green Seconds. MOTION CARRIES**
 - b. T71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal, Solvent Extracted**
 - i. **Bob Geiger MOTION to approve recommendation. George Seconds. MOTION CARRIES**
 - c. T73.450 Cashew Nut Shell Liquid – add sub section 450-499 antioxidant
 - i. **Bob Geiger MOTION to approve recommendation. Dave Seconds. MOTION CARRIES**
 - d. T87.50 Cashew Nut Shell Extract
 - i. **Bob Geiger MOTION to approve recommendation. George Seconds. MOTION CARRIES**
3. Publish in the OP new Official Definitions for:
 - a. 73.020 Ammonium formate
 - i. **Bob Geiger MOTION to approve recommendation. Kristen Green Seconds. MOTION CARRIES**
 - b. 73.025 Formic Acid
 - i. **Bob Geiger MOTION to approve recommendation. Kristen Green Seconds. MOTION CARRIES**
 - c. Table 18.1 remove Formic acid from table on page 363 (2018 OP Print)
 - i. **Bob Geiger MOTION to approve recommendation. Kristen Green Seconds. MOTION CARRIES**
- iii. Model Bills and Regulations Recommendations
 1. The Model Bills and Regulations Committee recommends Regulation 4(a) be revised as indicated in Attachment A and that the AAFCO Board of Directors review the proposed revision for future consideration by the Association membership. **Bob Geiger MOTION to approve Model Bill recommendation in attachment a. Kristen Green Seconds. MOTION CARRIES**
 2. The Model Bills and Regulations Committee recommends the title of Regulation 9 be revised as indicated in Attachment C and that the AAFCO Board of Directors review the proposed revision for future consideration by the Association membership. **Dave Phillips MOTION to approve Model Bill recommendation. George Ferguson Seconds. MOTION CARRIES.**
- d. Annual Meeting – Jennifer Roland
 - i. Approve Draft Agenda
 1. A draft agenda was prepared and circulated by Jennifer. Directors discussed the proposed agenda, and no revisions were suggested.
 2. **Dave Phillips MOTION to accept draft agenda. Ken Bower Seconds. MOTION CARRIES**
 - ii. Sponsorship/Exhibitor Discussion
 1. Board developed a workgroup to put together Exhibitor Policy for future meetings
 - a. Members: Jennifer, George, Sue, Ali
 - b. **ACTION:** Develop charge for workgroup
 2. Discussion moved to consideration of developing a sponsorship program for AAFCO meetings. Several Directors mentioned gift bans in place in some US states, which AAFCO needs to be cognizant of. The discussion led to a starting

premise that AAFCO needs a sponsorship policy that would allow for companies not regulated by AAFCO, i.e., lab equipment companies, to sponsor and exhibit at AAFCO meetings. Ali Kashani, Sue Hays, Jennifer Roland, and George Ferguson will develop the charge.

- e. Liaison Development – Stan Cook
 - i. Workgroup formed by President Stan Cook.
 - ii. Charge to workgroup: Identify all groups to which we need on-going liaisons. Provide a recommendation that defines the role of liaison to outside organizations by detailing the responsibilities and deliverables to the board of directors as well as describing expectations of the liaison in representing AAFCO to the outside organization. Recommend how they are to be selected and by whom. There should be consideration given to the extent the Executive Director would play in the role of liaison since there are a large number groups with which we interface. After the board considers the recommendation it should be placed in the procedures manual.
 - iii. Richard Ten Eyck reported that he and Linda Morrison are doing the NASDA framework which will be done soon. They are ready to start the next step, and they want to see people involved in implementing the framework.
 - iv. Workgroup Members: Ken Bowers, Bob Geiger, Kristen Green, Dave Phillips, Susan Hays
- f. Code cleanup for petfood and talkspetfood – Jennifer Roland, Kristen Green
 - i. Jennifer reported she had estimates from FASS of 40 to 60 hours per website to update the code. The price estimate is \$2600 to \$4000, depending on the time required.
 - ii. The work group is making updates as necessary and the review will be done soon. Directors asked if there are other design opportunities, stating AAFCO does not want new content, just a new look.
 - iii. **ACTION:** Jennifer will work with George and Kristen on clarifying request to IT on more modern format for websites.
- g. Lab Methods Co-Chair Replacement – Bob Geiger
 - i. Current Co-chairs Nancy and Aaron are working on finding new leadership for this group because they will each step down after the 2018 Annual Meeting in Ft. Lauderdale.
 - ii. Stan Cook and Bob Geiger will discuss this further after this meeting. No action was taken on this agenda item.
- h. Request to print Natural Definition – Sue Hays
 - i. A company has asked if it can quote the AAFCO definition for “natural” in a product statement to its customer.
 - ii. Consensus of the Board was yes, as long as the company adheres to these provisions:
 - 1. Quote correctly
 - 2. Follow all copyright laws
 - 3. Ensure their product letter does not imply that AAFCO endorses the company’s product
 - iii. **ACTION:** Sue Hays will send AAFCO’s response by email.
- i. Sharing files of previous workshops with Members in BIN- Bob Geiger
 - i. Presentations from AITS and BITS are not currently in the BIN. AAFCO members who attended these sessions, or who did not attend these sessions, might benefit from access to these presentations, which already exist.
 - ii. Discussion led to the consensus that review of a presentation by an individual would not infer course completion.
 - iii. **ACTION:** Board send charge to ETC that the Board would like the committee to evaluate if the presentations from AITS and BITS should be downloadable and shareable in the BIN. Items to be posted in ALL AAFCO Members.

- j. International Feed Regulator Fellowship – Latin America Executive Summary – Richard Ten Eyck
 - i. This topic first developed at IPPE. The concept is to sponsor a small number of Latin American regulators to attend AAFCO meetings. Richard has a list of people who attended the International Feed Regulators the last couple of years. AAFCO is most interested in sponsoring participant’s influential regulators.
 - ii. **Tabled to May**
- k. IFN and feed descriptions to NRC – Sue Hays
 - i. Consensus of Directors was that AAFCO will not allow the AAFCO feed descriptions to be used by the NRC.
 - ii. **ACTION:** Sue send response email.
- l. 2021 Midyear Meeting City Selection – Jennifer Roland
 - i. Jennifer reported that the locations under consideration included San Antonio, TX., Arizona, Mobile, AL.,
 - ii. Directors expressed no concerns or problems with any of these regulations. Jennifer will continue to work on the location and report back to the Board at a later date.
- m. Request for AAFCO speaker at the National Industrial Hemp Regulatory Conference in Geneva, NY from July 17-19, 2018.
 - i. Directors commented that this is an important group for AAFCO to be acquainted with, and they encouraged AAFCO to be represented.
 - ii. Bob Geiger will attend.
- n. Fall FDA Briefing – Jennifer Roland
 - i. Potential dates: October 15-19 or October 22-26
 - ii. NASDA’s is requesting 1.5 days and would prefer Oct 22 week
 - iii. Briefing week of October 21
 - 1. FDA briefing Monday, October 22 & Tuesday, October 23
 - 2. Board all day CLEAR training, Wednesday, October 24
 - 3. Half day board meeting, Thursday, October 25
 - 4. NASDA meeting Thursday afternoon and all day Friday
- o. Media Request Policy
 - i. **Tabled to May**

4. Liaison Reports

- a. IFIF & IFRM – Richard Ten Eyck
 - i. **No report**
- b. Codex – Richard Ten Eyck
 - i. CCMAS working on sampling uncertainty
- c. AFDO – Ali Kashani
 - i. Bob Geiger attending National Education Conference in June
 - ii. Retail alliance being formed similar to Manufactured Food Alliance
- d. AVMA
 - i. Directors commented that this is an important organization for AAFCO to be in touch with. Representation at their upcoming meeting is recommended.
 - ii. **Dave Phillips MOTION to approve Ali Kashani’s travel to AVMA in July. Bob Geiger Seconds. MOTION CARRIES**
- e. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
 - i. There was no report on this. Representatives of NASDA are attending this seminar and will present a report at that time.
- f. AFRPS – Ali/Tim Weigner
 - i. Face to Face went well

- ii. New Standards supervisor, Michele, former state liaison from Denver
- g. NASC
 - i. Ben Jones will attend conference to represent AAFCO.
 - ii. AAFCO may want to appoint someone to be its liaison with this organization.
- 5. Action Item Table
 - a. Reviewed and revised as needed.

Bob Church MOTION to adjourn meeting at 5:34pm. Bob Geiger Seconds. MOTION CARRIES

May 16, 2018 - Bob Geiger MOTION to approve April 23, 2018 minutes. Ali 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. 4/23/18 - in GRAS Verification Workgroup | |
| 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 | | | Completed | |
| 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. 4/23/18 - Look | |

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|--|---|---------------|--|---|------------|
| | | | | into holding Pet Food Labeling Workshop | |
| 12/13/17 | Meet with Deirdra Holloway at FDA OTED at Midyear Board Meeting. Ken request an update from OTED | Board | | Completed | |
| 1/24/18 Committee Chair Meeting | Fill Lab Methods & Service Committee Co-Chair Positions | Board | | 4/23/18 - In progress, Nancy and Aaron finding replacements | |
| 1/24/18 Committee Chair Meeting | Bob Geiger Remind chairs about meeting notice policy located in OP including eMeetings | Bob Geiger | | Completed | Feb. 2018 |
| 2/21/18 | Stan follow up with NASDA regarding participation on Cooperative Agreement group. | Stan | | 4/23/18 - In progress | |
| 3/14/18 | AITs workgroup needs to present budget at April board meeting. | Sue/Miriam | | 4/23/18 - Board vote on budget via email | |
| 3/14/18 | Sue look into Board training through CLEAR for October board meeting while meeting with FDA. | Sue | | 4/23/18 - Contract will be provided to board by May | |
| 3/14/18 | Jennifer request proposal from FASS IT for the cost of moving both sites to a more modern format | Jennifer | | Completed | |
| 3/14/18 | Workgroup/Dave Phillips present board with firm proposal on cost and implementation plan at April 23rd board meeting | Dave | | 4/23/18 - In progress | |
| 3/14/18 | George and Bob Church research policy of other periodicals for memorial policy. Present ideas at April 23rd Board meeting | George/Bob C. | | Completed | April 2018 |
| 3/14/18 | Need NASDA Liaison replacement for Bob Waltz | Bob G. | | Delete - captured in another action item. | |