



AAFCO Board Minutes
Wednesday, June 20, 2018
1:02 pm – 3:00pm CST

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

Absent: Bob Church,

Others Present: Dave Dressler, Liz Higgins, Louise Ogden, Tim Weigner, Richard Ten Eyck, Erin Woodman-Coleman, Nancy Thiex, Doug Lueders, Dave Edwards, Tim Lyons, Brenda Snodgrass, Linda Morrison, Mark LeBlanc,

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

Board Meeting was called to Order by Stan Cook at 1:02 pm CDT.

1. Approval May 16, 2018 Minutes
 - a. **Dave Phillips MOTION to approve May 16, 2018 minutes. Bob Geiger Seconds. MOTION CARRIES.**
2. Speaking Engagement/Meeting Reports
 - a. AFDO, June 9-13 – Bob G.
 - i. 394 attendees – 150 first time attendees
 - ii. Educational based conference more than Committee based
 - iii. Attended a Workshop on Environmental Sampling
 - iv. Steve Moris from Kansas Department of Agriculture is the new president for AFDO. He is planning on attending AAFCO Annual meeting and attending a board meeting.
 - v. AFDO has many of the same issues as AAFCO, and AFDO is addressing these issues using a process of resolutions to explain AFDO's position.
 - b. NASC – Ben Jones
 - i. Written report included in board material. Appendix #1
 - c. FSPCA – Jacob Fleig
 - i. Written report included in board material. Appendix #2
 - ii. Discussion on financial state of organization
3. Old Business
 - a. Spotlight On Update – Kristen Green
 - i. Finalizing filming dates at Purdue, July 23 or 24; Purdue will host this activity.
 - ii. Kristen will confirm date with Larry at Spotlight On so we can proceed.
 - iii. Final Product will be delivered 4 weeks after filming. There will be 2 video spots. One will be shorter and be on TV. Second one will be longer with more interviews. AAFCO could use longer version as recruitment tool.
 - iv. Kristen advised the Board that the cost of the project will increase by \$2,000.
 - b. Proposed Ingredient Definitions Search Project Update– Dave Phillips/Sue Hays
 - i. Tentative name of project, ODI-Online Database of Ingredients

- ii. A work group is going through an alternate names list and synonyms list for ingredient search. The work group is not defining anything.
 - iii. Sue Hays had distributed a contract from Mocaworks prior to the meeting and relayed questions and comments to Mocaworks in advance of the meeting. The intent is to have the ODI functioning for the 2019 OP. MocaWorks has addressed all questions raised by board.
 - iv. **Kristen MOTION to approve version 4 of the MocaWorks contract. Dave Phillips Seconds. MOTION CARRIES**
- c. ADUFA (Animal Drug User Fee Act) Update – Sue Hays
 - i. Legislation passed out of both committees. Debate on House and Senate floors will mostly occur before August. Legislation must be passed by September 30th.
- d. Name change workgroup Update – Sue Hays
 - i. Spoke with Art Tsien regarding name change. Art said filing a DBA (Doing Business As) in West Virginia would be the best option for the name change. The filing fee would be a couple hundred dollars.
 - ii. Stan asked for the work group to meet again before the Annual Meeting.
- e. International Feed Regulator Fellowship – Latin America Executive Summary Update– Cat Marrier
 - i. **Tabled to July**
 - ii. Columbia – Sue
 - 1. AAFCO received an email from a lawyer at Garrigues in Columbia stating they were hired by the Development Bank of Latin America and the Columbian Ministry of Commerce to review a proposal from ANDI. ANDI is an industry association for Animal Feed.
 - 2. ANDI has proposed to the Columbian government to modernize the legislation of the Animal Feed Industry. The proposal is based on the FDA and AAFCO regulatory model.
 - 3. At this time no action required by Board. AAFCO interacts with government or someone the government has hired, and to this point, we are not in contact with such a person in Columbia.
- f. Pet Food Forum 2019 Update– Kristen/Bob G./Stan/Sue
 - i. Working with Steve Akins with Watts Media on how AAFCO can participate in PetFood Forum 2019
 - 1. Three options for AAFCO to participate
 - a. Speaker
 - i. Must submit a paper to a Pet Food Forum group that screens topics for the show. Typically receive 60 papers, and they will only select 29-30 papers to speak.
 - ii. Sue followed up with Steve on submission process for papers. Steve stated the Call for papers cycle has not begun yet.
 - iii. Ideas for Papers. Do we submit 2 papers?
 - 1. Work with FDA on potential paper on Ingredient Definitions Process
 - 2. Pet Food Label Modernization Workgroup
 - a. More of a status update instead of a finalized document
 - b. Offer workshop
 - i. Two options for days. If AAFCO handles registration of workshop there would be no fee from Watt. Watt would advertise our workshop in the meeting material.
 - ii. Look into for 2020 based on outcome of 2019 experience

- c. Exhibitor
 - i. 10'x10' booth for \$3,800. AAFCO has a backdrop to use. We also have some fliers already developed that we could distribute.
 - ii. 2018-2019 Budget has \$4,000 set aside for a booth and \$2,000 for travel.
- ii. Working on comparing AAFCO conference attendee list with PetFood Forum attendee list. We assume we are moving forward on this show participation opportunity contingent on the results of the list comparison. The Board has previously asked how many of our AAFCO attendees also attend Pet Food Forum, and that is what the list comparison will reveal.
- iii. Breakdown of PetFood Forum attendees: 40% suppliers, 37% Pet Food manufacturers, 10% distributors, retailers, 8% consultants or nutritionist, 1% other
- g. Learning Management System (LMS) Update– George Ferguson
 - i. Workgroup completed work and will have recommendation to Education and Training Committee at Annual Meeting.

4. New Business

- a. Annual Meeting Update– Jennifer
 - i. Marriott room block sold out. Overflow hotel secured.
 - ii. Attendance numbers looking good.
 - iii. Discussed security concern for EIC meeting
- b. Sampling Study RFP – Miriam/Bob C.
 - i. **Tabled to July Meeting**
- c. PTP update on Analytical Variations – Brenda
 - i. During OP edit found several errors in table. Editorial errors have been corrected.
 - ii. Worked with Nancy Thiex on rewriting explanation of what AV's are
 - iii. PT Committee will review recommendation from AV section editor to remove AV's out of OP at Annual Meeting. AV tables 20 years out of date.
 - iv. Concerns on removing AV's from OP due to states have them written into their law. States use computer software that utilize AV tables to receive results.
 - v. There would need to be an educational effort on what needs to replace them if AV's are removed from OP.
- d. Renaming of the Non Pet Food Label Design & Format Guide – David Dressler
 - i. **Erin Bubb MOTION to approve committee recommendation to change Non Pet Food Label Design & Format Guide name to Animal Feed Labeling Guide. George Ferguson Seconds. MOTION CARRIES.**
- e. Midyear 2021 City Selection – Jennifer
 - i. **Bob Geiger MOTION to accept San Antonio as the Midyear 2021 city. Kristen Green Seconds. MOTION CARRIES.**
- f. Conflict of Interest Policy
 - i. **Tabled to July 29th face to face board meeting**
- g. Disposal or Donation of Old OPs at FASS – Jennifer
 - i. 89 – 2012 OPs
 - ii. 36 – 2013 OPs
 - iii. 133 – 2014 OPs
 - iv. 34 – 2015 OPs
 - v. 81 – 2016 OPs
 - vi. 98 – 2017 OPs
 - 1. **Tabled to July**

5. 2018-2019 Budget Approval – Ali

- a. Board members reviewed and discussed the draft of the budget. Discussion centered around the budget numbers. Some suggestions were made for revisions to the budget. Due to time constraints, this item was the last item discussed, and the discussion ended abruptly at 3 pm.
 - b. **ACTION:** Jennifer send Doodle Poll for special board meeting to approve budget before July 1st.
6. Liaison Reports – **Not reviewed**
- a. IFIF & IFRM – Richard Ten Eyck
 - b. Codex – Richard Ten Eyck
 - c. AFDO – Ali Kashani
 - d. AVMA
 - e. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
 - i. Draft Framework received
 - f. AFRPS – Ali/Tim Weigner
 - g. NASC
7. Action Item Table
- a. **Not reviewed**

Stan Cook adjourned call at 3:00pm CDT

July 11, 2018 - Kristen MOTION to approve 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. 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	
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 into holding Pet Food Labeling Workshop	

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	
2/21/18	Stan follow up with NASDA regarding participation on Cooperative Agreement group.	Stan		4/23/18 - In progress	
3/14/18	Sue look into Board training through CLEAR for October board meeting while meeting with FDA.	Sue		Completed	May 2018
3/14/18	Workgroup/Dave Phillips present board with firm proposal on Ingredient Search Project cost and implementation plan at April 23rd board meeting	Dave		Completed	May 2018
3/14/18	Need NASDA Liaison replacement for Bob Waltz	Bob G.		Delete - captured in another action item.	
4/23/18	Kristen work with Bob Geiger on setting up filming location for Spotlight On at Purdue	Kristen/Bob G.			
4/23/18	Sue will build an RFP template for future RFP's to be issued	Sue			
4/23/18	Board refers Compliance Letter Database workgroup to EIC for further consideration	Erin/Sue/EIC			
4/23/18	Develop charge for Sponsorship/Exhibitor workgroup	Jennifer, George, Sue, Ali			
4/23/18	Jennifer will work with George and Kristen on clarifying request to IT on more modern format for AAFCO Talks Pet Food and Business of Pet Food websites.	Jennifer/George /Kristen		In Progress	
4/23/18	Sue Hays will send AAFCO's response by email regarding the request to print Natural Definition	Sue		Completed	April 2018

4/23/18	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.	Kristen			
4/23/18	Sue send response email regarding request for IFN and feed descriptions to NRC	Sue		In Progress	
5/16/18	Sue and workgroup work with MocaWorks on contract to include timelines of project, maintenance fees, and what parties are responsible for content of project	Sue		Completed	June 2018
5/16/18	Sue Hays and Stan Cook will send an email regarding payment from FSPCA certificate payment. AAFCO will no longer sign certificates until payment is sorted out.	Sue			
5/16/18	Jennifer will review minutes from 2016 regarding payment agreement with FSPCA certificates.	Jennifer		Completed - In May & June 2014 Minutes	June 2018
5/16/18	Stan request update from Jacob Fleig for June board meeting on FSPCA status.	Stan		Completed- Written report sent to Board with June Agenda	June 2018
5/16/18	Discuss and approve Budget at June 20th board meeting	Board			
5/16/18	Sue will put together resources for members on Media request in the BIN 1. Materials will assist in professional response and timely response	Sue			

	2.Kristen Green has material for Pet Food responses				
--	---	--	--	--	--

May 15, 2018

To: Mr. Stan Cook, AAFCO President

From: Ben Jones, NASC Liaison to AAFCO

RE: 2018 NASC Annual Meeting

Dear Mr. President,

I attended the NASC annual meeting on behalf of AAFCO from April 30 – May 3, 2017 in Phoenix, AZ. The conference had record attendance with 325 attendees, representing 260 companies. Day One started with the mandatory “new member” NASC compliance workshop, which includes the following:

- Quality manuals and cGMPs
- Supplier qualification/preferred suppliers
- NASC adverse event reporting system
- Labeling and labeling guidelines
- Audits and registrations
- Sales and marketing

I assisted with the labeling and labeling guidelines training workshop on Day One. Day Two included concurrent breakout sessions for Business Topics and Technical/Compliance Topics. I attended the Technical/Compliance topics sessions, “Role of the Manufacturer in Product Development” and “Expert Panel!! Managing an Audit: FDA, FSMA, NASC, NSF, UL, and Other Audits.” Day Three also included concurrent breakout sessions for Business Topics and Technical/Compliance Topics. This included the Hemp/CBD Panel: Update, Developments for Hemp/CBD Since Last Year. I was unable to participate in the panel due to emergency family medical issues in Texas. However, I was able to visit with 4 companies involved in the manufacture and distribution of CBD products. I discussed the AAFCO position/guidelines and the Texas position/guidelines, which align with AAFCO. The NASC position is also in alignment with the AAFCO guidelines. It was conveyed to the NASC membership during the panel discussion by Bill Bookout, NASC President. Other discussion during this session included the ongoing work with a taskforce led by Hollis Glenn, Division Director with the Colorado Department of Agriculture to introduce legislation and feed ingredient definitions for industrial hemp products in Colorado for companion animals initially, then horses, and possibly livestock. George Burdock, with the Burdock Group Consulting firm discussed a current food additive petition submitted to FDA. All the presentations used in the Hemp/CBD panel discussion are attached.

In all, a good meeting and one that I wish more feed control officials would attend. Bill Bookout and the NASC Board of Directors view any control officials presence as positive. He extends the opportunity for control officials to address or discuss any issues of concern directly to the members or as a group.

Thanks,



To: Stan Cook
From: Jacob Fleig
Date: 05/23/2018
Re: FSPCA Update

Comments: FSPCA had a F2F April 4 & 5 2018

Since the FDA Grant Funding is nearing the end of its term, the organization is concerned about direction and future funding models. Therefore, this is a big transition time.

The Alliance will be challenged to look for other ways of funding—partnerships, sponsorships, and the possibility of other grants.

A new Strategic Affairs sub-committee has been formed:
Develop post-grant FSPCA Mission, Vision and Guiding Principles.
Develop FSPCA Strategic Goals and Strategic Objectives
Develop FSPCA Strategic Plan

Spent day doing an in-depth SWOT analysis with the goal to determine strengths and weaknesses that are internal to the Alliance and opportunities and threats that come from outside the Alliance. By identifying these activities in terms of their impact, the Alliance can strategically plan to address needs and strengthen the organization.

Current FSPCA Development Projects related to AF

- Animal Food Blended course
 - Part 1 ready to produce. Part 2 will be completed before the end of the grant.

Discussed stand alone on line CGMP course

ANIMAL FOOD COURSES: Ask for ideas to boost registration from the AF Subcommittee

Discussed ownership of the curriculum

FSPCA should be updating the course certificates with the current President's signature. I provided them with the transition timeframes of the Presidency so that they know to get updated signatures.

Attached is the email chain regarding my discussion with Ken, Bob Waltz and Mark LeBlanc regarding compensation for AAFCO supporting the Alliance course.

Bottom line: It doesn't sound as though an agreement for compensation was ever signed, perhaps discussed, but going forward, one would have to be negotiated by AAFCO of that is what they want. Given the current funding status of FSPCA I find that hard to swallow unless AAFCO can assure some funding channels to FSPCA (increased course participation, marketing etc...)



RE FSPCA -
questions.msg