



AAFCO Board Minutes
Sunday, July 29, 2018
1:15 pm – 4:55pm EDT

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

Absent:

Others Present: Richard Ten Eyck, Dave Edwards, Amanda Anderson, Tim Weigner, Linda Morrison, Louise Ogden(via WebEx), Nancy Thiex, Aaron Price, Miriam Johnson, Tim Lyons, Robert Waltz, Doug Lueders, Eric Brady, Austin Therrell,

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

Board Meeting was called to Order by Stan Cook at 1:15 pm EDT.

1. Approval of past Minutes
 - a. **Bob Geiger MOTION to approve July 11, 2018 minutes. Kristen Green Seconds. MOTION CARRIES.**
2. Financial Report – Ali Kashani
 - a. The financial report through June 30, 2018 has been received by AAFCO from FASS.
 - b. Discussion on auditing process both internal and external audit.
 - i. Internal audit done by 3 states close to FASS headquarters in Champaign, Illinois. Members picked by President
 - ii. External Audit performed every three years. This year an external audit will need to be performed by an accounting firm close to the FASS offices. October is the time frame for the audit. Ali will coordinate the procedures for the audit with FASS.
 - c. **Ali Kashani MOTION to accept the June 30th financial report. Bob Church Seconds. MOTION CARRIES.**
3. Policies discussions
 - a. Press Coverage Policy
 - i. Board confirmed we consider our committee meetings and board meetings to be open to members and industry.
 - ii. During press conversations, it is prudent to have one or two extra people in the room to observe and write down what's said.
 - iii. **ACTION:** Look into the AAFCO records retention policy for webinar recording.
 - b. Conflict of Interest Policy
 - i. By-laws Committee recommends that Investigators and Committee Chairs should sign the AAFCO Conflict of Interest Compliance Affidavit.
 - ii. This will go through Strategic Affairs
 - iii. There may be organizations like FDA and some states that may not need to sign the AAFCO affidavit. In this situation, AAFCO could request a copy of the federal or state policy to verify.
 - c. Advisor as a Work Group chair
 - i. An advisor can be a work group chair.
 - ii. AAFCO members must also be on the work group.

- iii. The precedent for this is from LMSC.
 - d. ORA Update – Abe Brown, FDA ORA
 - i. They are in the approval process on funding PC inspections conducted under contract.
 - ii. This could be a multi-year cooperative agreement. They will need someone from AAFCO if this moves forward.
 - iii. Focus for the first few years will be in infrastructure. Inspections will stay under contract.
 - iv. PC is where inspections are headed; support needs include training, software, developing forms.
 - v. FDA is looking at an entire program as a national framework. Funding could be for human food and animal food.
- 4. Ingredient Definition edit to Formic Acid
 - a. Strike 2 swine references in definition and Material from Material Safety Data Sheet and M from MSDS
 - i. **Kristen Green MOTION to approved editorial edits. George Ferguson Seconds. MOTION CARRIES**
- 5. Review of Vision discussions from 2018 Seminar – Sue Hays
 - a. Sue briefly reminded the Board of their discussion on a possible update to the Vision statement from the April meeting.
 - b. This will be discussed again at a later meeting.
- 6. Review of current AAFCO strategies and competencies – Sue Hays
 - a. **Tabled to August 1st meeting**
- 7. Consideration of committee items
 - a. Education and Training
 - i. Workgroup updates
 - ii. Deirdra Holloway from OTED presenting training update from FDA
 - iii. AAFCO Training Needs
 - iv. Update on AITS/BITS workgroup
 - b. Feed and Feed Ingredient Manufacturing
 - i. Working group updates
 - c. Pet Food
 - i. Potential discussion on Non-GMO Meat
 - ii. Update on Pet Food Label Modernization Workgroup
 - 1. Looking into Consumer Research Survey companies
 - d. Feed Labeling
 - i. Discussion on removing Crude Fiber Guarantee
 - e. Model Bills and Regulations
 - i. Discussion on Independent GRAS Self-Conclusions
 - f. Ingredient Definitions
 - i. Work group updates
 - g. Inspection and Sampling
 - i. Aseptic Work Group presenting update
 - ii. Sampling Study update
 - iii. AITS/BITS workgroup update
 - 1. Finalizing AITS curriculum
 - h. Proficiency Testing Program
 - i. Update on operations of program
 - ii. Improvements to website and updates to participant guidebook and data reporting website guide
 - iii. Discussion on removal of Analytical Variances (AV's) from OP
 - 1. There are 2 pieces to this; the lab portion is one part of it; the regulatory portion is the other piece.
 - 2. Suggestion to start a regulatory survey to resolve removing AV's.

3. **ACTION:** Inspection and Sampling and PTP put together a workgroup to come up with a plan to address AV's. **PRESENT IN WRITTEN FORM THE PROBLEM AND SOLUTION BY JANUARY 2019.**
 - i. Lab Methods
 - i. Sending surveys out to Lab and Program contacts for state feed lab network needs
 - ii. Work group updates
 - iii. GOODTest Portions done and will be translated into French by CFIA.
 - iv. 2 sugar methods and 1 fructans method being presented at AOAC on August 29th.
 - v. FSMA implementation is waiting for a list of contaminants.
 - j. Current Issues
 - i. Online Database of Ingredient demo
 - ii. Leah Wilkinson with AFIA will present information on GRAS
 - k. Strategic Affairs
 - i. Reviewing progress on Strategic Plan
 1. Must be done by August 2020 to be approved by the membership
 2. Nail down the vision & mission at the October meetings in DC
 - ii. Discussing Name Change Workgroup at this committee meeting
 - iii. Increasing membership
 1. Suggestion to use an ambassador program
 2. 30 – 35 states active in AAFCO now
 3. Nevada and Alaska don't pay dues – no feed laws in those states
8. Action Item Table
 - a. **Not reviewed**

There being no further business, the meeting adjourned at 4:55 pm.

August 22, 2018 - Bob Geiger MOTION to approve July 29th minutes. Ali Kashani 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 7/11/18- On EIC Annual Agenda	
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. 7/11/18 - In progress working with Watt Publishing	
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. 7/11/18 - In progress Nancy has 3 potential volunteers	
2/21/18	Stan follow up with NASDA regarding participation on Cooperative Agreement group.	Stan		4/23/18 - In progress. 7/11/18 - In progress discuss at Face to Face meeting at Annual Meeting.	
4/23/18	Board refers Compliance Letter Database workgroup to EIC for further consideration	Erin/Sue/EIC		7/11/18 - In progress, discuss during EIC at Annual. Have 2 proposals from potential companies	
4/23/18	Develop charge for Sponsorship/Exhibitor workgroup	Jennifer, George, Sue, Ali		In Progress	
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	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		7/11/18 - In progress on ETC Annual agenda	
5/16/18	Sue will put together resources for members	Sue		7/11/18 - In progress	

	<p>on Media request in the BIN</p> <p>1.Materials will assist in professional response and timely response</p> <p>2.Kristen Green has material for Pet Food responses</p>				
7/11/18	Discuss Petfood Forum 2019 at face to face board meeting at Annual Meeting	Board			
7/11/18	Nancy work with Jennifer on paying membership.	Jennifer		Completed	July 2018
7/11/18	Sue follow up with Bradley Young, the Clerk listed on the letter, regarding the intentions of the resolution. Sue will also contact Ohio Department of Agriculture contacts.	Sue			