



AAFCO Board Minutes
Wednesday, August 1, 2018
2:42 pm – 4:56pm EDT

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

Absent:

Others Present: Richard Ten Eyck, Doug Lueders, Dave Edwards, Tim Weigner, Steve Morse

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

Ali Kashani introduced Steve Morse, President of AFDO. Steve thanked AAFCO Board for allowing him to come to this meeting.

Board Meeting was called to Order by Stan Cook at 2:42 pm EDT.

1. Approval of Feed Labeling Committee minutes from May 31, 2018
 - a. **Kristen Green MOTION to accept May 31st minutes. Dave Phillips Seconds. MOTION CARRIES.**
2. Approve Ingredient Definitions April Minutes
 - a. **Kristen Green MOTION accept April 19 minutes. Erin Bubb Seconds. MOTION CARRIES**
 - b. Move the Enzyme Marketing Coordination document from chapter 5 to chapter 6 and place after Table 30.1
 - i. **Bob Church MOTION approve recommendation. Erin Bubb Seconds. MOTION CARRIES - 5 in favor, 3 opposed.**
 - c. Add 2 Carbohydrases to Table 30.1

Beta-Glucanase	<i>Talaromyces versatilis</i> overexpressing glucanase
Xylanase	<i>Talaromyces versatilis</i> overexpressing xylanase

 - i. **Kristen Green MOTION to approve recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - d. Publish an Official definition for 73.046 **Silicon Dioxide** to reflect the FDA food additive regulation 21 CFR 573.940.
 - i. **Kristen Green MOTION to approve recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - e. Add AAFCO Definitions 84.62, 84.16, 84.63, 84.64, & 84.71 to the collective term Plant Protein in the OP.
 - i. FDA has reviewed
 - ii. **Kristen Green MOTION to approve recommendation. Bob Church seconds. MOTION CARRIES**
 - f. Add L-Glutamine the subject of AGRN 19 to GRAS Notification table in section 101.
 - i. **Kristen MOTION to approve recommendation. Bob Church seconds. MOTION CARRIES**
 - g. Add phytase the subject of AGRN 21 to GRAS Notification table in section 101.

- i. **Kristen MOTION to approve recommendation. Bob Church seconds. MOTION CARRIES**
 - h. Editorial Edits from IDC
 - i. Section 30 revision - Some states want a letter or OK in the minutes.
 - ii. When needed to respond to a state inquiry about this issue, the language that was discussed by the Board on August 1, 2018 to be used in a communication to a state is:

Due to circumstances, a proposed revision to Section 30 did not get onto the July 2018 agenda for consideration at the AAFCO meeting. Prior to the July AAFCO sessions, the proposed revision to Section 30 was reviewed by FDA. Following the member sessions and the IDC meeting, the proposed revision to Section 30 was approved by the Board and will be recommended to the AAFCO membership for their consideration in January 2019.
 - iii. The consensus was to send a letter to a state reporting the AAFCO Board of Directors has voted to recommend the proposed revision to Section 30 in January 2019.
- 3. Review of Vision discussions from 2018 Seminar – Sue Hays
 - a. **Review during October Board Briefing on October 25th**
- 4. Review of current AAFCO strategies and competencies – Sue Hays
 - a. Core Competencies (See page 8 of online OP) – Not reviewed
 - b. Review of Strategic Plan Updated Goals 2017-2020 (See page 9 of online OP) – timeline for strategic plan update
 - i. October 2018 Board – Vision and Mission Statements update finalization
 - ii. Seminar 2019 Board/Chairs – work on existing extra goal or a new goal for the 2021-2024 strategic plan, including activities Identification
 - iii. October 2019 Board - Review/identify goals for the 2021-2024 strategic plan
 - iv. January 2020 or Seminar 2020 - Board/Chairs identify activities for priority goals for the 2021-2024 strategic plan
 - v. August 2020 Membership - Approval of the 2021-2024 strategic plan
 - vi. October 2020 OP - Update for 2021 OP Edition
- 5. Midyear 2019 Workshop - Jennifer
 - a. 1 day workshop: BIN training, ODI training, and eOP training
 - i. Do this workshop on the front end
 - ii. BIN Coaches should be involved
 - iii. George is lead from Education and Training
- 6. FDA Briefing Topics
 - a. Discuss via email
- 7. International Feed Regulators Meeting
 - a. Not at IPPE in 2019 in March in Thailand
 - b. AAFCO uses this meeting to show other countries what AAFCO is
 - c. FDA sends people
 - d. **Tabled to August**
- 8. IPPE 2019
 - a. **Tabled to future meeting**
- 9. Committees that will work with PTP on AV update
 - a. Inspection and Sampling
 - b. Enforcement Issues
 - c. Feed and Feed Ingredient Manufacturing
 - d. Steve Stewart survey every state to figure out how they use the AV table
- 10. COSDA September 30th Meeting
 - a. Wait on communication from Hollis
- 11. NGFA/PFI Meeting in October
 - a. Stan Cook to attend
- 12. Model Bill – Doug Lueders

- a. Look at editing the Model Bill to insert “Human and Animal Health” when it talks about “Health”
 - i. “Health” needs to be defined in order to be of the most help to the states
 - ii. States reference official terms
 - b. **ACTION: Feed Terms Investigator is asked to propose definitions for: “Livestock,” “Health,” and “Treats”**
13. Ingredient Definitions – Richard Ten Eyck
- a. Next IDC call is October 5, 2018
 - b. Investigators will benefit from support for communications; we are experiencing and hearing about a lack of responses from investigators
 - i. We will set up an email for people to submit questions, requests, or definitions to AAFCO
 - ii. Sue Hays will monitor the inbox and route the messages, when appropriate, to the investigator, respond to the subcommittee, and keep the process moving
 - iii. FASS will set up the email and the technical aspects of this feature
 - c. We need to develop a flow chart for the definition development process to be placed at the beginning of Chapter 6
 - d. Voting members of IDC, along with industry, need notification when meeting definitions are put in the BIN
 - i. These will be sorted by agenda: Here are all the items what will be voted on...
 - ii. The BIN folder system will be used
 - e. When items need to be voted on by committees, work groups, or the Board of Directors:
 - i. List those specific items that need to flow Committee > Board > Members
 - ii. Financial information is just to the Board
 - f. Committees are struggling on the process to follow
 - i. The process is different depending on the product or service
14. Action Item Table
- a. **Not reviewed**

There being no further business, the meeting adjourned at 4:56 pm.

August 22, 2018 - Bob Geiger MOTION to approve August 1 Board 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 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	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			
7/29/18	Look into the AAFCO records retention policy for webinar recording				
7/29/18	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.				
8/1/18 BOD/CC	PTP Committee will write a White Paper on the changes for AVs	PTP			
8/1/18 BOD/CC	Have an AAFCO member attend COSDA meeting in September 30th in Washington State, potentially Ali Kashani				
8/1/18 BOD/CC	Include Robert Sheridan and Teresa Grant from LMSC on next conference call for the FFIMC	FSMA implementation workgroup			