



**AAFCO Board Minutes**  
**Wednesday, August 22, 2018**  
**1:02 pm – 3:15pm CDT**

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

**Absent:** None

**Others Present:** Austin Therrell, Amanda Anderson, Dave Edwards, Scott Ziehr, Richard Ten Eyck, Tim Weigner, Miriam Johnson, Kristi McCallum, Sharon Webb, Brenda Snodgrass,

**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.** As the first order of business, Stan mentioned the death of Catherine (Cat) Marrier, WSDA, on August 17. Stan commented that Cat was known to many AAFCO members and her volunteer work for AAFCO was appreciated. A memorial has been established to an equine rescue organization, and AAFCO will be making a contribution to this memorial in Cat's name.

Stan welcomed a couple of new Board members whose terms will begin in January 2019. Hollis Glenn, CSDA, was not on the call at the start of the meeting. Austin Therrell, SCDA, was on the call at the start of the meeting. Stan invited these new Directors to participate on all calls, to be involved in all discussions, and to travel with the Board to Washington DC in October for the briefing with FDA.

1. Approval of Past Meeting Minutes
  - a. July 29<sup>th</sup>
    - i. **Bob Geiger MOTION to approve July 29<sup>th</sup> minutes. Ali Kashani Seconds. MOTION CARRIES**
  - b. Association Business Meeting Minutes
    - i. **Kristen Green MOTION to approve Association Business Meeting Minutes. Bob Church Seconds. MOTION CARRIES**
  - c. August 1 Committee Chair/Board Meeting
    - i. **Dave Phillips MOTION to approve August 1 Committee Chair/Board meeting minutes. Bob Geiger Seconds. MOTION CARRIES**
  - d. August 1 Board Meeting
    - i. **Bob Geiger MOTION to approve August 1 Board Minutes. Bob Church Seconds. MOTION CARRIES**
2. Speaking Engagement/Meeting Reports
  - a. Codex – Richard
    - i. Written Report included in board material, Appendix 1
    - ii. Richard reported that the meetings made for long days. The attendance by the Undersecretary made sessions more intense. The Codex process is very bureaucratic. There was a lot of politicking going on, mainly from industry with the ear of USDA. There were no state people in attendance.
    - iii. In responses to Stan's question, Richard replied that his suggestion on aflatoxin testing is a good fit for the Proficiency Testing Program to back this up. This is a good chance for us to let people know AAFCO can help with mycotoxins.

- b. AVMA – Ali
  - i. Written Report included in board material, Appendix 2
  - ii. Ali reported there were over 9,000 people in attendance. He suggested that AAFCO needs to be represented at each AVMA meeting. In 2019, the meeting will be in Washington DC, and in San Diego CA the following year. Ali reported that pet food is a big deal for AVMA members. Stan commented that he sees significant overlap with the veterinary community.
  - iii. Ali commented this is the first time AAFCO has attended AVMA.
- 3. Old Business
  - a. Review of 2018 Annual Meeting - Sue
    - i. Thoughts and suggestions for future meetings
      - 1. Passing microphone during introductions at General Session
      - 2. Webinar speakers use phone instead of computer audio
    - ii. Survey feedback
      - 1. Sue reviewed her thoughts on the surveys we received. There are some positive steps AAFCO can take to make its meetings more educational and informative for attendees.
      - 2. Keynote speaker each morning is one suggestion.
        - a. Work with Current Issues & Outreach Committee and bring suggestions to the Board for their discussion.
  - b. Spotlight On Update – Kristen
    - i. The latest version link was sent to the Board. We are in the final stages of development of the TV version. The consensus of the Board was to move forward with the release of the TV version without further review.
    - ii. Kristen will work with Erin, George, and Dave on getting the second, extended version for membership, done. She reported AAFCO will incur an additional \$2,000 to \$3,000 estimated cost for this membership video.
    - iii. During this discussion item, Hollis Glenn joined the call. Stan asked Hollis for an update on COSDA. Hollis reported he set up a meeting with FDA on September 6 to discuss communications strategies and how we can coordinate our communications efforts. Hollis suggests we want to use the resources of COSDA in this. Hollis added that things in the media are moving fast. Dave Edwards asked if anyone from AAFCO wants to be involved in the calls, and Sue, Stan, Bob Geiger, Kristen, and Jennifer will join the call.
  - c. ODI Update – Dave Phillips updated the Board on ODI (Online Database of Ingredients). Progress on ODI is going forward. 95% of the listings have been reviewed by the section editors. There is nothing in the ODI development that is circumventing the IDC definition process; there is no need to change the online or print OP for ODI.
    - i. Development
      - 1. Contract executed and first two of three payments have been made.
      - 2. Mocaworks developing software with the assistance of Steve Stewart (MN) and Dave Phillips (ND) and many other people including section editors and CVM.
      - 3. Synonyms list being developed and reviewed by Ingredient Section Editors
      - 4. Beta testing first week of September when the Section editors work to determine the functionality of the system will begin. During the beta tests, no deletions from the list will be made; questions or comments will be flagged for further consideration. ODI will provide users to allow matches to various lists, and the user can build a user-defined list.
      - 5. Developing User Agreement that will explain ODI is a tool and to not replace OP
    - ii. Availability of July 30<sup>th</sup> recording of ODI demo in Ft. Lauderdale – Sue Hays
      - 1. **Tabled to September**
    - iii. Selection of AAFCO Committees charged with updates to the ODI – Sue Hays (see page 9 for committee list)

1. Sue explained the ODI Committee concept, saying that the ODI, a project of the Feed Labeling Committee, can benefit from the input of several AAFCO committees. She suggested the establishment of an ODI Committee to oversee the ongoing ODI development.
2. **George MOTION I move the AAFCO President appoint an ODI Task Force to serve at the discretion of the board and within a limited time to be established by the president at the time of appointment. The Task Force should be led by the Immediate Past President and consist of the chairperson (or their designee) of the following committees:**
  - a. **Ingredient Definition Committee,**
  - b. **Labeling Committee,**
  - c. **Pet Food Committee,**
  - d. **Feed and Feed Ingredient Manufacturing Committee,**
  - e. **Inspection and Sampling Committee,**
  - f. **and the appropriate FDA designate.**

**The ODI Task Force will be responsible for oversight of the continuing development of the ODI list of ingredient names with duties including but not limited to:**

- g. **The review of:**
  - i. **AAFCO OP Terms and definitions,**
  - ii. **common and usual names,**
  - iii. **international numbers,**
  - iv. **the ingredients listed in the federal register and,**
  - v. **AAFCO required and/or approved ingredient Display Names (on Labeling)**
- h. **Establishing the process for the inclusion of the source of the names used by the ODI and upon completion of review and establishment, making recommendations of such to the Board of Directors**

**Seconded by Kristen Green.** During discussion, it was commented that a committee is long term, needs a charge from the Board, and may need to meet at meetings (example of Nominating Committee not meeting at meetings was brought forward). A Task Force is specific. A comment was made that this group will need to continue indefinitely because the list will never be complete, just like the ingredient definitions will never be complete.

It was also commented that AAFCO establishes a process that is repeatable, and it may be adjusted over time. There also needs to be an approved or acceptable name, which should be done as part of the process.

**Dave Phillips MOTION to amend the main motion to replace words Task Force with Committee. Bob Geiger Seconds. MOTION CARRIES**

**Dave Phillips MOTION to amend main motion to add in under responsibilities review proposals for future enhancements to the ODI. Kristen Green Seconds. Following additional discussion, Dave Phillips moved the question. MOTION CARRIES.**

**George withdraw the amended main motion. Kristen rescinded her second to the amended main motion.** Going forward, any revisions need to come from the Feed Labeling Committee to the Board.

- d. Name change workgroup update – Sue Hays
  - i. **Tabled to September**
- e. Disposal or donation of old OP's at FASS – Jennifer Roland
  - i. Remaining 2012-2015 will be disposed of based on the action taken by the Board at the July meeting.

## 4. New Business

- a. 2019 Official Publication
  - i. Price recommendation from Finance Committee – Sue Hays
  - ii. Consideration of prorating online OP purchases prior to release of next OP
  - iii. **Tabled to September**
- b. FDA Briefing topics for 2018 – Sue Hays
  - i. **Action:** Board members email Sue at [exec@aaftco.org](mailto:exec@aaftco.org) by September 15<sup>th</sup> Briefing topics.
  - ii. Jennifer will circulate last year's topics.
  - iii. Dave Edwards reviewed the topics he has on his list, and he said there is room for a couple more topics.
- c. Photo copyright practices – Sue Hays
  - i. Sue explained the information received from legal counsel on the topic of copyright ownership of photos that may appear on the AAFCO website. The photographer is the owner of the copyright by federal law until such time as there is a written document authorizing the transfer of copyright to another entity.
  - ii. Include the copyright notice which each picture which is displayed with the small circle c and photographers name
  - iii. If association purchases pictures the copyright would fall under Association Copyright
  - iv. Only post in AAFCO member area in BIN
    - 1. Add Copyright Disclaimer to each photo album in the BIN
    - 2. Move all photo albums to Members only area in BIN
- d. International Feed Regulators Meeting
  - i. Not at IPPE in 2019 in March in Thailand
  - ii. Early hotel deadline August 31<sup>st</sup>
  - iii. **ACTION:** Jennifer will reserve 2-3 rooms prior to the August 31 room block deadline so AAFCO has rooms if needed.
  - iv. Discuss who is attending at September Board meeting.
- e. IPPE 2019 – Tabled from August 1, 2018
  - i. **Tabled to September**
- f. Non-profit charitable foundation or Endowment – Bob G.
  - i. **Tabled to September**
- g. Pet Food Forum
  - i. Papers – Sue Hays
  - ii. Booth space – Sue Hays
    - 1. **Tabled to September**
- h. Education and Training – George/Amanda
  - i. "Model Training Manual" for Animal Feed Inspectors
  - ii. Several Directors commented they had not reviewed the manual, and they asked that discussion be rescheduled to allow them time to review it.
  - iii. Jennifer added it to the BIN for Directors to access.
  - iv. **Tabled to September**
- i. Higgins Retirement – Kristen
  - i. Newsletter
  - ii. **Tabled to September**
- j. ODI Synonyms Discussion – Stan
  - i. **No action taken on this item.**

## 5. Liaison Reports

- a. **No Reports Given**
- b. IFIF & IFRM – Richard Ten Eyck
  - i. Tabled from August 1, 2018
- c. Codex – Richard Ten Eyck

- d. AFDO – Ali Kashani
- e. AVMA – Ali Kashani
- f. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
- g. AFRPS – Ali/Tim Weigner
- h. NASC
- 6. Action Item Table
  - a. **Not reviewed**

Stan Cook adjourned the meeting at 3:15 pm

**September 12, 2018 - Bob Geiger MOTION to accept August 22<sup>nd</sup> minutes. Kristen Green 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 retention policy regarding adding a recording policy				
7/29/18	Inspection and Sampling and PTP put together a workgroup to address AV's				
8/1/18 CC/BD	Proficiency Testing Program Committee will write a White Paper on the changes for AVs	PTP			
8/1/18 CC/BD	Have an AAFCO member attend COSDA meeting in September 30th in Washington State, potentially Ali Kashani				
8/1/18 CC/BD	Include Robert Sheridan and Teresa Grant from LMSC on next conference call for FFIMC FSMA Implementation WG	Austin			



## List of AAFCO Committees from the 2018 OP:

Committee Name	Interest in ODI	No Interest in ODI
Current Issues & Outreach		
Education & Training		
Enforcement Issues		
Feed & Feed Ingredient Manufacturing		
Feed Labeling Committee		
Finance Committee		
Ingredient Definitions Committee		
Inspection & Sampling Committee		
Laboratory Methods & Services Committee		
Model Bill & Regulations Committee		
Pet Food Committee		
Proficiency Testing Program Committee		
Strategic Affairs Committee		
Totals		

## Appendix 1

Codex 7/1/18

Executive summary of CAC41  
(Codex Alimentarius Commission Meeting Rome 2018 July)

USDA Undersecretary Ted McKinney joined the U.S. delegation. He delivered a strong message that the U.S. is supportive of CODEX as a standard setting body but that they must remain science based. There was a report from the WHO and FAO that touched on some non-science based topics and the last evening was a long debate to remove language about conclusions of the meeting concerning global warming that were not discussed by the commission.

The topics we are watching (sampling error & veterinary drug residues) are still at the working group level in their particular committees. An edit of the Dioxin standards was accepted by the commission. Essentially each country should set their own action levels to decrease exposure to humans from the food and environment.

The food labeling committee is taking up the task of language surrounding “natural” product claims. This needs to move to another venue outside of a scientific body. (Marketing)

The discussions on standards for Quinoa were polarized. Parts of the committee report concerning quality grades and kernel size were not agreed upon. Very interesting to watch what was trying to come in under a “food safety” umbrella.

Other groups present in the US delegation: AFIA, Pork Producers, Poultry Council, Crop life International, USP, Council for Responsible Nutrition, Intl Beverage association, Institute of Food Technologists, International Probiotics Association, International Food Authenticity Assurance Organization, National Health Federation, USDA, Grocery Manufacturing Association, State Department, IFIF, and National Cattlemen’s.

Recommend continued engagement with pertinent topic committees and the annual commission meetings. The human food folks have no idea what our concerns are and IFIF does not always align with AAFCO as standard setting body.

Opportunities for AAFCO are to promote ingredient standards and the Laboratory Proficiency Testing Program. We need to promote mycotoxin testing and clarify what matrices we support that would be of interest in developing countries. Sampling error is huge topic right now in developing countries.

Thank you for covering the cost to attend the Commission meeting.

Sincerely

Richard Ten Eyck  
AAFCO IDC Chair  
AAFCO Liaison to CODEX Alimentarius

## Appendix 2

Date: July 26, 2018  
To: AAFCO Board of Directors  
From: Ali Kashani  
Subject: 2018 AVMA Convention

The American Veterinary Medical Association (AVMA) held their 2018 conventions over five days from July 13 to 17, 2018, in Denver Colorado. At the Association's invitation and with the support from AAFCO, Ali Kashani attended 3 days of the meeting and made a presentation on "Incorporation of Hemp into Commercial Feed" on July 13. Hollis Glen of Colorado Department of Agriculture and Bill Bookout of National Animal Supplement Council participated in the presentation and made it more interesting and comprehensive. Presentations included an explanation about AAFCO and association's roles in feed regulation. We also noted AAFCO's position on hemp products and studies both Colorado and Washington State Departments of Agriculture published on the above subject and noted a few references on the FDA website. The interest in the subject was evident by the number of questions audience asked.

Dr. Martin Hartogensis, Deputy Director, Office of Surveillance & Compliance, CVM, spoke on "FDA's Role in Animal Food Safety" on Sunday, July 15. During her speech, Martin explained, in some details, AAFCO and the association's roles and cooperation with FDA on ingredient definitions and development of model bill and regulations. FDA also gave an update on their new findings on pet food.

The theme of the convention was "Elevate Your Passion". Over 9,000 individuals attended the convention with approximately 4900 of them veterinarians and 1,459 exhibitors (over 300 exhibit booths). Eight hundred educational sessions were held during the convention with a wide variety of subjects and topics.

Shiza Shahid delivered a keynote motivational speech on July 14. Shiza Shahid is a founding CEO of the Malala Foundation with Nobel Prize winner Malala Yousafzai and the new host of USA Today show ASPIREist. Shiza grew up in Islamabad, Pakistan, as a vocal advocate for social change and is passionate about leveraging philanthropy, venture capital, technology and the media to drive scalable social impact.

The next AVMA convention (2019) will be held in Washington, D.C. on August 2-6 with the theme "A Monumental Experience". Looks like next year's AVMA and our convention coincide/overlaps.

Visiting with many veterinarian and attending educational sessions indicated the need for AAFCO to participate in future conventions for presentations at the educational meetings and possibly participate in appropriate House of Delegation meetings.