



**AAFCO Board of Directors
Minutes
Wednesday, September 12, 2018
1:06 pm – 3:21pm CDT**

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

Absent:

Others Present: Kristi McCallum, Scott Ziehr, Miriam Johnson, Amanda Anderson, Hollis Glenn, Richard Ten Eyck, David Edwards, Abe Brown, Linda Morrison, Doug Lueders,

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

Stan Cook called board meeting to order at 1:06pm CDT

1. Approval of Past Meeting Minutes
 - a. August 22, 2018
 - i. **Bob Geiger MOTION to accept August 22nd minutes. Kristen Green Seconds. MOTION CARRIES**
2. Speaking Engagement/Meeting Reports
 - a. PFI/NGFA – St. Louis, September 18 – Stan invited to Panel discussion – No cost to AAFCO. Stan said the format would be Angele and Stan talking about AAFCO. Stan said he would get together with Kristen Green and Sue Hays on the PFLM status. He said another topic would be the NASDA Framework roll-out.
3. Old Business
 - a. ODI Update – Dave Phillips
 - i. Availability of July 30th recording of ODI demo in Ft. Lauderdale in BIN All Users Library.
 - ii. Dave presented that current search matches will be displayed as follows: Exact match name of ingredient listed in OP in bold, not found, needs attention which will address any comas or blanks in official names.
 - iii. Ability to share search reports with others
 - iv. Potential of having a small Beta testing next week
 - v. Section Editors Beta testing will be first week of October
 - vi. There is only one version of the ODI – same version for AAFCO members and industry. Each state has options for user-defined ingredients relevant to that state.
 - vii. ODI is used as a tool, not as anything official. ODI helps label reviewers. The program will track any changes made over time. Reports will be savable and can be updated.
 - b. Name change workgroup update – Sue Hays
 - i. To bring closure to this discussion item that has appeared on several Board agendas, this was considered in the Strategic Affairs Committee on August 1. The motion to change American to Animal failed on a show of hands. In light of the failure of the first motion, there was no motion considered on changing Feed to Food. The motion to disband the workgroup passed.
 - c. FDA Briefing topics for 2018 – Sue Hays/Dave Edwards
 - i. Travel Sunday, October 21 through Friday, October 26
 - ii. Topics proposed for Monday and Tuesday FDA Briefing – Dave Edwards
 1. Pathogens in pet food

2. Training – ORA
 3. Funding – ORA
 4. Feed Standards – Tim Weigner (Updated on 9-18 that Wendy Campbell will be acting as DPIA Director and will be discussing funding programs specific to PC inspections with AAFCO. Wendy is in NC and will need to connect via phone.)
 5. Building Facility Inventory List
 - a. What will define the inventory for FSMA inspections?
 - b. Difference between high risk and not high risk?
 - c. Dave Edwards work with Compliance regarding topics
 6. VFDs
 7. **ACTION:** Commission Credential Webinar or Presentation potentially at Midyear during EIC. Abe Brown work with Jennifer and Scott on getting topic on EIC agenda.
- d. AAFCO representation at 2019 International Feed Regulators Meeting, Shangri-La Hotel, Bangkok, Thailand, March 11 – 13, 2019 – Stan Cook
- i. Stan said AAFCO has 2 people registered to attend. He recommended we have 2 people attend, including our incoming president. Due to the cost, he asked for Board input and action. Richard Ten Eyck is registered as our ongoing representative.
 - ii. AAFCO representatives selection
 1. Richard Ten Eyck and Bob Geiger
 2. **Ali MOTION to send Richard Ten Eyck and Bob Geiger to attend IFRM in Bangkok. Ken Bowers Seconds. MOTION CARRIES**

4. New Business

- a. 2019 Official Publication
 - i. Price recommendation from Finance Committee – Sue Hays (See page 7 of these minutes)
 1. Members/Regulatory
 - a. \$70 for print or online (includes ODI)
 - i. Spiral bound and perfect bound
 - b. \$130 for combo
 2. Industry
 - a. \$120 for print
 - i. Spiral bound and perfect bound
 - b. \$150 for online (includes ODI)
 - c. \$250 for combo (includes ODI)
 3. **Bob Geiger MOTION to accept Finance Committee recommendation. Dave Phillips Seconds. MOTION CARRIES**
 - ii. Consideration of prorating online OP purchases prior to release of next OP – Jennifer Roland
 1. Not prorating online OP purchases is required. The system updates in October. The current year's OP (2018) will be moved into the library when we choose to launch the 2019 OP.
 2. Subscribers receive 365 days of access to the Online OP, and then the access shuts down automatically. The switch from one year (2018) to another year (2019) OP already moves the subscription smoothly and without interruption of service.
 3. **ACTION:** Jennifer and Sue work with Richard and Oca on access to ODI with current OP
- b. AAFCO representation at IPPE 2019, Atlanta GA, February 12 – 14 – Stan Cook
 - i. Attendees
 1. Sue Hays
 2. Austin Therrell

3. Directors commented that AAFCO wants a conference room at the IPPE location in order to offer small group presentations.
4. **ACTION:** Finalize attendee list by November board meeting.
- ii. Invitation received on 9-6-18 from AFIA Pet Food Conference
 1. Title of talk “AAFCO Updates on Pet Food”
 2. This is a different group than we typically have at AAFCO meetings.
- iii. Display Spotlight On video spot during IPPE
- c. Education and Training – George/Amanda
 - i. “Model Training Manual” for Animal Feed Inspectors
 1. Document distributed to the board via the Feed BIN
 2. Developed Model Training Manual to meet AFRPS standards
 3. Plan to review document and make edits in one year
 4. Document will be published in Word for states to use and edit the document based on their state’s requirements
 5. **Action on this item was tabled at the August meeting.**
 6. **George MOTION to take motion from table. Bob Church Seconds. MOTION CARRIES**
 7. **George MOTION to accept Education and Training Committee’s recommendation that the “Model Training Manual” for Animal Feed Inspectors, (Version: Final Draft, July 30, 2018) be accepted as the official AAFCO “Model Training Manual” to be utilized by Animal Feed Inspection Programs for development of their Training Plan as well as On The Job Training (OJT). Seconded. MOTION CARRIES.**
 - ii. Mid-year Workshop
 1. George Ferguson reported that the Board had received the document on this proposed training, and everything meets the Board’s requirements.
 2. **Erin Bubb moved to approve the proposed training for Saturday, January 19. George Ferguson seconded the motion.** After further discussion, Erin withdrew her motion and George withdrew his second. The Board will meet on Saturday, January 19, in order to provide a schedule for the members with minimal open time.
 3. **Erin Bubb MOTION to approve training workshop at Midyear for Sunday, January 20. Ali Kashani Seconds. MOTION CARRIES**
- d. Inspection & Sampling – Miriam Johnson
 - i. CLEAR proposal contract for development of AITS customized content – Miriam Johnson
 1. Miriam reported the Inspection & Sampling Committee reviewed the proposed contract from CLEAR for the AITS customized content and voted to pass the contract to the Board. Inspection & Sampling recommends acceptance of the contract.
 2. During discussion, Directors expressed concerns with CLEAR’s ownership of the AAFCO customized content. Sue will contact CLEAR about how much it would cost for AAFCO to own the content.
 3. Discuss at October board meeting
 - ii. Move charge for AITS & BITS materials availability from E&T to I&S – Sue Hays
 1. **Bob Geiger MOTION to move charge from ETC to I&S. Erin Bubb Seconds. MOTION CARRIES**
- e. Liz Higgins Retirement – Kristen Green
 - i. Liz will continue her Newsletter participation now that she is retired. Directors expressed no objections to this.
 - ii. Liz will monitor new IDC investigator emails system. The intent is for people to receive responses to questions in a timelier manner.

- 1. **ACTION:** Sue will work with Liz on developing a job aid on how to handle management of Investigator email.
- iii. Life Membership and BIN access
 - 1. **Kristen Green MOTION to approve Life Membership for Liz Higgins. Ali Kashani Seconds. MOTION CARRIES**
- f. Pet Food Committee Update – Kristen Green
 - i. Jason Schmidt will take over leadership of Pet Food Committee after Midyear meeting.
- 5. Liaison Reports
 - a. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
 - i. Framework roll-out process has been developed and AAFCO is waiting for the go-ahead from NASDA before releasing the Framework document to the State Managers and AFRPS Coordinators.
 - ii. The Framework message from NASDA will include the Framework document and a survey from NASDA to assess where the states need additional support in order to be ready for PCAF inspections.
 - iii. Email announcement is estimated to be sent on Thursday, September 13th. (Updated 9-19-18: Email announcement from NASDA has not yet occurred. AAFCO's message will be released when NASDA alerts us to send the message.)
 - b. COSDA – Hollis Glenn, Dave Edwards
 - i. Hollis gave an update on our all on September 6 where we discussed ways we can leverage our combined messages.
 - ii. Question: How can we come up with a tiered strategy so agencies can come in behind FDA with similar messages?
 - iii. One answer is to leverage COSDA in this effort, and COSDA is willing to help.
- 6. Action Item Table
 - a. **TABLED UNTIL OCTOBER**

Dave Phillips MOTION to adjourn. Bob Church Seconds. MOTION CARRIES

Stan Cook adjourned meeting at 3:21pm.

10-25-2018 - Bob Geiger MOTION to approve September 12 minutes as displayed. George 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			

4.a. Recommended 2019 Pricing on OP

- From Finance Committee meeting in Ft. Lauderdale
- Members/Regulatory
 - \$70 for print or online (includes ODI)
 - \$130 for combo
- Industry
 - \$120 for print
 - \$150 for online (includes ODI)
 - \$250 for combo (includes ODI)