



AAFCO Board of Directors Minutes
Thursday, October 25, 2018
10:38 am – 5:53 pm EDT

BOD Present: George Ferguson, Stan Cook, Ken Bowers, Bob Church, Dave Philips, Kristen Green (10:30 to 4:55), Erin Bubb, Bob Geiger, Ali Kashani

Absent:

Others Present: Austin Therrell, Hollis Glenn, Dave Edwards, Tim Weigner, Linda Morrison, VIA Webex: Ron Winter, Wendy Campbell, Richard Ten Eyck, Dave Dressler, Sharon Webb, Isaiah Isakson, Nancy Thiex

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

Board Meeting was called to Order by Stan Cook at 10:38 AM EDT.

10:38am Kristen MOTION to enter into an Executive Session for the purpose of discussing confidential, non-personnel, non-contract items. Bob Geiger Seconds. MOTION CARRIES. The following people exited the meeting room for the duration of the Executive Session: Tim Weigner, Dave Edwards, Linda Morrison, Sue Hays, Jennifer Roland, Austin Therrell, Hollis Glenn.

11:27am Bob Geiger MOTION to enter back into Open Session. Dave Phillips Seconds. MOTION CARRIES. All the individuals who exited the room prior to the Executive Session returned to the meeting room. No further action was taken.

1. Approval of Past Meeting Minutes
 - a. September 12
 - i. **Bob Geiger MOTION to approve September 12 minutes as displayed. George Seconds. MOTION CARRIES**
2. Speaking Engagement/Meeting Reports
 - a. NGFA-PFI Feed and Pet Food Joint Conference – Stan Cook (10 minutes)
 - i. Stan reported this was an interesting meeting. The format for his discussion was a Fire Side Chat. During his discussion, he explained the work of the Independent GRAS Conclusions Work Group, Pet Food Label Modernization and what's being done in that Word Group, and the ODI tool and feedback after the Annual Meeting.
 - ii. Stan said the cost of the OP was a concern expressed by the discussion moderator.
 - b. Algae Biomass Summit - Richard
 - i. Richard Ten Eyck attended this as the AAFCO Liaison. The group is interested in getting ingredients to market, and they are grasping the concept of ingredients. There were many ingredient manufacturers present.
 - ii. There are multiple feed products developed that need to go through the AAFCO Ingredient Definition process.
 - iii. Richard's written report submitted to board Appendix 1
3. Old Business
 - a. ADUFA information – John Steward, AFIA, via conference line at 1:30 (15 minutes)

- a. **Not available for report**
- b. CLEAR Proposal for AITS course development – Miriam Johnson via conference line at 1:45 (15 minutes)
 - a. Miriam explained the Inspection & Sampling Committee's (I&S) position on the AITS Standardized Curriculum. In 2018, participants and I&S wished it would be more customized for feed and that we would find an instructor more geared to feed (the 2017 instructor was familiar with pesticides).
 - b. I&S recommends AAFCO move forward with the development of AITS modules customized for feed through CLEAR. Miriam supports the customized modules Report writing is especially important with 507 and cGMP's. FDA volunteered to provide an SME for the reports section.
 - c. **Erin Bubb MOTION to proceed with the \$5000 customization of the CLEAR training for AITS. Ken Seconds. MOTION CARRIES**
- c. Review of FDA Briefings – Stan Cook (Action items only)
 - a. There were a lot of very good discussions. We may talk more about lab part next year – it is very important.
 - b. Liked Hot Topics discussion.
 - c. **ACTION:** GRAS workshop at Annual 2020 in Baltimore
 - d. **ACTION:** Formal complaint letter to OTED regarding lack of training. Availability of courses and contract language needs to be correct on the website.
 - e. **ACTION:** Review FDA MOU expires in October of 2019
 - f. **ACTION:** Resolution of Contract/SOW concerns
 - g. **ACTION:** Pathogens in Pet Food messaging
 - h. **ACTION:** State Sample data for pathogen testing
 - i. **ACTION:** George put together brief article for Newsletter on FDA Briefing overview
 - j. Seminar ideas: Sampling custody, work planning, and Aseptic Sampling
 - k. George Ferguson suggested AAFCO put together a letter to go to AAFCO members in the next 30 days reviewing the CVM discussions. It was suggested to use the Newsletter.
- d. 2019 Official Publication – Jennifer Roland (5 minutes)
 - a. Preorders opened on October 17th
 - b. Online version available now; taking edits until November 1st
 - c. 2019 OP available in 2018 OP library until November 2
 - d. Jennifer said she is getting lots of questions on ODI, and she is responding to these questions.
- e. ODI Update– Dave Phillips (15 minutes)
 - a. Currently in PreBeta testing
 - i. PreBeta testers reviewing functionality and results
 - ii. Week of October 29th moving into Beta Testing finish up by November 15th including section editors of OP
 - iii. First week of December move into unlimited Beta for anyone that has purchased 2019 Online OP
 - iv. Full release tentatively considered for a window that begins the week of December 15th until the Midyear meeting.
 - 1. Need to write up purpose statement for ODI
 - 2. Terms of use
 - b. Board members asked for a tour of the ODI the week of October 29 to view what 's been done so far.
 - c. We need more beta testers for the next group of reviewers. Industry will be included in the final beta group that will run before launch, probably in early December.
- f. IDC Email Question Tracking/Monitoring – Sue Hays (10 minutes)
 - a. Under the Regulatory tab of AAFCO website and below the list of Ingredient Investigators, a form has been added for inquiries related to definitions and ingredient questions from the public.

- b. Liz Higgins and Sue monitoring email. Questions for AAFCO-related services are answered with the contact information for the investigator, and it is up to the person to contact the investigator. CVM will respond to questions it receives via email, and our process is to refer people to CVM for those issues.
 - c. A job aide will be developed along with templates for responses, so the service can be maintained going forward.
 - g. IPPE 2019 Representation – Stan Cook (10 minutes)
 - a. 2018 participation overview? Did we advertise? What did we promote? Did we sell any OP's or label guides?
 - i. 2019 AAFCO Participants: Sue Hays, Austin Therrell, Richard Ten Eyck, Bob Geiger
 - ii. Jennifer reported that 6 rooms are being held and the booth space is reserved.
 - iii. There is usually a lot of international traffic. We don't sell a lot of OP's – perhaps 10 are sold. This is not the same audience as IFRM.
 - iv. Participation in this show is valuable to AAFCO because we can talk to the ingredient booths. These companies may need to be enlightened about the approved use of ingredients.
 - v. In addition, AAFCO participants may be pulled to other meetings during this show to educate people on AAFCO topics.
 - vi. Bob Geiger will have more names for the IPPE representatives at the November meeting.
 - vii. **ACTION:** Bob Geiger put out an email to see if anyone is interested in attending. Will report back at November 14th Board meeting
 - h. Spotlight on Video Distribution – Kristen Green (10 minutes)
 - a. Spotlight On NPTV Video segment to start airing in November on local public broadcast stations. AAFCO will not know when or where the video airs.
 - b. **ACTION:** Send out notice to members when released on public access
 - c. **Additional video footage of 2-1/2 minutes** of interviews has been pulled out of all the video recorded. This will be our finished product for member recruitment. And will not be blended in with the NPTV segment. Kristen will upload this to the BIN.
 - d. **This project is concluded.**
 - i. PFLM Consumer Market Research - Sue Hays, Kristen Green (5 minutes)
 - a. **Tabled to November 14th board meeting**
4. New Business
- a. Approval of Annual Committee Reports (Reports can be found on Midyear 2019 page <https://www.aafco.org/Meetings/Midyear/2019>) – Jennifer Roland (30 minutes)
 - i. Approve Reports: Current Issues & Outreach, Education & Training, Feed Labeling, Feed and Feed Ingredient Manufacturing, Ingredient Definitions, Inspection & Sampling, Laboratory Methods and Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs.
 - 1. **Bob Geiger MOTION to approve committee reports. Erin Bubb Second. MOTION CARRIES**
 - ii. Approve October 5, 2018 IDC eMeeting report
 - 1. **Kristen MOTION to approve committee report. Bob Geiger Seconds. MOTION CARRIES**
 - iii. Education and Training Request: We request the board authorize funding for the digital chalk learning management system for an estimated \$8,000 annually, with a potential revenue recovery of 50%, contingent upon a successful submission of an RFP.
 - 1. **George MOTION to approve the ETC request for \$8,000 to establish the Learning Management System through Digital Chalk. Dave Phillips Seconds MOTION CARRIES.**
 - iv. Ingredient Definitions Committee Recommendations

1. Publish the following tentative definitions as Official and remove the existing Official definition if any.
 - a. T6.12 Taurine
 - i. **Bob Geiger MOTION to accept IDC recommendation. Kristen Green Seconds. MOTION CARRIES**
 - b. T60.117(B) Dried Black Soldier Fly Larvae 10/5/18
 - i. **Erin Bubb MOTION to accept IDC recommendation. Dave Phillips Seconds. MOTION CARRIES**
 - c. T71.35 Brassica carinata Meal, Solvent Extracted**
 - i. **Bob Church MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - d. T73.051 Iron Tartrates.
 - i. **Bob Church MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - e. T73.400 Iron Nickel Tracer
 - i. **Bob Church MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - f. T87.35 Glucose Syrup
 - i. **Bob Church MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - g. T96.14 Scheffersomyces stipitis Dried Yeast
 - i. **Bob Church MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
2. Publish in the OP new Official Definitions for:
 - a. New Feed Term “Common or Usual”
 - i. **George Ferguson MOTION to accept IDC recommendation. Kristen Green Seconds. MOTION CARRIES 5 aye. 3 nay.**
 - ii. Directors discussed the activities on this feed term. For FDA, anything in the OP is common or usual, and this is what guidance says. This term appears several places in the OP, and the meaning of this term in these appearances is not the same each time the term appears.
 - iii. The term Common and Usual will cycle out of the OP in a year, and the term will become “common or usual.”
 - b. 33.27 Marine Microalgae
 - i. **Erin Bubb MOTION to accept IDC recommendation. George Ferguson Seconds. MOTION CARRIES**
 - c. Update Table 36.14 with both the new and the old microorganism names, and the compliance date of January 2022. OK to use either name in the interim.
 - i. Lactobacillus bulgaricus, renamed to Lactobacillus delbrueckii**
 - ii. Lactobacillus cellobiosus, renamed to Lactobacillus fermentum**
 - iii. Lactobacillus lactis, renamed to Lactobacillus delbrueckii**
 - iv. Propionibacterium shermanii, renamed to Propionibacterium freudenreichii**
 - v. **George Ferguson MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
3. Delete Definition 33.19 Hydrogenated Glycerides as an energy source. See page 383 of the 2018 online OP revision 1.
 - a. **Erin Bubb MOTION to accept IDC recommendation. Ali Kashani Seconds. MOTION CARRIES**

- b. The new definition is not the same intended use. The new definition could go official in July 2019. Until then, a provisional definition was discussed in IDC on their October 15 meeting.
 4. Publish in the OP new Tentative Definitions for:
 - a. T57.167 Manganese Hydroxychloride
 - i. **Bob Geiger MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 - b. T73.311(A) Hydrogenated Glycerides
 - i. **George MOTION to accept IDC recommendation. Erin Bubb Seconds. MOTION CARRIES**
 1. Directors questioned if we need 73.311(A) because 73.311 is already in the book. Richard Ten Eyck explained this is an additional definition. This will go to the OP as Tentative, and we will delete what's in the OP and replace with this.
 2. **Bob Church MOTION to table. Bob Geiger Seconds. MOTION FAILS**
 - c. T73.401 Colored Graphite Tracer
 - i. **Dave Phillips MOTION to accept IDC recommendation. Bob Church Seconds. MOTION CARRIES**
 5. Publish in the OP new Official Definitions for:
 - a. 90.9 25-hydroxyvitamin D3
 - i. **Erin Bubb MOTION to table IDC recommendation to November 14th meeting. Ali Seconds. MOTION CARRIES**
 6. Edit tables with results to be reflected as official
 - a. Table 101.1 AGRN 24 L-Methionine 90%
 - b. **Bob Church MOTION to accept IDC recommendation. George Ferguson Seconds. MOTION CARRIES**
 - v. Model Bills and Regulations Recommendations
 1. The Model Bills and Regulations Committee recommends the following language be added to the Model Regulations for Pet Food and Specialty Pet Food Under the Model Bill as PF2(a)(8) and current PF2(a)(8) be changed to PF2(a)(9), and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership.

PF2(a)(8): A statement of calorie content if required under PF9; and ...
 2. **Bob Geiger MOTION to accept MBRC recommendation. Bob Church Seconds. MOTION CARRIES**
- b. Approval of Midyear Agenda – Sue/Jennifer
- i. ODI/BIN/OP Workshop:
 1. AAFCO received a request from a member to not charge a registration fee for the ODI/BIN/OP workshop. After discussion the Board lowered the per person registration fee from the proposed amounts in order to cover estimated expenses. The Board understands that the registration limit may be determined by the WiFi availability in the meeting room.
 2. **Dave Phillips MOTION to set workshop registration at \$100 for members and \$200 for nonmembers. Bob Church Seconds. MOTION CARRIES**
 - ii. Timing for the Board on Saturday, January 19 will be:
 1. Strategic Planning session with the Board from 8 am to 11 am. In this session, the Board will review 2 goals.
 2. Committee Chairs will join the Board for a pre-Member Meeting review of the agenda from 11 am to 12 pm.
 3. Board meeting will run from 1 pm to 5 pm.

- iii. Richard Ten Eyck requested additional time on the Mid-Year Meeting schedule for IDC to discuss the SUIP Work Group's report. IDC was given 1 hour on Wednesday morning, January 23, for a second IDC session.
- iv. **Dave Phillips MOTION to approve Midyear Agenda. Erin Bubb Seconds. MOTION CARRIES**
- c. Technology Committee – Bob Geiger
 - i. AAFCO now maintains a number of member services that rely on technology. We need a group of people to assist with keeping the end results of the technology current with the needs of AAFCO stakeholders and the technology available.
 - ii. Directors commented that the charge for this committee needs to be clear. Bob Geiger will prepare the charge for this committee as President-Elect and circulate it prior to the November Board meeting. Bob further volunteered to find people to serve on this new committee.
 - iii. **ACTION:** Bob Geiger to put together charge of committee before November 14th board meeting.
 - iv. George Ferguson added an update on the Learning Management System (LMS).
 - 1. Education & Training will complete the project through set up of the AAFCO area on Digital Chalk, then roll it out to the states. He suggests we push this at Mid-Year. The final pricing for access to the LMS is up to either the Executive Committee or the Finance Committee. Each state manages its own data.
- d. Committee Advisor Procedures Review – Kristen Green
 - i. Board reviewed its procedures for accepting advisers to committees or work groups.
 - ii. Parameters for the qualifications of an adviser to serve AAFCO include the benefit the proposed adviser or adviser group brings to AAFCO. Lists of advisers must go through the AAFCO President for appointment.
 - iii. AAFCO asks for advisers when AAFCO needs advisers. In the absence of a specific need for a project or situation, organizations or individuals seeking appointment as an adviser are declined.
 - iv. From 12 noon until 12:42, Directors recessed for lunch.
- e. PFC request for consumer market research for the Pet Food Label Modernization Act – Sue Hays, Kristen Green (10 minutes)
 - i. **Tabled to November 14th board meeting**
- f. Pet Food Forum involvement update – Sue Hays (10 minutes)
 - i. Have Booth 1715 reserved and paid for
 - 1. CIOC coordinates the booth staffing and the offerings at the booth.
 - 2. Working the booth
 - a. Sue Hays, Katie Simpson from Indiana,
 - b. Potential: Liz Higgins, 1 from Missouri, 1 from Kansas
 - ii. Submitted 2 abstracts via the Pet Food Forum website. We don't know yet if either of our abstracts will be accepted for a speaking session at the Forum.
 - iii. Pet Food Labeling Workshop after the end of the Forum on Thursday
 - 1. Restructure workshop to include more information about AAFCO; no round tables; limited Q&A. We will include the Pet Food Labeling Guide in the value package to attendees.
 - 2. This will be an Education & Training activity. Kristen will let Amanda Anderson know this is coming up in 2019.
 - iv. Watt Publishing requesting MOU regarding Forum every year
- g. AAFCO YouTube Video Proposal – Sue Hays (10 minutes)
 - i. **Tabled to November 14th board meeting**
- h. IDC Common and Usual Definition – Dave Phillips (30 minutes)
 - i. Discussed during Committee Reports approval

- i. AAFCO Representation at Feed Additives Americas 2018, Dec. 12 & 13, Hilton Miami Downtown – Bob Geiger and Stan Cook
 - i. **Tabled to November 14th board meeting**
 - j. AAFCO Awards Policy – Bob Geiger (30 minutes)
 - i. **Tabled to November 14th board meeting**
 - k. Non-profit charitable foundation or endowment – Bob Geiger (30 minutes)
 - i. **Tabled to November 14th board meeting**
 - l. 2021 Annual City Comparison Chart – Jennifer
 - i. **Tabled to November 14th board meeting**
 - m. Review of September 28, 2018 Financial Statements – Ali
 - i. **Ken Bowers MOTION to accept September 28, 2018 Financial report. George Ferguson Seconds. MOTION CARRIES**
 - n. 2019 Membership Renewals – Jennifer
 - i. **Tabled to November 14th board meeting**
5. Liaison Reports
- a. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison – Janell (30 minutes – 3:30 pm)
 - i. NASDA representatives joining the meeting for this discussion included Bob Erhart, Janell Hendren, and Felicity Mejeris.
 - ii. Reviewed implementation framework project. The intent of the grant from FDA to NASDA is to develop tools to help state programs get to the same level of inspections.
 - iii. Reviewed 18-question survey that was sent to NASDA members and AAFCO State Managers and AFRPS Coordinators. The responses to the survey will give NASDA the direction it needs to develop further programs under the grant, so the framework can be consistently applied in each state. Regulator training appears to be the biggest need.
 - iv. NASDA, AAFCO and FDA can work together to leverage the next steps, which could include educating industry. NASDA proposes using AAFCO's Education & Training Committee to set up listening sessions between states and industry. NASDA proposes 1 session per NASDA region, and they are looking for volunteers to host a session soon. NASDA is targeting small to very small businesses. The feedback that NASDA is hoping to receive from these sessions is what industry needs to comply.
 - b. COSDA – Hollis Glenn, Dave Edwards (30 minutes)
 - i. Discussed during FDA Briefing
6. Board Vision/Mission Session Review – Linda Morrison, Sue Hays (15 minutes)
- a. **Bob Geiger MOTION to approve Vision and Mission Statement. Erin Bubb Seconds. MOTION CARRIES**
 - i. Vision: To be the trusted leader, building collaboration and regulatory uniformity, to safeguard animal feed.
 - ii. Mission: AAFCO provides science-based resources as the cornerstone to continuously advance animal feed regulatory programs.
 - b. **ACTION:** Include in Midyear Business Meeting.
7. Executive Session for the purpose of discussing confidential, non-personnel, non-contract items
8. Action Item Table
- a. **Not reviewed**

Bob Geiger MOTION to adjourn at 5:53pm. Bob Church Seconds. MOTION CARRIES

November 14, 2018 - Bob Geiger MOTION to accept October 25 minutes as displayed. 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 9/27/18- Dave Edwards has the monograph file to edit.	
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 9/11/18 EIC WG met about this - FLC no longer involved in this.	9-25-18
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	9-25-18

				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 9/27/18 Booth 1715 reserved for AAFCO next year. Booth fee paid in full.	
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 9/27/18 New Co-chairs are in place	9-12-18 These positions are filled
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. 9/20/18 Framework released by NASDA. Sue emailed to AAFCO AFRPS Coordinators and State Representatives.	9-20-18 Framework document emailed to AAFCO lists
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	9-11-18 EIC WG met on this

				potential companies 10/1/18 per George Ferguson WG has submitted recommendation to EIC Chair.	
4/23/18	Develop charge for Sponsorship/Exhibitor workgroup	Jennifer, George, Sue, Ali		In Progress 9-26-18 Charge not developed yet per Sue's file	
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		10/3/18 Per Jennifer: Complete redo of websites is needed. Liz Beckman's group will start planning calls this week.	
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 9-27-18 This charge moved to I&S on 9-12-18 because AITS & BITS are in I&S	9-12-18 Moved this to I&S
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 2. Kristen Green has material for Pet Food responses	Sue		7/11/18 - In progress	
7/11/18	Discuss Petfood Forum 2019 at face to face board meeting at Annual Meeting	Board		Completed	8-1-18
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	Sue		Completed	8-8-18

	of the resolution. Sue will also contact Ohio Department of Agriculture contacts.				
7/29/18	Look into retention policy regarding adding a recording policy			9/27/18 In Progress	
7/29/18	I&S, EIC, FFIMC and PTP put together a workgroup to address AV's			10/1/18 Charge for the WG requested from Stan by Sue	
8/1/18 CC/BD	Proficiency Testing Program Committee will write a White Paper on the changes for AVs	PTP		9-26-18 per Brenda Snodgrass, she will work with Nancy Thiex on this AV paper. Status is pending. Brenda will let Sue know when they begin. Brenda plans to submit to BOD in January 2019.	
8/1/18 CC/BD	Have an AAFCO member attend COSDA meeting in September 30th in Washington State, potentially Ali Kashani			9-30-18 Ali not attending. CO and WA will have COSDA members attending and will bring information to AAFCO	10-25-18
8/1/18 CC/BD	Include Robert Sheridan and Teresa Grant from LMSC on next conference call for FFIMC FSMA Implementation WG	Austin		9-27-18 Sue emailed Austin email addresses for Teresa and Robert.	10-25-18
9/12/18	Commission Credential Webinar or Presentation potentially at Midyear during EIC. Abe Brown work with Jennifer and Scott on getting topic on EIC agenda.	Jennifer/Abe/ EIC			
9/12/18	Jennifer and Sue work with Richard and Oca on access to ODI with current OP	Jennifer/Sue			

9/12/18	Finalize IPPE attendee list by November board meeting				
9/12/18	Sue will work with Liz on developing a job aid on how to handle management of Investigator email.	Sue			

Appendix 1

Report to AAFCO Board on Algae Biomass Summit, Houston, TX 10/14-17 2018

Agenda: <https://www.algaebiomasssummit.org/>

The summit is primarily an educational meeting for the algae industry. They ran several concurrent sessions on various topics as well as daily plenary sessions on topics of general interest (carbon economy, new innovations etc.). They had 400-500 attendees from industry, academia and government.

I was invited to speak during one of the concurrent sessions in the food and feed track. There was a slant from the moderator to discuss how to scale the industry globally. We had about 40 attendees in our session, 25 of which represented firms making animal food ingredients. I presented on the AAFCO definition process and ways industry could speed it up. Adam Orr from FDA was also there and between the two of us we took a lot of questions during the breaks and poster sessions. I would say almost all the firms were producing undefined ingredients or at least not using them for the intended purpose.

I also attended the strategic planning sessions for Algae Biomass Organization's Feed and Food initiative. Their survey to set priorities is on page 2. Their number one priority is Regulatory and the number one project is to develop a guide for companies starting the regulatory approval process.

The initiative is likely to meet again in the next few months by phone or in person. We should be there to keep them moving towards compliance.

The next industry wide summit is in Orlando, FL September 14-16, 2019. We should put it on our AAFCO calendar and attend. They do a good job reaching both industry and academia that we don't see in AAFCO meetings.

Thanks for funding the cost to attend the summit.

Please let me know if you have any specific questions.

Richard Ten Eyck
Chair Ingredient Definitions Committee, AAFCO