



AAFCO Minutes
Wednesday, November 14, 2018
11:01 am to 1:15 pm

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

Absent: None

Others Present: Kristi McCallum, Sharon Webb, David Edwards, Kent Kitade, Scott Ziehr, Richard Ten Eyck, Dave Dressler, Tim Weigner, Linda Morrison, Hollis Glenn, Charlotte Conway

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

Board Meeting was called to Order by Stan Cook at 11:01am CDT.

1. Approval of Past Meeting Minutes
 - a. October 25
 - b. **Bob Geiger MOTION to accept October 25 minutes as displayed. Ali Kashani Seconds. MOTION CARRIES.**
2. EVotes conducted between October 25 and November 14, 2018
 - a. November 2, 2018 – **Bob Geiger MOTION AAFCO support travel and expenses for Bob Geiger to be a moderator and Sue Hays to attend the FeedInfo News meeting in Miami FL in December 2018. Dave Phillips Seconds. MOTION CARRIES**
 - b. November 7, 2018 – **Erin MOTION to endorse Nancy's funding request to FDA to support further state training in GOOD sample principles. This includes using AAFCO letterhead for the written request. Ken Seconds. MOTION FAILS 2 aye and 3 nay with 4 abstained**
3. Review of October 31, 2018 Financial Statements – Ali Kashani
 - a. October 31st financials not available at this time
4. Important Business
 - a. ADUFA information – John Stewart, AFIA, via conference line at noon EST
 - I. Provided update on ADUFA renewal and acceptance
 - II. John thanked AAFCO for submitting a letter on this piece of legislation
 - III. Implementation for updates 12-18 months
 - IV. John will keep us in the loop on rule making when it begins
 - b. Non-profit charitable foundation or endowment – Bob Geiger
 - I. Sue presented information on setting up a foundation
 - II. **ACTION:** Board members send Bob Geiger thoughts on AAFCO starting a foundation by December 1.
 - c. Technology Committee – Bob Geiger
 - I. Reviewed November 7 committee charge from Bob
 - II. The board cautioned that this new committee is not the work horse; it would advise other committees on their needs with Technology. Content needs to still come from individual committees.
 - III. **George MOTION form a new committee Information Technology Committee. Committees working charge be developed from Bob Geiger's draft. The final charge be**

approved by the board of directors once committee is formed. Dave Phillips Seconds. MOTION CARRIES

- IV. ACTION:** Bob Geiger put request in Newsletter for committee members. Dave Phillips to help.
- d. Action items from Review of FDA Briefings
- I. Formal complaint letter to OTED regarding lack of training. Availability of courses and contract language needs to be correct on the website.
 - i. Sue will draft a letter and Executive Committee will review the draft prior to sending.
 - II. Review FDA MOU expires in October of 2019
 - i. Full Board review
 - ii. FDA interested in extending MOU as is for 5 years
 - III. Resolution of Contract/SOW concerns
 - i. Removed from discussion; this is an area that states work on, not AAFCO.
 - IV. State Sample data for pathogen testing
 - i. Hollis, Stan, and Sue will discuss the questions for the data query.
 - V. Brief article for Newsletter on FDA Briefing overview
 - i. Stan will write this article for the Newsletter.
 - VI. Seminar ideas: Sampling custody, work planning, and aseptic sampling
 - i. Erin will take ideas to the Seminar Committee
 - VII. Letter to go to AAFCO members in the next 30 days to review CVM discussions – Regulatory members only.
 - i. This will be covered in Newsletter Article regarding the Briefing
- e. AAFCO Representation at Feed Additives Americas 2018, Dec. 12 & 13, Hilton Miami Downtown – Bob Geiger and Stan Cook
- I. Motion passed on November 2, 2018
- f. IDC Common or Usual Feed Term – Dave Phillips, Dave Edwards, Charlotte Conway
- I. There is confusion of the term in the OP. Modeled after a federal rule CPG 665.100 from 1980, and many regulators are not aware of this.
 - II. Richard Ten Eyck gave the background on the incorrect use of the feed term in OP Chapter 6.
 - III. Model Bill & Regulations has always used “or.”
 - IV. 21CFR502 is the source for the feed term per Charlotte Conway. We want to build a bridge between a Food Additive Petition (FAP) and ingredient definition recognition.
 - V. Following discussion, there was no action taken. Questions are referred to Charlotte. Richard Ten Eyck pointed out there continues to be confusion between “common use” and “common or usual.” Richard and Charlotte will discuss this before Mid-Year Meeting.
5. Updates and reports
- a. ODI Update– Dave Phillips
 - i. Testing moving forward with additional beta testers joining the team.
 - b. IPPE 2019 Representation – Bob Geiger
 - i. Sue Hays, Richard Ten Eyck, Austin Therrell, Alan Harrison, Doug Lueders, Bob Geiger
 - c. Pet Food Forum involvement update – Sue Hays
 - i. Working on Draft of MOU with Watt Publishing for the 2019 show.
 - ii. Watt is requesting 5 discounted registrations for 2019 AAFCO meetings. Consensus of the Board was they are comfortable with the request from Watt for 5 discounted registrations to 2019 AAFCO meetings.
 - d. AAFCO [YouTube Video](#) Proposal – Sue Hays – Please follow the link to the left preview the concept
 - i. Need more discussion time to review and outline
 - ii. **ACTION:** Kristen send out questions for the board to review before considering proposal. Consider at December meeting
 - iii. Needs to tie back to Strategic Plan
 - iv. Consider Develop of a video by current issues and outreach as part of communication plan.

- e. AAFCO Awards Policy – Bob Geiger
 - i. **Tabled to December meeting**
- f. 2021 Annual City Comparison Chart – Jennifer
 - i. Discuss via email and vote via email
- g. 2019 Membership Renewals – Jennifer
 - i. Discussed via email
- 6. Liaison Reports
 - a. **Tabled to December Meeting**
 - b. AFDO – Ali Kashani
 - c. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
 - i. Put at top of December agenda
 - d. COSDA – Hollis Glenn, Dave Edwards
- 7. Action Item Table
 - a. **Not reviewed**

The meeting adjourned at 1:15 CDTpm.

December 17, 2018 - Bob Geiger MOTION to accept November 14, 2018 board minutes. Erin Bubb 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		Completed	
9/12/18	Finalize IPPE attendee list by November board meeting			Completed : Sue Hayes, Richard Ten Eyck, Austin Therrell, Alan	November 14, 2018

				Harrison, Doug Leuders, Bob Geiger	
9/12/18	Sue will work with Liz on developing a job aid on how to handle management of Investigator email.	Sue			
10/25/18	GRAS workshop at Annual 2020 in Baltimore	Jennifer			
10/25/18	Formal complaint letter to OTED regarding lack of training. Availability of courses and contract language needs to be correct on the website	Sue/Exec. Committee			
10/25/18	Review FDA MOU expires in October of 2019	Board			
10/25/18	Resolution of Contract/SOW concerns			Completed: Removed from Board Action item table	November 14, 2018
10/25/18	State Sample data for pathogen testing	Hollis, Stan, and Sue			
10/25/18	George put together brief article for Newsletter on FDA Briefing overview	Stan		Completed	November 16, 2018
10/25/18	Bob Geiger put out an email to see if anyone is interested in attending IPPE. Will report back at November 14th Board meeting			Completed	November 14, 2018
10/25/18	Send out notice to members when Spotlight On released on public broadcasting				
10/25/18	Bob Geiger to put together charge of Technology committee before November 14th board meeting.	Bob G.			
10/25/18	Include in Midyear Business Meeting Vision and Mission Statement	Jennifer			