

## Strategic Affairs Committee Report/Minutes

August 1, 2018  
10:15 am – 12:00 pm  
Fort Lauderdale, Florida

### COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommend *editorial* revision, inserting a sentence in the OP page 20, Committee Advisors Section. (This sentence also appears in the OP page 92, Committee Operating Procedures). SAC advises that membership vote is not needed. Addition is in red:**

#### Committee Advisors

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations. **Any advisor who behaves in a manner disruptive to committee business may be subject to removal as an advisor to the committee by the AAFCO President.** The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):

### BOARD RECOMMENDATIONS:

- **Report accepted – *add date***

### ASSOCIATION ACTIONS:

- **Report accepted – *add date***

#### Full Committee Members:

Linda Morrison	Ali Kashani (Board Liaison)		Nancy Thix
Andy Gray	Erin Bubb	Jamey Johnson	Doug Lueders
Shannon Jordre	Ken Bowers	Chad Linton (BIN Coach)	Mark LeBlanc
Dragan Momcilovic	Jenny Murphy	Aaron Price**	Kent Kitade
Richard TenEyck (BIN Coach)		Robert Waltz, Vice Chairperson	

\*Stan Cook

\*Dan Danielson

#### By-Laws Sub-Committee

Ken Bowers	Erin Bubb	Doug Lueders	Richard TenEyck
------------	-----------	--------------	-----------------

#### Committee Advisors

Dave Fairfield	Dave Dzanis	Bob Ehart	Richard Sellers**
Nancy K. Cook	Kristi Krafka	Ed Rod	<del>Diane Loisele</del> replace?

Blue denotes those participating in the meeting

\* New

\*\* Brenda Snodgrass will replace Aaron Price and Leah Wilkinson will replace Richard Sellers in 2019

### Committee Report:

#### 1. Sub-Committee: By-Laws Update(Ken)

- Ingredient tentative status update (Richard):
  - WG in IDC are rewriting guidelines for new definition or modification and will take survey results into consideration and expect to have update this fall.
  - Recommendations, if formal, will be submitted for By-Laws consideration.
  
- AAFCO name review: update from Working Group (Richard/Susan)  
Board Charge: Investigate and make recommendations regarding changing AAFCO's name to accommodate members who may not be from "America". Include consideration of changing American to Animal and Feed to Food. Analysis of feed versus food should include implications for federal and state legislative terminology, international familiarity and use (e.g. proficiency testing program) as well as cost. If a name change recommendation has merit, guidance should also be given regarding process to implement. Acronym should remain the same.
  - Report is in Appendix 1
  - Animal vs American: encourages more international engagement and members; international outreach important but name isn't holding back participation. Participants are coming because of interest in American regulation. Intended to encourage adoption and use of the information AAFCO has (notably for developing countries). They can join/share with current name and isn't currently an obstacle.
  - Feed vs Food: Feed better differentiates from food type issues. FDA "food" includes food for animals. "Animal food" was chosen to better identify and separate feed and pet food from human food. Feed is the traditional and is better recognized descriptor.
  - Could add "international" and leave the current name.

Motion: To accept the report from the WG - Richard; second Erin; motion passes

Motion: To change American to Animal - Richard; second Jenny; yes - 4, no - 7; motion fails - AAFCO name stays the same.

Motion to disband the working group: - Richard; Second - Erin; Motion carries.

- Committee member and advisor language from By-Laws to Procedures (Ken):
  - Looked at AFDO by-laws and couldn't find much of anything regarding code of conduct.
  - Also looked at AFIA's conduct policy, which was pretty short, and it didn't really translate to AAFCO.
  - Decided that the edit discussed at Mid-Year in the Strategic Affairs meeting was enough for now.

Recommendation for insertion on OP page 20, Committee Advisors Section is in red:

Committee Advisors

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations. **Any advisor who behaves in a manner disruptive to committee business may be subject to removal as an advisor to the committee by the AAFCO President.** The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):

**Motion: To accept the advisor language change and insert on page 20 - Jenny; Second - Ali; Motion carries.**

- Just an edit since this sentence is also in the Committee Meeting Operating Procedures no requiring membership vote/approval.

**Action: By-Laws review "Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations" to better clarify member versus participation on committees, task forces or work groups.**

- The By-Laws Subcommittee also discussed ethics on page 6 and our recollection was it didn't need a change. If not, we may want legal advice. We are also recommending all committee chairs sign the conflict of interest policy.

**Motion: That committee chairs and investigators also sign the conflict of interest disclosure statement. Motion: Ken; second Ali; motion withdrawn**

**Action: By-Laws:**

1. **Consider examples of potential conflicts that are open but don't preclude other issues.**
2. **By-Laws investigate whether COI is needed where state/federal members have already signed COI with their respective employers. FDA will follow up where there are investigators that are FDA employees who have also signed COI.**
3. **By-Laws: clarify whether it is COI that prohibits versus disclosure for evaluation and more education/awareness of AAFCO members who will be asked to sign COI.**

## 2. Strategic Planning 2017-20

- To track progress the detailed activities, timelines, and responsible committee chairs can be found in the FeedBin.
- Key progress has been recorded in Attachment 1: Strategic Plan 2017-20 updates from Annual 2018. Edits are in purple text.

**Action: The FeedBin will be updated based on Attachment 1.**

## 3. Vision/Mission Discussion update: Stan

- Deliberated at Seminar 2018 and expect the work will be completed at Fall 2018 Board meeting (FDA)

## 4. Committee Bin Coach - Chad/Richard

- Request from Committee Coordinator (President Elect: Bob Geiger) that Committees update their Bin Coaches and minimize use of Richard as he has been overcommitted via his presence on multiple committees.
- Chad withdrawing
- Stan volunteers!

Committee financial needs from the 2018-19 budget:

- None at this time.

The Committee report will be circulated for a 2 week editorial comment period prior to finalization and submission to FASS for posting.

**Motion: To accept the meeting minutes/report, subject to editorial revisions - Bob;  
Second - Mark; Motion carries.**

Attachment 1:

Strategic Plan 2017-20 with updates from Annual 2018

**Action Item Table:**

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
Linda/ Committee Chairs	Strategic Plan priorities 2017-20	Update FeedBln. Committee chairs asked to update as they make progress.	Update FeedBin per August 2018 Annual meeting reporting.
Linda/President Elect (Stan/Bob G.)	NOPA advisor	Informed Stan that NOPA needs to be contacted to find out if they want to continue to have an Advisor and if so who.	Complete
President Elect (Committee Coordinator)	eMeetings	Committees holding eMeetings need to be reminded to adhere to meeting notice requirements.	Complete
Board (charge) Working Group: Richard TE (lead), Michelle Illing., Dragan M., Bob W., Kent K., and Doug L., Richard S. PFI, Dave F. and Dave D.	Investigate AAFCO name change (American Feed to Animal Food or Feed)	Deferred to Board for direction on whether they want this to move forward. The Board met the same afternoon and supported further investigation. The Board will develop a charge.	WG report received. Committee voted against changing name. WG disbanded. Complete
By-Laws (Ken)	Participant meeting conduct	Consider more fulsome policy review regarding general conduct of all participants and who is responsible for taking action if necessary. Should also take current Ethics section in OP into consideration.	Complete
Board	Vision/mission statement review	Recommendation to the Board to consider holding a session to review and update the vision/mission statement as appropriate, with a facilitator experienced in this area. The Board met the same afternoon and supported holding a Board session at Seminar.	October 2018 Board session will be held to finalize.
By-Laws (Ken)	OP, page 20 Committee advisors sentence	Review "Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations." to better clarify member versus participation on committees, task forces or work groups.	January 2019
By-Laws (Ken)	AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators	<ol style="list-style-type: none"> <li>1. Consider examples of potential conflicts that are open but don't preclude other issues.</li> <li>2. By-Laws investigate whether COI is needed where state/federal members have already signed COI with their respective employers. FDA will follow up where there are investigators that are FDA employees who have also signed COI.</li> <li>3. By-Laws: clarify whether it is COI that prohibits versus disclosure for evaluation and more education/awareness of AAFCO members who will be asked to sign COI.</li> </ol>	January 2019

## AAFCO Name Change Work Group Report to SAC 7/19/18

**Work Group Recommendations:**

- 1.) Proceed with establishing a dba as “Association of Animal (Feed or Food) Control Officials”. SAC to select feed or food.
- 2.) Disband the working group.

**Working Group participants:**

Members - Richard TE (lead), Sue Hays, Michelle Illing., Dragan M., Bob W., Kent K., and Doug L.; Industry - Richard S. (or delegate he identifies), PFI will provide delegate, Dave F. and Dave Dzanis.

**Board Charge to workgroup:**

Investigate and make recommendations regarding changing AAFCO’s name to accommodate members who may not be from “America”. Include consideration of changing American to Animal and Feed to Food. Analysis of feed versus food should include implications for federal and state legislative terminology, international familiarity and use (e.g. proficiency testing program) as well as cost. If a name change recommendation has merit, guidance should also be given regarding process to implement. Acronym should remain the same.

**Work Group comments:**

There was concurrence that “American” should be changed to align with the Association’s goals to engage more globally. The decision between Feed or Food has been pretty much evenly split whenever discussed.

The Executive Director is ready with the implementation steps to obtain the dba (doing business as). The process would only cost a few hundred dollars. It leaves the current legal entity of “Association of American Feed Control Officials” in place thus not disrupting references by state laws or our IRS tax exempt status. Sue and Richard will be available at the Strategic Affairs meeting on Wednesday to answer any other questions.

**Work Group Meeting Notes:**

strategic affairs minutes Jan 2018:

- • AAFCO name (Attachment 1): in order to accommodate members who may not be from “America”, there is a suggestion that the association name be revised.
- ∞ Suggestion is Association of Animal Food Control Officials to keep the AAFCO acronym. Conversations with international members favor a more overarching name.
- ∞ Need to investigate cost to change name.
- ∞ International interest in having international name. AAFCO is viewed narrowly as American.
- ∞ Animal Food versus Animal Feed terminology may be a challenge internationally. Feed is more recognized.
- ∞ WBFI changed institute to industry (filed Doing Business As (DBA)) reasonably easily, depends on state AAFCO is registered in.

- ∞ Proficiency testing program with international clients supports change (Animal Food) to reflect those outside the America term (e.g. Europe).
- ∞ LMSC also feels that most of the world transitioned to animal food a long time ago.
- ∞ Would also require review of association terminology respecting “feed” usage. DBA/State legislation is based on the underlying authority. Association name change may not impact.
- ∞ FDA: animal food term would cover animal feed. As well, a change from medicated feed to medicated food is under consideration. Will need communication/outreach effort to let stakeholders know if AAFCO name is changed.
- ∞ Need to check Codex terminology as they may be using animal feed. OIE refers to animal feed.

Action: Deferred to Board for direction on whether they want this to move forward. The Board met the same afternoon and supported further investigation by Richard TenEyck. They will develop a charge based on the blue text. Working Group participants identified if this moves this forward: Members - Richard TE (lead), Michelle Illing., Dragan M., Bob W., Kent K., and Doug L.; Industry - Richard S. (or delegate he identifies), PFI (Diane) will provide delegate, Dave F. and Dave D.

AAFCO name change. Cost of DBA, ask legal and accounting, pro con list Feed vs Food, report out 4/1/18 -to Linda

4/3/18

Missing information:

- Implementation Steps for DBA
- Deep look into state impacts

Still OK to use the word “feed” in other uses.

Next steps:

4/26/18

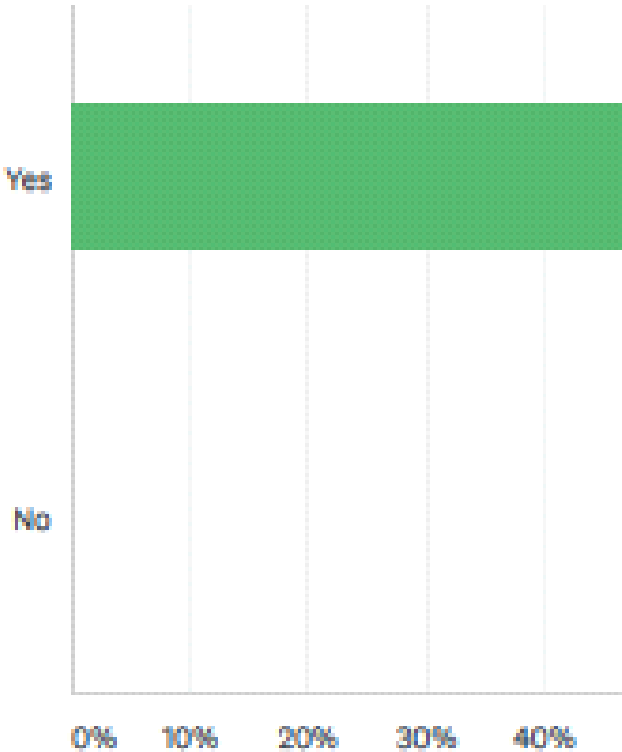
Discussion at seminar. Why not AAFCO, AAFCO International. Why change, What if other countries out vote us.

7/17/18

Setting up DBA is not difficult. Cost is about \$200. The legal entity Association of American Feed Control Officials would continue to exist. Workgroup met by webinar got caught up and took a poll on choices. The use of “AAFCO” had no support. 100% preferred to change the American to Animal. The next table shows 5/4 split on not changing Feed to Food.

### Replace American With Anim...

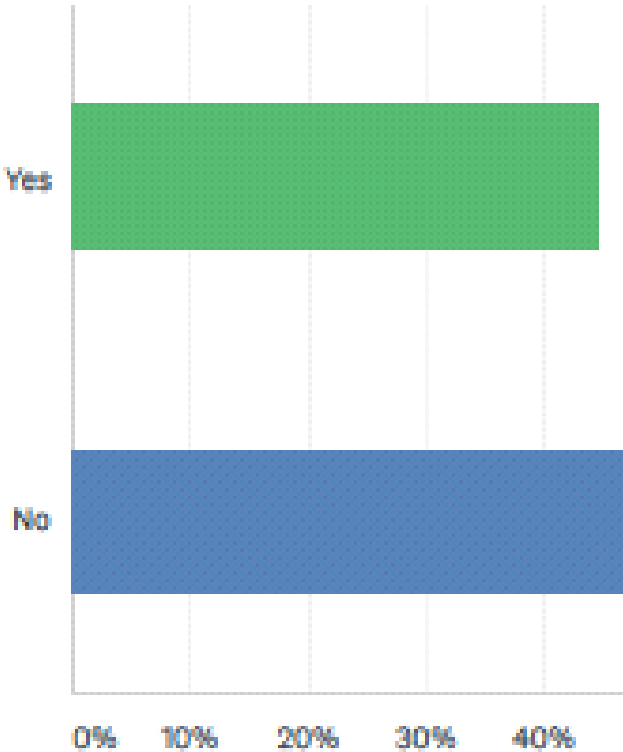
Answered: 9 Skipped: 0



Association Name Change Poll

### Replace Feed with Food?

Answered: 9 Skipped: 0



Association Name Change Poll





