

Strategic Affairs Committee Report/Minutes

January 24, 2018
10:15 am – 12:00 pm
Anaheim, California

COMMITTEE RECOMMENDATIONS:

1. **Report acceptance.**
2. **President Elect (Committee Coordinator) needs to communicate with Committees Chairs holding eMeetings to remind them to adhere to meeting notice requirements.**

BOARD RECOMMENDATIONS:

1. **Report accepted – *add date***
- 2.

ASSOCIATION ACTIONS:

1. **Report accepted – *add date***
- 2.

Full Committee Members:

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

By-Laws Sub-Committee

Ken Bowers	Erin Bubb	Doug Lueders	Richard TenEyck
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Committee Advisors

Dave Fairfield	Dave Dzanis	Bob Ehart	Richard Sellers
Diane Loiselle	Nancy K. Cook*	Kristi Krafka	Ed Rod

Blue denotes those participating in the meeting

* Replacing Pat Tovey

Committee Report:

1. Sub-Committee: By-Laws (Ken) (Attachment 1: By-Laws Sub-Committee Conference Call Report, December 4, 2017)
 - o Update
 - Policy on posting eMeeting notices forwarded by Board: revisited text in OP and felt that generic “meeting” requirements adequately allowed for emeetings as well.
Action: President Elect (Committee Coordinator) - Committees holding eMeetings need to be reminded to adhere to meeting notice requirements.

- Ingredient tentative status (Attachment 1): Suggestion is to remove tentative. (intermediate step) and simply list ingredients as official. Was to be discussed at IDC but was deferred to March conference call. IDC welcome comments from Strategic Affairs.
 - ❖ PFI don't feel there is a purpose for tentative for brand new ingredients. There may be a benefit to using it when ingredients are in the process of being modified to provide a heads up. Some states don't recognize tentative.
 - ❖ APPA: Two definitions appearing simultaneously can be confusing. Most changes are to bring ingredient definition up to current practice.
 - ❖ IDC alternate suggestion: post CVM feedback before moving forward with definition in the OP. Feedback is that tentative needs to be monitored to ensure timely movement to official.
 - ❖ AFIA: Tentative allows period for old product to be used up. Posting changes in progress in the FeedBin can be a challenge for those who don't use it. For some ingredients there is a need for the ingredient to move quickly, if not directly, to official.

- 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 favour 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.

- Committee member and advisor language from By-Laws to Procedures (Attachment 1):
 - ❖ Suggestion is an editorial change to the OP so that the statement on Page 92 (first paragraph, last sentence, of Committee Meetings, Operating Procedures) also appears on page 20 in the Committee Advisors text (before the last sentence).
 - ❖ Recommend consulting with attorney as well.

Action: By-Laws: 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. Timing: August 2018 meeting.

2. Strategic Planning 2017-20

- To track progress the detailed activities, timelines, and responsible committee chairs can be found in the FeedBin.
- Committee Chairs Midyear meeting agendas included Strategic Plan assignments.
- Key progress has been recorded in Attachment 2: Strategic Plan 2017-20 updates from Annual 2018. Edits are in purple text.

Action: The FeedBin will be updated based on Attachment 2.

3. Vision/Mission Discussion: Kent

- Is it inspiring? Current text doesn't appear to be relevant. It is quite dated and may have originated 98-99 timeframe.
- Normally carried out by association leaders (i.e. Board).

Action: 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.

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 – Nancy; Motion carries.

Attachment 2:

Strategic Plan 2017-20 with updates from Midyear 2018

Action Item Table:

Responsible	Item	Action	Timing / Status
Linda/ Committee Chairs	Strategic Plan priorities 2017-20	Update FeedBin. Committee chairs asked to update as they make progress.	Update FeedBin per January 2018 midyear 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.	To meet OP publishing deadline.
President Elect (Committee Coordinator)	eMeetings	Committees holding eMeetings need to be reminded to adhere to meeting notice requirements.	
Board (charge) Working Group participants: 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.	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.	
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.	August 2018 meeting
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.	Seminar 2018

By-Laws Sub-Committee Conference Call
December 04, 2017
1:00 pm – 2:45 pm

Members Present:

Ken Bowers
Erin Bubb
Doug Lueders
Richard TenEyck

Non-Committee Members Present:

Stan Cook

Report:

- 1.) The process for using “tentative” status was reviewed. Discussed if tentative definitions are necessary. This is an archaic system to support circulation of the hard copy OP. AAFCO votes on definitions twice a year so a definition is only tentative for 6 months and can be in the OP as tentative for 18 months. See Appendix 1 for edits to Article VII to take tentative out of the by-laws.
ACTION: Review tentative status and propose language for discussion (get on Strategic Affairs agenda) – Ken by 1-23-18.
- 2.) Have By-Laws Sub-Committee review the name of the association to make it appropriate for geography covered. See Appendix 2.
ACTION: Start a discussion (get on Strategic Affairs agenda) for a proposed name change for AAFCO – Ken by 1-23-18.
- 3.) Have By-Laws Sub-Committee consider international affiliates. How do we address needs of the affiliates and develop language to formalize the relationship? // Review Codex interactions and Costa Rica comments to the Board at the 2017 Annual meeting. // Strategic Plan activity: Enhance collaboration, communication, and cooperation among regulatory agencies.
ACTION: AAFCO to consider international affiliates – Stan to contact Kat to give an update to the board on the December 13 call. Stan to put on next Board meeting by 12-13-17.
- 4.) Language regarding removal of committee members and advisors from assignments. Committee members and advisors serve at the pleasure of the President. Any member or advisor who behaves in a manner disruptive to committee business may be subject to removal as a member or advisor of the committee (Committee Meetings-Operating Procedures, OP page 90). Seems clear. See Appendix 3.
ACTION: Policy and language regarding removal of committee members and advisors – Ken to move language from by-laws to advisors page in OP by 1-23-18.
- 5.) It has also been suggested that we review our conflict of interest (COI) policy. The board members sign a statement every so many years. Do committee chairs need to sign? It was discussed that all regulators have COI policies with their employer. The only people that this may expressly apply to is our

life members. COI is already pretty well covered in the OP, Page 6, Ethics.

ACTION: Conflict of interest discussion – Ken to put on board agenda by 12-13-17.

6.) Statements for Uniform Interpretation and Policy (SUIP)// It was discussed that if a subject is important enough to be incorporated as a SUIP (comparable to a tentative definition) it should have a defined path to incorporation into the Model Bills and Regulations or be deleted and should not have a permanent home in the OP. Doug Lueders will start going through the SUIP list to see what can be moved and what would need deleted. This will be put on the MBRC for discussion in January.

ACTION: SUIP discussion – Doug to put on MBRC agenda by 1-22-18

7.) AAFCO Philosophy Regarding Feed Regulation (OP, page 6). The current most important aspect of feed regulation is regarding the safeguard of the health of man (humans) and animals. The order of the three sections should be changed to reflect this; Safety, Consumer Protection, Orderly Commerce. Decided this was an edit and Jennifer and Richard will take care of it.

ACTION: AAFCO Philosophy Regarding Feed Regulation (OP 2017, page 6 hardcopy) – Richard T and Jennifer will change this in the OP as an edit by 1-20-2018.

Appendix 1

1# Review the process of using “tentative” status. Below is edits to Article VII to take tentative out of the by-laws. OP 2017, page 87 hardcopy

ARTICLE VII

Legislative Standards and Definitions

Any proposed new legislation, regulatory principles, definition, or amendment to existing legislation, regulatory principle, or definition, must be referred to the Board of Directors before being presented to the membership for action. The Board of Directors shall review all such proposals and present them together with its recommendations to the members of the Association for action. *Any new definition or change, except an editorial change, in a definition becomes final when first adopted.* Any definitions previously approved by FDA listed in 21 CFR 573 may become official status when first adopted.

Appendix 2

#2 Start conversation about international affiliates. Have By-Laws review the name of the association to make it appropriate for geography covered.

The suggestion is to change the name to "Association of Animal Food Control Officials" (AAFCO).

The current name is perceived to mean the United States of America. Feed regulators outside of the US are surprised to find that AAFCO is open to international members. They are also surprised that we do not allow industry to be members. This is very different than how most feed associations are set up. They perceive it as a positive to just have regulators as members. They are very interested how AAFCO can persist without industry money.

FSMA has made regulatory issues Global. The FDA Food Safety Modernization Act has brought AAFCO onto the world stage. Importers are looking at AAFCO common ingredient names and our definitions and trying to figure out what AAFCO language aligns with PCAF requirements. Several countries require an ingredient to be listed in the OP prior to importing.

A conversation platform for international consistency is needed. A need for consistent application of the rules is universal. Governments strive to build a level playing field for their industries. Industry strives for a level playing field of regulations and enforcement. There are always evolving issues and gray areas to explore. AAFCO can be key in providing that conversational platform globally just as we do in North America. AAFCO needs to embrace this role and provide a forum for global consistency in feed regulation implementation and enforcement.

The supply chain is global not local. All the ingredients in a ration largely do not come from one country. Even sourcing a single ingredient often touches a foreign supplier. Our regulations and laboratory consistency need to be as global as the feeds we are regulating.

Appendix 3

#4 Language regarding removal of committee members and advisors from assignments.

Proposed moving By-Laws language below to Committee Advisors section. 2017 OP, Page 21 hardcopy. This could possibly be an edit.

AAFCO is committed to providing a forum for respectful, professional discussion. All discussions should be professional and relevant to committee business. Any member or advisor who behaves in a manner disruptive to committee business may be subject to removal as a member or advisor of the committee.